

Meeting Minutes

Polaris PTO

Monday, November 5, 2018

6:00 pm

Polaris Library

Attendees

Kara Chitwood, Chair

Jenny Cookson, Vice-Chair

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Catherine Forington, Teacher Team Lead

Beth Fleming, Communications Chair

Nicole Getzleman, Fundraising Chair

Frankie Newman, Social Chair

Kris Heilbron, 4th Grade Teacher

Angela Dire, 2nd Grade Teacher

Carrie Lamb, Jogathon Chair

Melanie Lundeen, Parent

Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: October minutes approved as written.
3. Principal's Report: (Given by Catherine Forington)
 - a. Polaris gets \$70,000 in bond funds from DPS for Learning Environment upgrades
 - b. Timeline is short - must submit plan for how to use funds by 12/7, have all improvements complete by August 2019
 - c. Examples of eligible improvements: modular furniture, displays, floor coverings, paint, A/V equipment
 - d. Teacher, parent, student input required, and a portion of the work must be student driven. Have already gotten teacher feedback, will have parents and students complete surveys.
 - e. School Leadership Team and CSC will join to form a task force to determine the plan. Weekly meetings on Wednesday mornings. Additional parent involvement will be solicited through a school-wide email.
4. Focus Topic: The Auction
 - a. Special guest Libby Pollock attended a portion of the meeting. Libby is a professional auctioneer and representative for mobile bidding software Handbid. Libby discussed her experience and services offered, which include helping to develop auction items that will generate interest based on the

- audience and planning assistance for the event. Libby's fees are \$1000 flat rate or 10% of live auction sales (whichever is greater).
- b. Auction committee was targeting 4/20 date - however, this is Easter weekend. May need to reconsider.
 - c. *Motion to proceed with hiring Libby Pollock as the auctioneer. Motion was seconded, passed unanimously.*
5. New Business / Parent Open Forum
 6. Committee Reports
 - a. Fundraising
 1. Jogathon: Total earnings \$33K+. May need to replace sound system - blew the amplifier. Chris Dunn and Corilee are looking into this. Carrie would like to have a "winners plaque" to hang in the school. Will also work toward a teacher sponsor/planner to help facilitate coordination with the teachers. May start planning for next year in 4th quarter of this year.
 2. Annual Fund: Colorado Gives day is 12/4. Two communications are going out prior to the day. No fees for online donations on that day.
 3. Corporate Sponsorship: \$4500 pledged so far. Banner has been hung up and a dry-erase thermometer has been printed to hang in the hall.
 4. Polaris gear sales: Online sales are slow - best when we have a table set up at an event. Approx. \$100 net profit thus far. Minimal adult inventory remaining, lots of kids t-shirts. Considering an outside gear company that will handle sales and print on demand.
 - b. Communications
 1. New Polaris Families facebook page.
 - c. Social
 1. Community Dinners: Lisa Neepor working with Frankie - looking at Kitchen Next Door and Mici's. Freddy's only brought in ~\$40.
 7. Teacher's Report: No report
 8. Officer Reports:
 - a. Chair's Report:
 1. STEAM funds: Need to revamp grant process - allow more time to circulate for approvals. Katie Ray found some items cheaper. STEAM committee recommended not funding Craftsman & Apprentice or sewing machines. Motion to approve funding as recommended by STEAM committee. Motion seconded, passed unanimously.
 2. Teacher appreciation: Trial run with new process for Keystone trip thank-yous - donations solicited through Venmo and Paypal, purchased gift cards and handed out with different names on them.
 3. Scholarship fund: PTO to consider budgeting field trip scholarship funds
 - b. Vice-Chair's Report: Annual Fund/Development - "Tremendous Gift" letters went out late October. Working on scheduling a cocktail party, making connections with potential donors.

- c. Treasurer's Report:
 - 1. Draft tax return (Form 990EZ) was sent to board members for review in advance of the meeting. Melanie inquired about listing "Environmental Program" as a separate expense line-item - in years past this was listed separately to track grant money. Jessica will wrap it in with general expenses moving forward. Motion to approve Form 990EZ for filing. Motion was seconded and approved.
 - 2. Card and gift card were purchased for C-Jay for her last day.
 - d. Secretary's Report:
 - 1. Working with Corrilee on purchases to use \$1700 funds previously approved. Some items require follow-up with Anne and/or Eddie.
 - 2. Working on volunteers for Thanksgiving lunch and coordinating with Gail on The Bookies and Jessica Rogers on 5th grade shirts.
9. Meeting adjourned at 7:48 pm. Next meeting December 3, 2018.

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

	Four Months Ended Oct 31		Approved Budget	ACTUAL	Comments FY 2018
	FY 2018	FY 2019	FY 2018	FY 2017	
INCOME					
Annual Fund	\$ 12,160	\$ 14,910	\$ 56,000	\$ 48,212	Sponsorships of \$4,500
Jog-A-Thon (net)	21,409	23,324	30,000	32,817	Another \$10,030 earned through Community First - total \$33,354
The Auction (net)	(455)	305	30,000	35,580	
Grocery Cards (net)	(269)	(1,550)	5,000	4,633	
Community Dinners	-	252	1,150	1,606	
Edukit	2,450	2,176	2,400	2,450	
Interest	50	66	170	158	
Yearbook (net)	-	-	2,500	3,736	
Gear/T-Shirts (net)	13	116	1,500	1,455	
Misc	92	171	630	875	Amazon/box tops, Jamba Juice
TOTAL INCOME	35,450	39,771	129,350	131,522	
EXPENSES					
Paraprofessionals	30,000	30,000	90,000	90,000	Due to DPS (3 installments)
Electives	397	767	9,000	6,987	
Elective Coordinator	-	-	8,000	8,000	
Equipment Support	-	78	4,000	-	Wall paint
STEAM/Arts & Science	-	594	10,000	9,536	
Staff/Volunteer Gifts	-	100	1,000	1,073	
Bank & Processing Fees	210	394	1,500	936	Incl USB monthly analysis, Paypal, Community First fees
Green & Garden Committee	-	-	350	200	
PTO Childcare/Meetings	60	60	300	626	
PTO Events	-	75	1,500	-	Back to school night
PTO Marketing	-	24	500	-	
Principal Events	-	-	500	-	
Music/Band	-	409	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	31,559	32,898	129,350	119,169	
NET INCOME (LOSS)	\$ 3,891	\$ 6,872	\$ -	\$ 12,353	
BEGINNING NET WORTH					
Net Income (Loss)		205,187			
Other Changes		6,872			
ENDING NET WORTH		30,406			Paras (\$30K), Electives (\$346), Sitter (\$60)
COMPONENTS OF NET WORTH					
Operating Cash	\$	51,265			
Money Market Account	\$	190,891			
Petty Cash	\$	309			
Ending Net Worth	\$	242,465			
LESS: PTO Designation of the Above Net Worth					
Current Year Contractual DPS Commitment		(60,000)	Three installments \$30k		
Current Year Electives		(14,308)	\$8k coordinator + \$7k resources		
STEAM		(10,000)			
2018-2019 Contractual DPS Commitment		-			
2018-2019 Electives Commitment		-			
Emergency operating reserve	\$	168,159			