

Meeting Minutes

Polaris PTO

Monday, April 9, 2018

6:00 pm

Polaris Library

Attendees

Colin Lamb, Chair (via phone)
Kara Chitwood, Vice-Chair
Jessica Sullivan, Treasurer
Melanie Chenard, Secretary
Anne Sterrett, Principal

Kris Heilbron, Teacher
Nicole Getzleman, Fundraising Chair
Lyllis Emerson, Auction Chair
Cedra Goldman, Auction Committee
Frankie Newman, Parent

Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: March minutes approved as written
3. Board Reports:
 - a. Chair/Vice-Chair Report:
 - PTO board recruitment: Frankie Newman and Sameer Bawa have shown interest. Board structure potentially to include fundraising chair, communications chair, community event coordinator. Elections next meeting.
 - Should major fundraising event chairs (Jogathon, Auction) be on board? Discussion tabled for separate meeting.
 - Need for a treasurer-type role for each event to keep track of costs & earnings
 - Polaris office staff is not available for PTO-related tasks
 - Field Day still scheduled for May 18th. Permit is in process
 - New parent night was planned for 4/25 - will need to move to later date as new student list not yet finalized
 - 3rd graders will have orientation days - shadow classes, meet with other students - goal is smoother transition. Coffee with parents on these days instead of attending new parent night
 - 1st grade parents will have evening event

- Only handful of new students in other grades - incorporate in evening event or orientation day?
 - Ambassador program in progress
 - PTO-sponsored volunteer appreciation happy hour - separate from staff-sponsored breakfast
- b. Treasurer's Report:
 - FY 2019 Budget
 - \$56k for annual fund, \$30k each for Jogathon and Auction (net of expenses). This year annual fund \$50k tops, but Jogathon and Auction higher. Could shuffle numbers but the sum of those three is the key.
 - Increase electives budget - parent volunteers have been declining
 - Would like to do more financial analysis of Auction for last year and this year to better predict future year earnings
 - *Motion to approve FY 2019 budget was passed unanimously.*
 - Carrie Lamb will chair Jogathon again
 - Jill Davies not doing community dinners again - need someone
 - Working with Corilee to spend music budget
 - PTO is paying for Coach D/Ms. Richards retirement parties May 18th
- c. Secretary's Report:
 - PTO notecards printed, still need to do some for Anne. PTO cards stored in closet in office.
 - Need to set up electronic letterhead
 - Working with Gail to meet Book Fair needs - signup will be out soon
 - Grandparent Day? Per Anne, not happening this year.
 - Still need to address bylaws - will require a side meeting

4. Principal's Report:

- a. CMAS testing starts tomorrow. Security is high - testing tickets, scratch paper, etc. Testing is valuable for accountability, and information is used to help with accelerating and compacting, making sure Polaris's program is doing what it's supposed to. Trying to keep school day normal as much as possible through testing. Having 1 to 1 devices is a big help.
- b. Cafeteria snack cart - has been pushed by DPS Food Services as the way to pay for unpaid lunch bills. Previously kids without lunch money received alternate meal - now everyone can get a regular meal even if there's no money in their account. Principals received bills to cover the deficit - the snack carts are the alternative. Food Services was scheduled to talk to CSC and PTO today but cancelled. CSC reviewed the list of items - will only offer string cheese, yogurt, granola bars, pretzels, cheddar popcorn, and pickles. Will be open to 4th & 5th graders only, and only 1-2 days per week. Anne wants Food Services to provide

communication to the parents, but they haven't - she will send something out if they don't.

- c. Staffing: New hire for 2nd grade is Sara Holdeman. Coming from University Park Elementary. Interviewing 2 candidates this week for Annie Witwer's half time opening. Will determine how the split works once someone is brought on. Karen Wagner coming back to 3rd grade. 4th grade will plateau next year - 5th, 3rd, and 2nd are doing it already.

5. Committee Reports

a. Communications (Kara):

- Still handling room parent coordinator, going well but need to re-emphasize room parent importance, provide task lists and clear expectations.
- Change ePost format? Keri Ellisor is looking into this.

b. Fundraising:

- Annual Fund: No report
- Auction:
 - Great event! Congrats to the Auction Committee!!
 - Some auction items still available, lots of buy a share spots. Cedra has communication ready to go - send through MSA and post on website. Will keep auction open till 10 pm Friday.
 - Timeline was short for silent auction and buy-a-share items. Next year consider reopening after live auction? More communication of timeline needed. Lots of people weren't registered online yet.
 - Meeting with auctioneer for debrief this week. Committee will meet as well.
 - Important with buy-a-shares for people to see who else is signed up. Also more potential for teacher-hosted events - stayed away from that at Anne's request this year, but teachers expressed interest.
 - Live auction felt a bit long - definitely no more items, maybe less next year.

6. Teacher Report:

- a. STEAM grant process has brought in good items, process working out so far. 5th graders are working on a memory for each student with 3D printers. Bloxels have been a big hit (video game creation software).
- b. PTO thanks Kris for representing the teachers this year!

7. New Business: Kara meeting with Anne tomorrow about Spring Showcase.

Meeting adjourned at 7:30 pm.