

Meeting Minutes

Polaris PTO

Monday, November 6, 2017

6:00 pm

Polaris Library

Attendees

Kara Chitwood, Vice-Chair

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Anne Sterrett, Principal

Kris Heilbron, 4th Grade Teacher

Meg Freedman, Communications Chair

Nicole Getzleman, Fundraising Chair

Lyllis Emerson, Auction Committee Chair

Cedra Goldman, Auction Committee Member

Amy Newman, Auction Committee Member

Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: October minutes approved
3. Board Reports:
 - a. Chair's Report (given by Vice-Chair):
 - STEAM funding request form:
 - Coordination meeting was held and draft form created. Two submission dates - late September, late January - these work well for teacher planning.
 - Any unspent funds to be carried over into following semester
 - Kris to review form at staff meeting this Wednesday
 - This year - entire \$10K budget available for January. Early submissions ok, may help work out kinks
 - Forms to be provided via email, hard copies in office, PDF on Google Drive
 - b. Vice-Chair's Report:
 - Shifting Thanksgiving Lunch volunteers to 1st grade (1st and 3rd were assigned to Talent Night)
 - Talent Night planning started - Kristen Barnard & Stephenie Falcone. Event date January 18, 5:30-8:00. Video being shown in classrooms to generate interest, and signup forms being created. Trying to better define performance time frames to improve on scheduling.

- Holiday Giving Project - organized by Haley Figueroa - benefitting The Gathering Place. Greeting card sales, food drive for Betsy's Cupboard, classroom project during winter parties.
 - Yearbook - Jay Vasconcellos will lead this again next year (will be her youngest's last year), would be good to get new volunteer on board next year to allow for a transitional year.
 - c. Treasurer's Report:
 - Jogathon big success - close to \$33K total! Some funds not yet into account. Annual fund a bit down - still have Colorado Gives day ahead
 - Mici's - \$316 earned
 - Colorado State filing form has been updated, PTO members updated
 - d. Secretary's Report:
 - Thanksgiving lunch - volunteer signup up and running
 - Coordinating w/ Gail for Bookies night 12/6
 - Google calendar update hit some snags - haven't swapped out yet - working with Ana to resolve
 - Sent out comments on suggested changes to bylaws
 - **ACTION ITEM:** Melanie to draft changes to bylaws and send out for review prior to next meeting
- 4. Principal's Report:
 - a. SPF rating is blue!! 4 areas that show yellow due to averaging with prior year. Teachers worked extremely hard and should be congratulated!
 - b. Thanksgiving Lunch November 15th
 - c. Report cards November 30th - after Thanksgiving due to schedule
 - d. Nov. 14th - Heart of EQ presentation
 - e. Halloween went really well - thanks to all who helped
- 5. Committee Reports
 - a. Communications:
 - Communications role being dissolved for now - everything running well with website, ePost, room parents. Meg will still be available if anyone needs any help with any communications. Email to go out to volunteers with new communication process, autoreply to be added to email address redirecting to Chair.
 - Facebook - Allison Pettersson meeting with Anne on Friday to help get it running. One way communication only, very simple. Anne open to limited PTO posts, but would rather keep to additional communications that don't have another forum (GT information, etc.).
 - School App? Has been discussed before - not sure how much capability My School Anywhere has. Anne can discuss with Allison.

b. Fundraising:

- Annual Fund: Banner for progress to date. Will add stickers for percentages, reprint after Auction. Quick guide banner as well. Quick guide lives on website already, maybe add rocket?
- Task list for Fundraising has been created - includes Annual Fund, Grade Level Socials. Nicole will meet with Carrie, Lyllis to add Jogathon and Auction tasks.
- Working on list of accomplishments from 2016-2017 - paras, computers, water fountains, etc. Ideally information would be provided at Grade Level Socials. This year, will include in a letter promoting Colorado Gives Day (12/5) - will send out through My School Anywhere, maybe also include in Thursday Folders?
- Match fund of \$10K has been assembled for Colorado Gives day this year. Fliers will be posted around the school. Would like to add Colorado Gives button to website - ok with Anne.
- Annual fund goal has been reduced from budgeted \$70K to \$55K due to Jogathon success & higher fundraising goal for The Auction.
- Auction: Lyllis requesting money up front for a caterer. \$4K-\$5K. Looking for corporate sponsorships for the school as a whole - expect to find a sponsor that would ultimately cover this amount.
 - Sponsorships would have to be connected with PTO - would manage funds. Could be advertised via banners, ePost, website, Thursday folders, t-shirts, yearbook, fundraising banners
 - Amy will put together proposal for sponsorships, email Anne & Colin, bring to December meeting
 - Also need advance funding of \$597 for online bidding tool.
 - Motion to approve \$6000 in additional funding for Auction expenses. Motion passed unanimously.
- Polaris gear sales: No representatives present - moved to next meeting.
 - **ACTION ITEM:** A separate gear committee meeting will be held to further discuss gear options, timing, and inventory issues.

6. Teacher Report: none

7. New Business: none

Meeting adjourned at 7:30 pm.