

Meeting Minutes

Polaris PTO

Monday, October 1, 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

Amy Newman, Corporate Sponsorship

Kris Heilbron, 4th Grade Teacher

Carrie Lamb, Jogathon Chair

Parker Fleming, Parent

Allison Pettersson, CSC Chair

Melanie Lundeen, Room Parent

Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: May and September minutes approved as written
3. Focus Topic: Grade Level Socials Debrief
 - \$4900 raised, not counting corporate sponsorships and gear (up from last year!)
 - Attendance good for 1st, 3rd, 5th grades; poor for 2nd & 4th grades
 - Consider different format for grades without influx of new families? (e.g. family event at a park) Group generally prefer to keep adults only - summer playdates provide family gathering opportunity.
 - Wednesday & Thursday best - no Friday events
 - Childcare was common reason for not attending. Not very feasible for PTO to arrange childcare.
 - Some parents didn't know in advance there was a fundraising component
 - Avoid having two events on one night
 - Evites - need to have guest list visible, post evites publically?
 - Any other feedback - dump into Google document
4. Parent Open Forum
 - a. Movie Night - interest in starting this as a community event - maybe with fundraising component? Would have to purchase rights to show movie. Delegated to social chair to explore further.

5. Committee Reports

a. Fundraising

- Jogathon: This Friday! To date, \$5600 donated online, \$3000 additional turned in. Aiming to get donations turned in early (due Wednesday) to make prize drawings easier to coordinate. Have gathered enough prizes. Spreadsheet of prize donations available as a reference when gathering Auction donations. Would like to have a permanent Jogathon presence - maybe a plaque of top earners? May have some last minute expenses. *Motion to spend up to \$300 on Jogathon expenses passed unanimously.*
- Annual Fund: Jenny is working on a new program targeted to higher-level donors. Will send out communication in Thursday folders week of 10/15.
- Corporate Sponsorships: \$3500 pledged thus far (excluding in-kind donations), total of 9 sponsors. Banners are being donated. Working on a process to get logos uploaded and sent out for ePost, website, MySchoolAnywhere.
- Polaris gear sales: few adult items remain, several kids shirts. Few advance orders have been placed. Need to start coordinating next order.

b. Communications

- Beth to set up communication spreadsheet for school-wide communication (timing of various items)
- Volunteer communication protocols to be put on website
- ePost: spreadsheet input working well. Could have weekly reach-out emails come from Beth - would look like they're coming from contributors, and it would still fall to contributors to review/edit/enter into spreadsheet. ePosts are now on the website.

c. Social

- New community dinner organizer - Lisa Neeper. Info on past events has been passed on. Lisa could also help with grade-level art at the Auction.

6. Principal's Report

- MySchoolAnywhere has been helpful for communications - may shift all emails from school to MSA and let Campus Messenger be just for district info.
- Looking at school tours for prospective families - Annie Witwer will lead tours, would like to have parent volunteers. PTO will put together a sign-up once dates are selected.
- Science fair is shifting from November to February (district-wide).

7. Teacher's Report: STEAM grant funding

- Submission deadline was today
- Received 5 requests totaling \$8500-\$8800 (some are variable amounts)
- Budget is \$10,000 for year - could fund \$5000 now and leave \$5000 for spring, or fund all requests now and have smaller round in spring.

- Several requests for electives and specials - need to review whether these should fall under regular budgets.
- Only time-sensitive request was from Jessica Rogers for electricity unit. *Motion to approve Jessica Roger's STEAM funding request passed unanimously.*
- Remaining requests tabled until next meeting to allow more time for review. Requests are tabulated here:
https://docs.google.com/spreadsheets/d/1EtfG6rkPKo3WgJFRHRjiRISyZ4wi2_3KCAamh_lAfpo/edit#gid=1528988777

8. Board Reports:

a. Chair's Report:

- New volunteers:
 - Longmont Dairy milk caps coordinator (new parent-driven program)
 - Edukits volunteer - Irene Pian
 - Room parent coordinator - Julie Gladnick
 - Auction party planning - Barbara O'Neill
- October staff appreciation lunch by committee
- Looking at 3rd grade Keystone fundraisers. Also consider gear recycling?

b. Vice-Chair's Report: no report.

c. Treasurer's Report: Income and expenses in line with last year so far. 990 filing is due November 15th - will send out to officers in advance for approval at next meeting. Nonprofit status paperwork due soon as well. Working on a reimbursement form to be posted online, maybe as a Google form?

d. Secretary's Report: Reminder that website updates should be sent to polarisPTOwebsite@gmail.com. Night at the Bookies date set for November 28th.

9. Meeting adjourned at 7:42. Next meeting November 5, 2018.

Polaris PTO, Inc.
Statement of Operations
September 2018 Report
Fiscal Year 2019

	Three Months Ended Sept 30		Approved	ACTUAL	Comments FY 2019
	FY 2018	FY 2019	Budget FY 2019	FY 2018	
INCOME					
Annual Fund	\$ 8,495	\$ 8,480	\$ 56,000	\$ 48,212	Monthly ACH \$320, Comm Monthly \$120
Jog-A-Thon (net)	-	100	30,000	32,817	
The Auction (net)	(455)	305	30,000	35,580	
Grocery Cards (net)	(2,553)	(1,850)	5,000	4,633	
Community Dinners	-	252	1,150	1,606	
Edukit	2,450	-	2,400	2,450	
Interest	37	50	170	158	
Yearbook (net)	-	-	2,500	3,736	
Gear/T-Shirts (net)	13	147	1,500	1,455	
Misc	92	86	630	875	Amazon/box tops, Jamba Juice
TOTAL INCOME	8,078	7,569	129,350	131,522	
EXPENSES					
Paraprofessionals	-	-	90,000	90,000	Due to DPS (3 installments)
Electives	37	250	9,000	6,987	
Elective Coordinator	-	-	8,000	8,000	
Equipment Support	-	78	4,000	-	Wall paint
STEAM/Arts & Science	-	-	10,000	9,536	
Staff/Volunteer Gifts	-	50	1,000	1,073	
Bank & Processing Fees	118	194	1,500	936	Incl USB monthly analysis, Paypal, Community First fees
Green & Garden Committee	-	-	350	200	
PTO Childcare/Meetings	30	30	300	626	
PTO Events	-	75	1,500	-	Back to school night
PTO Marketing	-	24	500	-	
Principal Events	-	-	500	-	
Music/Band	-	-	500	569	
Library/Bookies	-	-	500	292	
PE/Gym	380	-	500	380	
Art	-	-	500	-	
Directory Ads, net	398	398	400	398	
Other	114	-	300	172	
TOTAL EXPENSE	1,078	1,098	129,350	119,169	
NET INCOME (LOSS)	\$ 7,001	\$ 6,471	\$ -	\$ 12,353	
BEGINNING NET WORTH					
		205,187			
Net Income (Loss)		6,471			
Other Changes		(958)			PayPal \$1,387.67, (\$30) Sept. sitter, (\$400) electives
ENDING NET WORTH		\$ 210,701			
COMPONENTS OF NET WORTH					
Operating Cash		\$ 19,517			
Money Market Account		\$ 190,875			
Petty Cash		\$ 309			
Ending Net Worth		\$ 210,701			
LESS: PTO Designation of the Above Net Worth					
Current Year Contractual DPS Commitment		(90,000)			Three installments \$30k
Current Year Electives		(14,750)			\$8k coordinator + \$7k resources
STEAM		(10,000)			
2019-2020 Contractual DPS Commitment		-			
2019-2020 Electives Commitment		-			
Emergency operating reserve		\$ 95,951			