

Meeting Minutes

Polaris PTO

Monday, May 7, 2018

6:00 pm

Polaris Library

Attendees

Colin Lamb, Chair

Kara Chitwood, Vice-Chair

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Anne Sterrett, Principal

Kris Heilbron, Teacher Representative

Deb Aruca, Electives Coordinator

Nicole Getzleman, Fundraising Chair

Beth Fleming, Incoming Communications Chair

Frankie Newman, Incoming Social Chair

Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: April minutes approved as written
3. Board Reports:
 - a. Chair's Report: Spring Showcase
 - 2 confirmed food trucks, hoping for 4
 - Sign-ups to go out soon
 - Coordinating schedules for evening
 - Buy-A-Shares - Nicole will print calendar & signups for remaining events
 - b. Vice-Chair's Report:
 - Volunteers for 2018-19 school year
 - PTO Board - new Communications Chair & Social Chair (new position), need Fundraising Chair
 - Need Room Parent Coordinator, Auction committee, CSC members
 - Yearbook and staff appreciation volunteer roles filled
 - New Parent Welcome
 - Working on assigning parent ambassadors
 - Parent coffees during shadow days for 3-4-5 this week

- Evening new parent night for 1st grade Thursdays - Shavon, Deb, 1st grade teachers will attend, PTO will give overview & provide handouts
- c. Treasurer's Report:
- April Financials
 - Annual Fund will come in below projected \$50K
 - Auction total currently ~\$35K net
 - Electives - extra \$450 in reimbursements for Deb - could be covered with \$4K equipment budget or unused PE allotment
 - Extra 5th grade t-shirts available - sell at Spring Showcase?
 - Community Dinners - Frankie Newman
 - Kitchen Next Door event successful
 - Maybe do 1 over the summer?
 - Need to provide list of past events
 - Auction Results
 - Carmel vacation buyer backed out - trying to recoup auction fee for that item and find a new buyer
 - Auctioneer's total cost over \$3K
 - PTO provide more direction next year? Change up format?
 - PTO board will meet over the summer to discuss
- d. Secretary's Report: No report

4. Principal's Report:

- a. Upcoming Events
- Band and choir concert next week
 - Spring Showcase May 24
 - Field Day & Volunteer Breakfast May 18
- b. New families
- Shadow days for 3-4-5 Tues & Thursday this week - hoping to ease transition of incoming students
 - 1st grade parent night Thursday - focus on information/communication
- c. Electives
- 169 class offerings this school year
 - 20-25% new
 - 3rd quarter - good distribution of content, struggled a bit with volunteers
 - MySchoolAnywhere best for recruiting volunteers
 - Accolades to Deb! Great job!
 - Mission was to get electives program sustainable in Deb's 2 year commitment - not sure if she'll get there. Logistics have been a challenge.
 - Need more conversation about right number of hours for this position

- Signup/scheduling still a difficulty - Katie Ray still looking into some software. Maybe something a DSST student could build?
5. Committee Reports
 - a. Communications: Plan to meet with Allison Pettersson to try to use MSA as better communication vehicle for fundraising, room parents, school store feature
 - b. Fundraising: End of year fundraising letter going out in Thursday folders. Next year - 3 overall fundraising letters throughout year.
 - Annual Fund: new strategy needed?
 - Corporate Sponsorship: hoping for \$10K next year, budgeted for \$6K
 - Polaris gear sales:
 6. Teacher Report: No report
 7. New Business:
 - a. Key dates for next school year
 - Jogathon October 5
 - Auction - Saturday after spring break? Hold off scheduling for now.

Next meeting June 4th at Cerebral Brewing at 6:00 pm.

Meeting adjourned at 7:40 pm.