

## Meeting Minutes

# Polaris PTO

Monday, January 7, 2019

6:00 pm

Polaris Library

### Attendees

Kara Chitwood, Chair

Jenny Cookson, Vice-Chair

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Anne Sterrett, Principal

Beth Fleming, Communications Chair

Nicole Getzleman, Fundraising Chair

Frankie Newman, Social Chair

Kris Heilbron, 4th Grade Teacher

Deb Aruca, Electives Coordinator

Nina Frant, CSC Parent Representative

### Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: November and December minutes approved as written.
3. Principal Report:
  - a. Anne is working on updating the communication plan description currently listed on the website. The group provided several comments.
  - b. Parent comments from the DPS survey last spring have been received. Key topics & how the school is addressing or plans to address them:
    - Communication (biggest need)
      - Increased ePost frequency
      - Sending emails through MSA for better consistency
      - Conferences now include platooning teachers instead of just homeroom teacher
      - Implemented shadow day for incoming 3rd-5th graders
      - Parent tours
    - Arts integration - some expressed concern that it is being lost
      - Staff meetings have been refocused, new emphasis on integration with new art teacher
      - Legacy project with Tony Ortega - 4th & 5th graders this year
    - Whole child
      - Second step program

- Interventions with school psychologist
    - Security
      - Need to publish access for school events so parents know where to go
    - Diversity
      - Culturally responsive teaching & the brain
      - Thinking maps
      - Out of 333 enrollment, students of color increased from 64 to 92 from 2014 to 2018
  - c. Hunter Brown will be doing Jump Rope for Heart program 2/22 through spring break.
  - d. For the next meeting, Anne has invited a special guest who can explain the issues with heating and cooling in the building.
4. Electives Program Update: Class offerings have increased so far this year - even had to cancel a few classes 2nd quarter. New for 3rd quarter will be career-focused classes with parent volunteers paired with a teacher. Still looking for tech volunteers to fill the gap when Christopher Dunn (5th grade parent) leaves.

Budget for stipends & materials has been good so far. Coordination budget is more than half gone. Deb spends about 80% of this time on logistics, 20% on class development. An additional 2-5 hours per week would allow more development time. (Current budget is for 10 hours/week.)

Moving forward, more volunteer assistance would be helpful in the coordination & development role. Deb will also start requesting that teachers briefly document activities each week and summarize takeaways at the end of the quarter to make the classes more reproducible.

Deb is considering staying in this role for one more year and plans to make her decision in the next month. If she does not continue, she would like to have someone shadow her during 4th quarter.

## 5. Committee Reports

### a. Fundraising

- Annual Fund: Raised ~\$35K so far out of \$56K target. Colorado Gives brought in \$11K compared to \$17K last year - maybe impacted by lack of parent match fund this year. Update letter is going out in January.
- Auction: See Chair report.
- Polaris gear sales: Nicole is meeting with A One Stop Print Shop soon, hope to have some new gear by the Talent Show.
- Corporate sponsorships: Discussion on how to use Mici's sponsorship. Coupons for individual pizzas - can't use for catering/large orders - use as

giveaways for Jogathon, electives, teacher rewards? Pizza/wine package could be auctioned. Need to redefine term of corporate sponsorship for in kind donations.

b. Communications

- ePost: going out this week
- Facebook: posting PTO meetings, dine & donate as events on grade-level and family pages. Anne to provide Beth with access to official school site.

c. Social

- Dine & donate tomorrow at Mici's, February 11th at Next Door Stapleton
- Working on a movie night as community builder. Outdoors, maybe food truck. Licensing cost \$100-\$300.
- Back to school BBQ or picnic?

6. Teacher's Report: Will put out STEAM application for 2nd semester. Due date 1/25, circulate to PTO 1/28, vote at February meeting. Overall teacher communication - will let teachers know to include grade level in MSA emails so it's easier to identify source of communication. (All MSA emails list "Polaris Elementary" in "from" field.)

7. Board Reports:

a. Chair's Report:

- Teacher Appreciation: Holiday collections were confusing. Will go back to central collection next time, room parents will distribute in \$50 increments.
- Talent night planning underway - Anne Penner, Kirsten Barnard, Christopher Dunn. Volunteer staffing is 3rd grade.
- Auction: Date is set for Saturday April 27. Venue (Galvanize Platte) and auctioneer (Libby Pollack) are selected and contracts are ready to sign. Next committee meeting is Sunday 1/13.

b. Vice-Chair's Report: Fundraising cocktail party will be in February (2/7?). Goal is to show appreciation for larger donors, get input on how to motivate other donors.

c. Treasurer's Report: Financials are pretty even with last year at this point. \$4K equipment support is available. Survey from bond outreach generated a list of needs/wants that PTO could help support - wait to see how bond money gets spent. Jessica is putting together a budget survey to get more parent input on PTO budget. Aim to have results by 2/4, share/discuss at February PTO meeting, draft budget in March, budget approval in April.

d. Secretary's Report: Plan to revisit bylaws, PTO officer job descriptions in preparation for new officers next year. PTO parent attorney willing to review bylaws. Will schedule separate meeting for officers.

8. Meeting adjourned at 7:55 pm. Next meeting February 4th.

## Electives Program: Status Update for 2018-19

### Class Offerings this School Year – So Far

Curriculum Cluster/Category	1st Qtr	2nd Qtr
Science and Math	8	8
Technology and Engineering	9	11
Literary Arts, Language and Humanities	5	5
Social Studies	2	1
Visual Arts, Culinary Arts, Crafts	3	11
Performing Arts/Music and Theater	8	4
Dance, PE and Wellness	8	6
Games, Cooperative Learning/Socio-Emotional Skills	3	7
Service Learning	4	1
<b>TOTALS</b>	<b>50</b>	<b>54</b>
Newly Introduced/Funded Electives Per Quarter	9	11

← Nice boost in volunteer turnout! 😊

### Class Offerings Last Year (2017-2018)

Curriculum Cluster/Category	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	2017-18 Yearly Totals
Science and Math	5	9	6	8	28
Technology and Engineering	6	5	6	5	22
Literary Arts, Language and Humanities	3	1	4	4	12
Social Studies	1	2	4	1	8
Visual Arts, Culinary Arts, Crafts	6	6	7	3	22
Performing Arts/Music and Theater	3	4	3	3	13
Dance, PE and Wellness	9	7	6	8	30
Games, Cooperative Learning/Socio-Emotional Skills	7	6	4	8	25
Service Learning	1	2	2	4	9
<b>TOTALS</b>	<b>41</b>	<b>42</b>	<b>42</b>	<b>44</b>	<b>169</b>
Newly Introduced/Funded Electives Per Quarter	5	11	14	5	35

### Expenditures and Budget

Instruction (Stipends and Materials)  
 Coordination/Development

~ \$4K/\$9K  
 ~ \$5K/\$8K

← Includes estimated expenses not yet submitted  
 ↑ More representative of hours spent coordinating program logistics

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

	Six Months Ended Dec 31		Approved		Comments FY 2019
	FY 2018	FY 2019	Budget	ACTUAL	
	FY 2018	FY 2019	FY 2019	FY 2018	
<b>INCOME</b>					
Annual Fund	\$ 35,579	\$ 32,621	\$ 56,000	\$ 48,212	Sponsorships of \$3,750
Jog-A-Thon (net)	32,767	33,504	30,000	32,817	
The Auction (net)	(1,095)	305	30,000	35,580	
Grocery Cards (net)	(928)	(1,407)	5,000	4,633	
Community Dinners	318	447	1,150	1,606	
Edukit	2,450	2,176	2,400	2,450	
Interest	77	98	170	158	
Yearbook (net)	(2,781)	-	2,500	3,736	
Gear/T-Shirts (net)	13	2,141	1,500	1,455	
Misc	159	171	630	875	Amazon/box tops, Jamba Juice
<b>TOTAL INCOME</b>	<b>66,559</b>	<b>70,056</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	1,854	3,005	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	-	368	1,000	1,073	
Bank & Processing Fees	862	996	1,500	936	Incl USB monthly analysis, Paypal, Community First fees
Green & Garden Committee	-	294	350	200	Garbage bags
PTO Childcare/Meetings	120	120	300	626	
PTO Events	-	75	1,500	-	Back to school night
PTO Marketing	-	24	500	-	
Principal Events	-	-	500	-	
Music/Band	-	717	500	569	funds
Library/Bookies	-	-	500	292	
PE/Gym	-	443	500	380	
Art	380	202	500	-	
Directory Ads, net	398	398	400	398	
Other	162	48	300	172	990 filing fees and CO State renewal
<b>TOTAL EXPENSE</b>	<b>35,776</b>	<b>43,141</b>	<b>129,350</b>	<b>119,169</b>	
<b>NET INCOME (LOSS)</b>	<b>\$ 30,783</b>	<b>\$ 26,915</b>	<b>\$ -</b>	<b>\$ 12,353</b>	
<b>BEGINNING NET WORTH</b>					
Net Income (Loss)		\$ 26,915			
Other Changes		852			Outstanding checks
<b>ENDING NET WORTH</b>		<b>\$ 232,954</b>			
<b>COMPONENTS OF NET WORTH</b>					
Operating Cash		\$ 41,722			
Money Market Account		190,923			
Petty Cash		309			
<b>Ending Net Worth</b>		<b>\$ 232,954</b>			
<b>LESS: PTO Designation of the Above Net Worth</b>					
Current Year Contractual DPS Commitment		(60,000)			Three installments \$30k
Current Year Electives		(11,995)			\$8k coordinator + \$9k resources
STEAM		(5,627)			
2019-2020 Contractual DPS Commitment		-			
2019-2020 Electives Commitment		-			
Emergency operating reserve		\$ 155,333			