

## Meeting Minutes

# Polaris PTO

Monday, March 5, 2018

6:00 pm

Polaris Library

## Attendees

Colin Lamb, Chair

Kara Chitwood, Vice-Chair (call-in)

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Anne Sterrett, Principal

Nicole Getzleman, Fundraising Chair (call-in)

Lyllis Emerson, Auction Chair

Cedra Goldman, Auction committee

## Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: January and February minutes approved
3. Board Reports:
  - a. Chair's Report: Officer recruitment - have a few people in mind to ask, also advertise in ePost. Need to fill vice-chair position. Melanie planning to stay on as secretary but willing to open the spot to someone new if there's interest.
  - b. Vice-Chair's Report:
    - 1st grade-hosted staff appreciation lunch this month.
    - Is there a need to shift new parent welcome night due to shift in choice enrollment process? Has previously occurred end of April. Placement notifications are in early April. Anne will consider timing.
  - c. Treasurer's Report:
    - FY 2019 budget
      - Pretty in line with last year
      - Increase for electives coordinator?
      - Stipend / gift for electives coordinator
      - Will vote on budget in next meeting
    - FY 2018
      - Currently projecting \$9K excess income - need to find a home for it if it's real. Ideas: Assemblies, Tony Ortega artist-in-residence project

- Paraprofessional / electives coordinator funding is round-about - actually pays for a teacher due to the way teacher salaries are budgeted - gives us the most for our money. Keep in budget as is - this funding allows Anne to staff these positions.
  - d. Secretary's Report:
    - Created PTO version of logo, working on getting notecards printed. Anne is interested in getting some notecards as well.
    - Sponsorship form has been approved by Anne - new page on website
- 4. Principal's Report:
  - a. 5th grade goes to Ballarat next week.
  - b. Testing starts soon. March 20-22 (5th), April 10-12, 17-19 (3rd-5th) want good attendance, good attitudes. Time blocks are relative to normal time blocks for each subject.
    - Math 65 minutes x 3 days
    - Language arts 90 minutes x 3 days
    - Science 80 minutes x 3 days
  - c. Hiring: Danny Mey retiring - new art teacher will be Jessica Rogers. Will be interviewing for 2nd grade to fill her spot. Lynn Richards also retiring - Alysha Policicchio will stay in 3rd grade, Karen Wager coming back from maternity leave. Annie Witwer in principal training program - will be doing teaching job share - looking for ½ time 4th grade.
- 5. Committee Reports
  - a. Communications: Lyllis provided statistics for open/click rates on ePost. Typically around 60% open rate, click rates <10%.
  - b. Fundraising:
    - Annual Fund: Tax receipts for monthly donors to go out this week. Corporate giving site - no contributions since September. Nicole to look into.
      - Allison Pettersson wants to do Harkins summer movie pass fundraiser - advertise via MSA and post on website
      - \*\*\*Need to get Anne access to MSA\*\*\*
    - Auction
      - Expenses to date \$9462
      - Auctioneer contract has been signed. 10 live auction items - Principal for a Day to be a live auction item. Maybe specials teacher for a day? Anne to ask Danny, Hunter, Corilee, Gail if they're interested.
      - Additional costs for student art being covered by Cedra for now. Student council will have kids sign/decorate bench to remain at school (live auction item). 1st grade art piece being done this week (silent auction item).

- Other live auction items: VIP tickets to Derby party, wine cellar, spirits collection. Goal of 10 items, various prices
- Flow of events: Anne speaking (2 minutes), heads and tails game, live auction items, parent's perspective (Cedra), paddle raise (\$2500 down to \$50). Silent auction to close at 8:30.
- Sound system - need a better sound system than Polaris has. Additional \$250 cost. Approved.
- Sponsors - currently have \$1400 committed.
- Paperless post invite going out Friday
- Once new families are known, Pam will provide info to Lyllis so that invitations can be sent to them as well.
- Principal message - coming out soon. Anne will also send letter from PTO.
- Yard signs to be posted this week, teaser signs will be placed around school to advertise kid-focused items. Auction to be opened 3 days before - stickers on kids to advertise. Silent auction will close at 8:30 night of event.
- Make the Auction more noticeable in ePost - graphics, different color/font
  - Polaris gear sales: Magnets now available, can be purchased from online site now.

6. Teacher Report: no teachers present

7. New Business: none

Meeting adjourned at 7:25pm.