

**Polaris PTO**  
**Monthly Meeting Minutes**  
**August 25, 2016**

In Attendance: Tim Kirkland, Chair; Colin Lamb, Vice Chair; Anne Sterrett, Principal; Kristin Heilbron, 4<sup>th</sup> grade teacher; Vanessa Pierce, fundraising chair; Kara Chitwood, volunteer coordinator; Cedra Goldman, committee chair for Romancing the Vine; Stephenie Falcone, parent; Megan Freedman, Communications; Melanie Chenard, website coordinator; Melinda Stewart, electives coordinator; Jami Davis, committee chair for Jogathon

1. Call to order, go around the room for introductions.
2. Motion to adopt meeting minutes from 5/02/16, approved.
3. Board Reports:
  - a. Chair's Report –
    - i. Tim moved to vote Stephenie Falcone into Secretary position, vote was unanimously in favor.
    - ii. Tim provided handout on Robert's Rules of Order, please review on your own, Tim will follow this format going forward. Please email him by the Friday prior to the next meeting if you want to be on the agenda with estimated amount of time.
    - iii. Cedra asks who is on the board? Do we want to add committee chairs? Tim – an amendment is required to add committee chairs to board, referenced PTO FAQs. Colin – board members have a fiduciary responsibility, when changing board consider the charter, attendance and quorum. Tim – researching affordable PTO geared insurance policies. Kara – minimal job descriptions for the board are in the bylaws, however these may need to be reviewed and revised throughout the year, as well as add in other key players
    - iv. Tim- I will keep time today, rotating time keepers going forward.
  - b. Vice Chair's Report – Colin - no report
  - c. Treasurer's Report – Megan – no report but provided a print out of financials in line with last 6 months.
    - i. \$15,000 lost last year, income of \$24,000, that's a \$40,000 difference, down \$26,000, annual fund down \$24,000, expenses \$13,000 more than last year.
    - ii. Jogathon water fountains were 2 payments totaling \$9800. Can older kids use the water fountains? Kris – yes they can on the way down and up the stairs. Vanessa- not a problem, 10 ACH (auto clearing house) families opting out but will be fine.
4. Committee Reports:
  - a. Volunteer Committee –

- i. Kara -will have all volunteers, awesome. Carmen is bcc'ing, all room parents' positions are filled. Deleted Chinook Book, Love of the Arts and Safety Committee. Cedra – pick up is crazy, people are leaving their cars. Anne – kinder parents having trouble with drop off, sending an email about it, will include pick up rules.
  - ii. Kara - We need to find co-leads for treasurer (Megan), community service (Haley), Carmen (room parent coordinator) Molly (grocery cards) and RTV chair (Cedra).
  - iii. Calendar has appreciation lunches, volunteers needed. Silos- 4 execs have ownership – align with ePost. Tim – let's get it done next week. Cedra - Original Works, where does the money go? Anne – To Danny through the school account.
- b. Fundraising Committee – Vanessa –
- i. Annual Fund and parent socials, website has fundraising infographic, positive feedback – 4 main categories: Annual Fund, Jogathon, Romancing the Vine, Cash (ie groceries). Plus \$400 per student goal. Calls have come in to give money, raised \$4000 by the end of the day. 2 goals: dollar amount goal and 100% participation goal. Last e-post has dates for all parent socials. Did Anne forward email to teachers? Kris – no. Anne – I will right now. Anne and teachers will be there. PTO rep will be there to make the ask:
    1. Vanessa – 2<sup>nd</sup> grade & Kinder
    2. Tim – 4<sup>th</sup> grade
    3. Megan – 3<sup>rd</sup> and 5<sup>th</sup> grade
    4. Colin – 1<sup>st</sup> grade.
    5. Kara is sending email to the hosts explaining that PTO point person will be there to make pitch for Annual Fund, explaining logistics for Evites and potluck.
    6. Vanessa is creating a box with talking points, annual fund 1 pager and pledge. Goal is \$84,000 for paras, STEAM, tech and electives.
    7. Cedra – created a save the date flier to give out at parent socials, on the back is a request for volunteers and silent auction items.
    8. Megan – there should be color coded name tags to represent different teachers.
  - ii. Vanessa – Match Fund - \$11k in commitments, wants \$20k before Sept 15<sup>th</sup>. If you want you can put your donation to match, there is also direct debit, Colorado Gives, Tim – Can you do it through ACH? Yes. Megan - \$30 bank fee – variable per participants – 4 cents per family. New families did Coloradogives.org – Vanessa will call to update profile. Megan – 2 years ago they started doing fees – 2% or 5 % - credit card processing. It's still free on the “day”. Cedra – should we take off Colorado Gives then? Vanessa – no leave it on,

some people only want to do it that way, it's on the 1 pager about ways you can give. Pledge form has all the ways you can give. Colin - \$400/student for all things needed only if 100% gives.

- iii. Stephenie – is there a record of who has paid the \$400? Vanessa – we welcome gifts in all sizes. Megan – remind of time giving also. Vanessa – No one is keeping score, but if you want to feel you've done your part, yes there is a record to prove it.
  - iv. Tim – logistically do you need help assembling boxes, making copies? Vanessa – no. Tim – I am feeling less terrified and more excited. Vanessa – be careful with pledge forms, treat them like cash. Tax receipts will be provided. Talking points included paras in the classroom. Anne – paras cost more than we agreed to. Cedra – should we have a thermometer for motivation? Tim – we can.
- c. Communications Committee –
- i. Meg – did spreadsheet, communication with website, 50/50 team working together with school side. Emails bifurcated, ePost is for PTO and community service, there will be some overlap.
  - ii. School Directory coming online!
  - iii. Facebook was started last year, had to lock it down, it went away, not used, should it be the school's not PTO's? Anne – I don't want one, bad things happen, I want to talk with the communications team separately, not here.
  - iv. Meg – excited about the new DPS website, need to pick a template. Anne – Andrea and Melanie met and picked a template.
    - 1. Will have bios of staff members, got 3 back already including Kris's.
    - 2. At the bottom there are 3 columns, (office, PTO, kids stuff?) 4 with the calendar, you can scroll through the whole year.
    - 3. Meg – impressed with DPS process, it's going to be awesome. Will send ePost every other week.
    - 4. Jamie – son's school has an app feature of online directory, prefers that over facebook. Stephenie – there is an app that's a fundraiser with banner ads across the top. Vanessa – no more fundraisers, we want things streamlined and consistent across channels. Anne – there is an app for the directory.
  - v. Meg – online directory – we paid for it and it turned on immediately. My School Anywhere has sign-ups and other tools. Check preferences in September. Alex Qun's went to junk mail. Only took a few minutes, way easier than Parent Portal. If there's a need we can print it out, last year \$300, online is \$398. Cedra – how easy is it to use from your phone? Meg – there's an app. Melanie – link or password provided? Meg – put link in website.
- d. Electives –
- i. Melinda – thank you so much for setting money aside to hire me.

- ii. We have dates and deadlines – do they conflict with anything? I have checked this attached calendar and don't see any. Looks good.
  - iii. Offices were moved from office behind gym to 105A across from the art room. Hyper-organized, 2 bins in hallway for take apart and general donations. All has been cleaned. Tessellation project installed by the front office.
- 5. Principal's Report – Anne –
  - a. Curriculum Night – new format starts at 5:30pm and is over at 6:40pm. Anne will make a video to show in the classrooms, then parents can talk to teachers, have more time for that. 1<sup>st</sup> session is 5:30-6, second session is 6:10-6:40pm. Let me know if you have any skills with video. Cedra – can't we have babysitting? Meg – no we can't afford to provide it for everything, it's in the evening, get a neighbor or friend, inevitably someone always brings their kids anyway. Anne – we just assume they had no other choice.
  - b. Anne – I am sending out an email about pickup and drop off, don't leave your car in the drop off lane, pull all the way up, kinder parents asked about leaving kids before 8:30am. Also, asked Danny Mae about signage for new door entrance on Park, art installation. Cedra – I wanted to ask for it to be donated through Romancing the Vine. Megan – can you move the sign over to the second gate? Right now the arrow on the sign is pointing to the gate entrance and it's confusing.
  - c. Anne – all drills are done, lock down, fire and tornado all done in 45 minutes. Talked to every class. There was a kindergartner in the bathroom, this is how we learn, they were fine.
  - d. Kinder para will be hired in the next week and a half or two.
  - e. Anne's birthday was yesterday, staff meeting included singing, kids gave her cards, life is great.
  - f. Melanie – Enrichment pickup – at this point the gate is open. Anne – can't be perfect. Heather Ottele is thinking of having an outside group manage the door.
- 6. Unfinished Business:
  - a. Finalize PTO Meeting Calendar – Tim –
    - i. next meeting is Labor Day, could move to the following Monday Sept 12 to align with CSC or Tues Sept 6. Tim can't make it Sept 12. Anne can't do 12<sup>th</sup>, wants to do 6<sup>th</sup>. Colin can't do either. Megan will check with childcare. Sticking with the 6<sup>th</sup>.
    - ii. Jan 2<sup>th</sup> – first day back from winter break, move to Jan 9<sup>th</sup>.
    - iii. April 3<sup>rd</sup> – no school – move to April 4<sup>th</sup> or 10<sup>th</sup>, Romancing the Vine is the 8<sup>th</sup>. Cedra prefers the 10<sup>th</sup>.
  - b. Finalize Event Calendar and Leads –
    - i. Bookies – Anne will ask Gail about the date of Dec 1
    - ii. staff should be in charge of the Science Fair and will set the date.
    - iii. Holiday giving is more the whole month of Dec. student council and electives will be in charge.

- iv. Grandparent's Open House – Anne – staff need to design this as well.
  - v. New Family Welcome Night – Kara- some choice on this, just for families who have accepted. Anne felt teachers were put on the spot – won't do classroom this year. Contractually teachers only have to attend 3 events, what about student ambassadors? Colin will take the lead since he will be incoming president. Jamie – what about student council? Kara – no not consistent.
7. New Business –
- a. Jamie – can I be on the agenda for the next meeting, I need 10 minutes.
  - b. Melinda – electives times have changed, now it's 1:35 – 2:25pm for the 1<sup>st</sup> hour and 2:30-3:20pm for the second hour.
8. Adjournment – next meeting Sept. 6th