

Meeting Minutes

Polaris PTO

Monday, September 10, 2018

6:00 pm

Polaris Library

Attendees

Kara Chitwood, Chair

Jenny Cookson, Vice-Chair

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Anne Sterrett, Principal

Beth Fleming, Communications Chair

Nicole Getzleman, Fundraising Chair

Frankie Newman, Social Chair

Carrie Lamb, Jogathon Chair

Kris Heilbron, 4th Grade Teacher

Tana Padilla, Parent

Allison Pettersson, Parent, CSC, MSA coord.

Jami Davis, Parent, Staff Appreciation team

Frank Casabianca, Parent

Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: Approval of May minutes tabled until next meeting
3. Focus Topic: Teacher Appreciation & Gifts

Historically, room parents have collected donations from parents as teacher/staff gifts, given prior to winter break and during teacher appreciation week in the spring. State law prohibits public employees from accepting gifts of real value. DPS interpretation is a \$50 limit, and is pushing Polaris to comply. Families could individually give teachers up to \$50 each, but Polaris can no longer take up collections. While teacher gifts will likely be left to families at their discretion, PTO would like to ensure that support staff still receive gifts as well.

Suggested approach is to put together a signup for individual families to provide support staff with a gift on behalf of the school community. Jami Davis will put together a draft plan.

4. Parent Open Forum

Volunteering: There is a need to refocus how we bring in volunteers, and make sure opportunities of all types are presented. Ties in with communication. Need to provide

information on what jobs entail and the time commitment required. Carrie detailed big and small volunteer jobs this year for Jogathon and has had good response.

5. Committee Reports

a. Fundraising

- Jogathon: folders have gone out. Trying to encourage kids to set goals. Overall fundraising goal is \$35,000. Short on \$10-\$15 gift cards for student prizes - possible for PTO to fund ~\$200 worth of gift cards? Trying for 25 per grade. Will re-evaluate number of prizes and revisit at next PTO meeting.
- Annual Fund: raised \$1600 so far at 5th grade social. Some interest in corporate sponsorship. Request of \$350 printing budget for banners - can be covered under the current marketing budget.
- Auction: no report.
- Polaris gear sales: sizing of kids clothes was too big. Ordered 100 items total, have sold half. Taking future orders. Plan to order 2 items for kids and 1 for adults next time. Remaining stock available on school store in MySchoolAnywhere. Staff can purchase at cost. Ideas: market gear as grandparent gifts; teacher baseball t's with name on back.

b. Communications

- MySchoolAnywhere: aiming to use as a communication portal. Working on look and feel of app. Volunteer ask for HTML editing. Seeking input on what else people would like to see in app: ePost archive, room parent email archives, what else? Allison will send link to sign up for app to all room parents to forward to parents. Signups in MSA ok for items (e.g. things to provide for a party), difficult for time slots - ok to still use Sign Up Genius.
- ePost: returned to weekly schedule. Has been running smooth through MSA. Populating the spreadsheet is important.

c. Social

- Grade level socials: 5th grade has been held, earned \$1600 cash/check, \$135 in gear sales.

6. Principal's Report

- a. Pamela Wall leaving - Friday is last day. Will be making a change to allow hiring of an outside budget analyst: HR, general ledger accounts, etc. Ana will remain full time, new half-time secretary position has been posted (MWF 8:45-1:15 and TR 12:00-4:30).
- b. Encouraging teachers to send communication through MSA. Allison Pettersson recently conducted a training session.
- c. 4th Grade Keystone field trip: lots of scholarship requests this year. Anne would like to move to a specific fundraiser for 3rd graders to raise money prior to their

4th grade year. Jami Davis to pursue some options; further discussion tabled for another meeting.

7. Teacher's Report: STEAM funding grant request deadlines will be 10/1 and 1/18 this year. Budget is \$10,000. Nicole will help create a Google form.
8. Board Reports:
 - a. Chair's Report: No report.
 - b. Vice-Chair's Report: Jenny aims to focus on development of fundraising from a big picture perspective. Looking to build a donation network of large donors.
 - c. Treasurer's Report
 - Budget overview: 1 year operating reserve
 - Reimbursing Haley Figueroa for painting wall in foyer (\$77, equipment budget)
 - Supperbell fundraiser from last year finally came in (\$250)
 - Bank account activity - seems that reimbursement checks are getting cashed twice. Would prefer to use Paypal. Modify electives reimbursement form for general use?
 - d. Secretary's Report: Kara created file structure in Google drive - reminder to save files there.
9. New Business: none.
10. Meeting adjourned at 7:35. Next meeting October 1, 2018.