

## Meeting Minutes

# Polaris PTO

Monday, December 3, 2018

6:00 pm

Polaris Library

## Attendees

Kara Chitwood, Chair

Jenny Cookson, Vice-Chair

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Beth Fleming, Communications Chair

Nicole Getzleman, Fundraising Chair

Frankie Newman, Social Chair

## Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: Review of November minutes delayed to January meeting
3. Principal's Report: (Kara) Anne is still in Arizona with family. Her father passed away due to cancer and her mother had a medical emergency as well. She plans to be back at school Thursday. Jessica will get flowers for her on Friday on behalf of the PTO - \$50 expenditure approved.
4. Bond Money Update: Catherine Forington is leading the task force to plan for the \$70,000 bond funding. Plan is due Friday (hoping to delay to Monday to give Anne a chance to review). Based on teacher, parent, and student input, the following items will be included in the plan:
  1. Cooling - \$40,000 to help address top 5-6 hottest classrooms. DPS will help determine most effective methods (awnings, fans, A/C, etc.)
  2. Playground - need more shade, more seating areas. Plan to remove small (former kindergarten) play structure and install tables & chairs. Students to help decorate. Could be used as outdoor lunch space or classroom space as well.
  3. Cafeteria - improve seating, sound mitigation
  4. Auditorium improvements are backup option if any of the above aren't approved by DPS.

Next phase will include more detailed planning with DPS help. Improvements must be complete by August 1. CSC has a lot of good information from the input gathered, and

would like to present to PTO in spring to explore opportunities for PTO to address some other requested improvements. PTO has \$4,000 budgeted for equipment support.

5. Focus Topic: Ideas for focus topics for 2nd semester PTO meetings. Want to set in advance to give more opportunity to advertise topics.
  - January: electives
  - February: budget
  - March: volunteers - board positions & large volunteer roles
  - April: budget approval, board elections
  - May: ?

The group discussed putting out parent surveys to try to get more input from those who can't (or don't) attend PTO meetings. Jessica will put together a draft survey to guide budget priorities.

Current behavioral issues in 1st grade classrooms were discussed from the context of potential additional social/emotional support needed, and how PTO might be able to help address those needs (direct classroom support, guest speakers, etc.). Funding for social/emotional support in general will be included in Jessica's draft survey - if parents indicate a desire for PTO funds to help, will work with Anne to determine strategies.

## 6. Committee Reports

### a. Fundraising

1. Annual Fund: Colorado Gives Day is tomorrow. Pre-scheduled donations are \$5950 - on par with last year. Hoping to match last year's donations (~\$17,500). More people have signed up for monthly giving - had 2 families over summer, now up to 12 on Colorado Gives site for \$1900/month (additional 6 monthly ACH donors)
2. Corporate Sponsorships: 10 donors total, 3 are in kind. All checks have been received.
3. Polaris gear sales: Plan to order more in January. Looking at vendors - may contact vendor used for student designed shirts.

### b. Communications

1. ePost: Some confusion over science fair requirements/deadlines.
2. Facebook/privacy: 36 families are on no media list. Some have expressed concern over student photos on classroom Facebook pages. Some of the photos have been posted by no media families. Beth will follow up with no media families to clarify that all classroom pages are private, so photos can't be shared outside the group. PTO can't monitor all photos, but parents can request a photo be removed if their child is pictured.

### c. Social

1. Community dinners set up for January 8 at Mici's on Colorado Blvd. and February 11 at Next Door Stapleton.

7. Teacher's Report: No teacher present
8. Officer Reports:
  - a. Chair's Report:
    1. Auction: Auctioneer has been hired, venues narrowed down. Targeting date of 4/27. Subcommittees are forming. Erin Bawa is helping with event budget.
    2. Scholarship Fund for field trips: will be included in PTO budget survey
    3. Talent Night: last Thursday in January. No school next day - consider rescheduling? Have volunteers lined up. May do art display in gym.
  - b. Vice-Chair's Report: No report.
  - c. Treasurer's Report:
    1. Income generally on par with last year - corporate sponsorships have brought us a bit ahead of where we need to be.
    2. Hunter Brown reported that tetherballs were stolen/damaged during Thanksgiving break. Replacing them would put him over allotted \$500 budget. *Motion to approve additional spending to replace tetherballs. Motion seconded and passed unanimously.*
    3. Tax return filed and Colorado nonprofit status renewed.
    4. Specials teachers will probably all use their full budget this year. Melanie to follow up with Gail. Consider having specials funding run like STEAM program to better account for different needs of each.
  - d. Secretary's Report:
    1. Music program purchases: Some items received, need to follow up with Corrilee/Eddie/Anne on remaining items.
    2. 5th grade student designed shirts - order submitted today. More than half of orders came in through MSA. Consider having this be an art program-specific fundraiser in the future? Melanie will follow up on this.
    3. Bookies night last week - Melanie to sit down with Gail to identify Bookies/Book Fair/school budget funding breakdown and overall funding needs/desires.
9. Meeting adjourned at 7:45. Next meeting January 7, 2019.

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

	Five Months Ended Nov 30		Approved	ACTUAL	Comments FY 2019
	FY 2018	FY 2019	Budget FY 2019	FY 2018	
<b>INCOME</b>					
Annual Fund	\$ 14,995	\$ 17,794	\$ 56,000	\$ 48,212	Sponsorships of \$4,750
Jog-A-Thon (net)	32,767	33,454	30,000	32,817	
The Auction (net)	(455)	305	30,000	35,580	
Grocery Cards (net)	(2,998)	590	5,000	4,633	
Community Dinners	318	293	1,150	1,606	
Edukit	2,450	2,176	2,400	2,450	
Interest	64	81	170	158	
Yearbook (net)	(2,781)	-	2,500	3,736	
Gear/T-Shirts (net)	13	646	1,500	1,455	
Misc	159	171	630	875	Amazon/box tops, Jamba Juice
<b>TOTAL INCOME</b>	<b>44,532</b>	<b>55,511</b>	<b>129,350</b>	<b>131,522</b>	
<b>EXPENSES</b>					
Paraprofessionals	30,000	30,000	90,000	90,000	Due to DPS (3 installments)
Electives	1,123	1,470	9,000	6,987	
Elective Coordinator	2,000	2,000	8,000	8,000	
Equipment Support	-	78	4,000	-	Wall paint
STEAM/Arts & Science	-	4,373	10,000	9,536	
Staff/Volunteer Gifts	-	325	1,000	1,073	
Bank & Processing Fees	478	665	1,500	936	Incl USB monthly analysis, Paypal, Community First fees
Green & Garden Committee	-	-	350	200	
PTO Childcare/Meetings	90	90	300	626	
PTO Events	-	75	1,500	-	Back to school night
PTO Marketing	-	24	500	-	
Principal Events	-	-	500	-	
Music/Band	-	717	500	569	Over budget. Authorized the use of ~\$2k unused 2018 funds
Library/Bookies	-	-	500	292	
PE/Gym	-	443	500	380	
Art	380	-	500	-	
Directory Ads, net	398	398	400	398	
Other	162	48	300	172	
<b>TOTAL EXPENSE</b>	<b>34,631</b>	<b>40,706</b>	<b>129,350</b>	<b>119,169</b>	
<b>NET INCOME (LOSS)</b>	<b>\$ 9,901</b>	<b>\$ 14,805</b>	<b>\$ -</b>	<b>\$ 12,353</b>	
<b>BEGINNING NET WORTH</b>	<b>\$ 205,187</b>				
Net Income (Loss)	\$ 14,805				
Other Changes	\$ 32,229				Outstanding checks - Paras, electives coordinator, electives exps.
<b>ENDING NET WORTH</b>	<b>\$ 252,221</b>				
<b>COMPONENTS OF NET WORTH</b>					
Operating Cash	\$ 61,005				
Money Market Account	190,907				
Petty Cash	\$ 309				
<b>Ending Net Worth</b>	<b>\$ 252,221</b>				
<b>LESS: PTO Designation of the Above Net Worth</b>					
Current Year Contractual DPS Commitment		(60,000)			Three installments \$30k
Current Year Electives		(13,530)			\$8k coordinator + \$7k resources
STEAM		(5,627)			
2019-2020 Contractual DPS Commitment		-			
2019-2020 Electives Commitment		-			
Emergency operating reserve		\$ 173,064			