

## Meeting Minutes

# Polaris PTO

Monday, April 1, 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

Kris Heilbron, 4th Grade Teacher

Parker Fleming, Parent

Amy Hader, Parent

### Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: Approval of March minutes tabled until May meeting
3. Principal's Report:
  - CMAS testing begins in earnest next week
  - 5th grade trip to Balarat rescheduled for April 15-16
  - Bond measure funding - to be used entirely for cooling. Fans in all classrooms. Allotted bond funds are \$70K, but DPS will fully fund improvements totaling \$76K. Other requests that were made through the teacher/parent/student surveys should be kept on record for future PTO funding or community work days. Anne will forward the list to the PTO officers.
  - DPS is rolling out a new science curriculum for 2020-21 school year. Anne & Catherine Forington reviewed it and have elected for Polaris to adopt the curriculum for the 2019-20 school year. Next generation science standards. Will be for all grades, teachers will receive training in July.
  - 1st and 2nd round choice information is coming in. Anne will be in touch regarding parent information sessions in May. Anne will send out preliminary correspondence to new families, and will include information on the Auction & Spring Showcase. Anne will copy Kara and Melanie.
  - Frame for Tony Ortega art has been installed

#### 4. Treasurer's Report

- a. March Financials: Auction numbers are skewed vs. last year due to later date (no ticket sales yet). Just paid for summer grocery cards - showing negative until \$ comes in. Still trying to find out how changes to Kroger program will impact us.
- b. 2019-20 Budget: Changes from draft budget presented last month:
  - Adjusted income projections for annual fund, jogathon, auction
  - Reduced grocery cards income due to uncertainty in program
  - Reduced T-shirt income - Jessica Rogers will take over 5th grade shirt program next year
  - Increased electives coordinator expense to \$10K to allow overlap between Deb and new coordinator (no new coordinator identified, hoping to recruit internally during 1st quarter next year)
  - Motion to approve 2019-20 budget passed unanimously

#### 5. Teacher's Report: None

#### 6. Focus Topic: Bylaws Update: Amy Hader, Polaris parent and practicing attorney, was present to review and discuss proposed changes to the bylaws.

- Increase # of directors - put fundraising/communications on board, add elect positions for all roles. PTO Articles of Incorporation will also need to be updated - Amy suggests keeping the minimum at 5. Maximum will increase from 9 to 13. Amy can update the Articles after the bylaws are finalized.
- Vacancies can be appointed by the board.
- Move general meeting (elections) to May instead of April.
- After discussion of requiring donations and/or meeting attendance to vote, the group decided to have membership (without restrictions) continue to vote to elect the board. Votes on budget and all other items will now be limited to the board. General membership still encouraged to provide input prior to vote.
- Board approval for expenses: to be required for items not in budget or exceeding budget. Board expectation will be for large single payments (e.g. in excess of 50% of a line item) to be presented for discussion/approval; this will not be reflected in bylaws as circumstances can be variable.
- Amy will incorporate revisions discussed and distribute. Bylaw updates to be approved at May meeting.

#### 7. Elections for 2019-20 school year

- a. Melanie Chenard nominated and elected Chair.
- b. Parker Fleming nominated and elected Treasurer.

#### 8. Committee Reports:

- a. Fundraising: no report

- b. Communications: no report
- c. Social
  - Community Dinners: hoping for 1 more this school year
  - Movie night: maybe in the fall?

9. Officer Reports:

- a. Chair's Report: Upcoming events - teacher appreciation, field day, spring showcase, book fair. New family ambassadors being assigned. Spirit week being coordinated by Haley Figueroa & Lisa Strassburger.
- b. Vice-Chair's Report: no report
- c. Secretary's Report: no report

10. Meeting adjourned at 7:40. Next meeting May 6, 2019.

**Polaris PTO, Inc.**  
**Statement of Operations**  
**BUDGET**  
**Fiscal Year 2020**  
**Approved 4/X/19**

Highlight means final or pretty close to final amount

	Budget FY 2020	Projected FY 2019	Approved Budget FY 2019	ACTUAL FY 2018	Comments for Budget
<b>INCOME</b>					
Annual Fund	\$ 50,000	\$ 47,000	\$ 56,000	\$ 48,431	\$3,750 sponsorships in 2019 ( FY19 assumes \$8k more for next four months)
Jog-A-Thon (net)	32,000	33,504	30,000	32,817	Net of expenses FY'19 \$384/ FY'18 \$515
The AUCTION (net)	35,000	32,000	30,000	35,580	FY'18 Net of expenses ~\$12,000
Talent Night (net)	-	102	-	(5)	
Grocery Cards (net)	3,000	4,000	5,000	4,633	King Soopers program will change in April '19 - reduced projections as a result
Community Dinners	2,000	2,200	1,150	1,606	\$1,900 - Mici's - \$694, Next Door - \$747, Freddie's - \$41, \$154 & \$252 prior school year dinners
Edukit	2,000	2,176	2,400	2,450	
Interest	200	193	170	158	
Yearbook (net)	3,000	3,200	2,500	3,736	New yearbook volunteer next year.
T-Shirts (net)	700	1,200	1,500	1,455	FY'19 Approx. \$640 from 5th grade t-shirt sales - Jessica R. is taking over the program next year
Misc	700	700	630	875	FY'19 Amazon \$338 /box tops \$178/ Jamba Juice & FY'18 \$365/\$327/\$117
<b>TOTAL INCOME</b>	<b>128,600</b>	<b>126,275</b>	<b>129,350</b>	<b>131,737</b>	
<b>EXPENSES</b>					
Paraprofessionals	90,000	90,000	90,000	90,000	Due to DPS (3 installments)
Electives	9,000	9,000	9,000	6,987	
Elective Coordinator	10,000	8,000	8,000	8,000	Pay new coordinator \$1k more. Pay Deb \$1k for Q1 transition time.
Equipment Support	3,000	2,000	4,000	-	FY '19 Frame for art work
STEAM/Arts & Science	10,000	10,000	10,000	9,536	
Staff/Volunteer Gifts	1,000	1,000	1,000	1,073	
Bank & Processing Fees	1,500	1,500	1,500	1,155	Includes US Bank monthly analysis, PayPal, Community First fees
Green & Garden Committee	-	294	350	200	Grant exhausted, will not fund
PTO Childcare/Meetings	300	240	300	621	Sitter expense
PTO Events	500	500	1,500	-	5th grade continuation/volunteer appreciation event/grade level socials
PTO Marketing	200	200	500	-	Printing and marketing for PTO events and sponsored programs
Principal Events	500	500	500	-	
Music/Band	500	1,000	500	569	
Library	500	500	500	292	
PE	500	504	500	380	
Art	500	561	500	-	
Directory Ads	400	398	400	398	My School Anywhere
Other	200	58	300	172	Quicken - treasurer/CO State fees/990 filing fees
<b>TOTAL EXPENSES</b>	<b>128,600</b>	<b>126,255</b>	<b>129,350</b>	<b>119,384</b>	
<b>NET INCOME (LOSS)</b>	<b>\$ -</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ 12,353</b>	
<b>Estimated Net Worth at end of year</b>	<b>205,207</b>	<b>205,207</b>		<b>205,187</b>	

## School Year 2019/2020 Budget Considerations 4/1/19

The PTO conducted a survey in January/February 2019 soliciting parents' opinions on current PTO funded programs and potential new uses for funds raised through parents and the community. A summary of the survey results is attached. A total of 65 people participated and ranked funding for Specials, Paraprofessionals and the electives program highest and in that order. Building enhancement funding was ranked the lowest priority for which the PTO has historically allotted about \$4k. Under potential new programs, survey responses weighted creative expression funding as highest. The lowest rated additional or newly funded programs were parent workshops and student scholarships.

The following considerations were made when preparing the fiscal year 2019/2020 (FYE '20) Polaris PTO, Inc. budget.

### **Fundraising**

**Annual Fund:** Annual Fund giving decreased by almost \$20k from FYE '17 (\$67k) to FYE '18 (\$48K). Based on current year giving levels, FYE '19 annual fund will remain in line with prior year or a little less. For the FYE '20 budget, annual fund giving is expected to increase by \$3k above current year expectations of \$47k for the following reasons:

1. Anticipate sponsorships to bring in \$4k to \$5k. It is the second year of the program and will be run by the same volunteer. The program brought in \$4k in FYE '19. Anticipate at least similar results or a \$1k increase.
2. Fundraising efforts will be focused on certain larger donor families. These families have been solicited to help reach out to the parent community and encourage others to donate to the annual fund. Anticipate at least a \$3k increase.
3. Efforts are being made by some PTO members to connect with parents at a more social level, especially younger grades where parents may be entering the public-school system for the first time. These efforts could result in additional parent giving. Anticipate an additional \$2k or more through these efforts.
4. Administration turnover. Turnover of the principal can result in a change in giving levels. No adjustment in giving is anticipated but it is important to note such a significant change in the school.
5. There are several large donor families leaving the school at the end of the year. Anticipate a loss of \$4k due to graduations.

**Jog-a-thon:** The same volunteer will run the jog-a-thon for the third year in a row. Anticipate giving to stay relatively consistent with the last two years. Budget is shy of current year earnings by \$1.5k. Will consider this amount a buffer in case annual fund or other expected fundraising efforts fall short of expectations.

**The Auction:** The FYE' 19 Auction is being organized by a new group of volunteers, very few volunteers from prior year are involved in the current year planning efforts. While the concept of a live and silent auction remains the same, the theme, auctioneer and venue are all different. The FYE '19 Auction will

be held at the end of April and therefore the financial results will not be available at the time the FYE '20 budget is approved. However, two of the volunteers active in planning the current Auction have already agreed to co-chair the next Auction. Experienced volunteers can leverage knowledge and relationships gained through the first go around when planning the next Auction. Because of continuity, expectations for the FYE '20 Auction were increased by \$5k over project FYE'19 results of \$30k.

**Other fundraising efforts:** There are several other smaller fundraising programs. Below is a list of efforts and changes if significant. Otherwise FYE '20 budget is in line with FYE '19 expectations and no documentation is necessary.

- The **grocery cards** process is changing next year. Specifically, King Soopers has changed their grocery program. Instead of providing the school with 5% of reloadable grocery card sales, King Soopers is going to start tracking grocery sales made with the King Soopers discount card. Parents will have to set up an account and link their discount card to Polaris to earn points for the school. Each quarter King Soopers will tally the points earned by each registered charity as a percentage of all points and apply that percentage to the \$375k quarterly allowance. It is impossible to predict what percentage of the quarterly allowance Polaris will earn. Budgeted \$3k which is a \$1k decrease from current year expectations from King Soopers and Safeway. In addition, the Sprouts program requires prepaid cards to be purchased from the central office and shipped to us, and only produces about \$500 in income annually. The program may not continue if a volunteer does not offer to manage it next year.
- This year is the **yearbook** coordinators last year at the school. This volunteer has designed and run the school yearbook program for the last several years. The new volunteer has been involved in the process this year, however has not been responsible for the entire process from start to finish. I don't expect yearbook sales to decrease significantly or the price to change by much, however sales of dedications may be affected by the new volunteer. Despite the unknowns associated with a new volunteer, budgeted \$3k for yearbook which is \$700 less than FYE'18 income.
- **Gear** has historically been made up of profits from the 5<sup>th</sup> grade t-shirt project. In FYE'18 magnets and some generic Polaris shirts were introduced to help support school spirit. In FYE '20 Jessica Rogers has informed that the art department will take over the financial responsibilities of the 5<sup>th</sup> grade t-shirt project. Therefore, the budget for t-shirt sales has been reduced to account only for expected magnet and Polaris gear sales (t-shirts, baseball tees and maybe light sweatshirts) to be managed by a parent volunteer.

## Expenses

**Paraprofessional:** Paraprofessional support is requested at the same levels as prior years and therefore the budget has not changed from prior year. See Minutes to the February 2019 Board meeting for notes documenting the principal discussion about paraprofessionals.

**Electives:** I spoke with Deborah Aruca the current Electives coordinator about the expense needs of the program. Deborah informed that the expense reimbursement portion of the budget was enough at \$9k for the current year. She said in years when volunteer turnout is high, the entire budget may not even be necessary. The Electives expense reimbursements get high when there are not a lot of volunteers to

run classes and local businesses are brought in to supplement. Those classes are more expensive. Deborah suggests that the Board/treasurer check in with the coordinator around December/mid-year to discuss volunteer support and expense needs. If other budgeted spending is less than anticipated, the coordinator may need additional funds to help run productive and interesting classes for the students.

The coordinator pay was also discussed. Historically the coordinator was paid about \$20 per hour/ for 100 hours per quarter, a total of \$2k per quarter (I don't know that these specific figures are negotiated with the volunteer, these figures were backed into based on conversations with the coordinator). Deborah tracked her actual hours for a quarter and she reported working at least 118 hours. Anticipated fundraising only allows PTO to increase the coordinator pay to \$1225 per quarter, \$1k for the year. Assuming an 118 hour quarterly investment, payment is close to \$19 per hour. Some concerns about the sustainability of the program are that the next coordinator may not be a parent who is willing to invest unpaid hours as a volunteer. In addition, this is a very valuable and loved program by students, parents and administration. Continuity in the coordinator position is valued. Therefore, providing a reasonable hourly pay is important. I spoke with Deborah about having a mid-year checkup, if classes are well supported by volunteers and the coordinator is investing more time than anticipated to run the program, the funds for expenses can be used to pay the coordinator and vice versa. The coordinator responsibilities can also be spread among several volunteers, which would reduce invested hours for the coordinator. For example, the administrative burden of collecting and sorting the classes picked by the students is a very time consuming manual process. If some of the administrative tasks are reduced the coordinator could reduce invested hours or could spend more time developing new classes and programs.

The electives coordinator budget was increased by an additional \$1k for FYE'20 to pay Deborah for time necessary to transition the program during the first and possibly second quarters.

**Equipment Support:** Equipment support has historically been used for small building improvements that enhance the student experience. For example, a water filter station was put in on the first floor of the school, equipment was purchased to improve the auditorium. However, building improvements are often challenging to coordinate and implement (the water filter station resulted in a lot of unexpected time and money because of the age and quality of the building) so the money has gone unused in some years. In addition, parents ranked these improvements as a very low priority on the survey (mentioned above). Therefore, the budget was reduced by \$1k from the current budget of \$4k. In addition, the Board discussed possibly using the funds for an art legacy project. Historically (but not consistently) the fifth graders work together on an art installation that is gifted to the school. The legacy project does not have a formal process or owner and therefore did not happen in FYE '18. I spoke with Jessica Rogers (art teacher) about this and have documented some thoughts for how the project could be run in the future:

Jessica R. believes it's best to keep the legacy project at the fifth-grade level as opposed to dropping it to the fourth-grade level. There was talk that the project should be done in fourth grade to allow the class to enjoy their hard work for a year. However, the artistic capabilities from fourth to fifth grade are significant enough that Jessica R. believes the project should be done in fifth grade. To allow the class to enjoy their hard work for a little while, she suggested that the project be completed in the fall of the students' last year. The legacy project would require parent volunteers as well as PTO funding. The thought was that two to three parent volunteers could work with Jessica R. and other school administration in the spring of the fourth-grade year to develop an idea. Over the summer the parents

could secure an artist in residence or other skilled parents to execute the project. The next school year the parents would work with the fifth-grade students and the artist/skilled volunteer to execute the project in the fall.

**Green & Garden Committee:** This expense was for compostable trash bags. A few years ago, the PTO received a small grant to buy items that contributed to a “green” school. The grant has since been exhausted and therefore the PTO would have to allot funds to the trash bag purchase. Since annual fundraising expectations for FYE '20 just match expense needs and the bags are not necessary or directly supporting student’s educational needs, the budget has been reduced to \$0. If fundraising is greater than expected or the bags are deemed valuable, the board can approve to continue to fund the purchase.

**Art:** I spoke with Jessica Rogers about the art program and potential needs. She talked about possibly using PTO money to purchase tools and materials for glass fusing. This would only be a fifth-grade project but an interesting addition to the art curriculum. It is also something that PTO could possibly get some good optics from. Revisit art expenses with Jessica at the start of the school year to determine if this would still be something she is interested in adding to her curriculum.



**Survey provided to Polaris parents - January/February 2019**

1st Grade	21.54%
-	14
2nd Grade	16.92%
-	11
3rd Grade	23.08%
-	15
4th Grade	43.08%
-	28
5th Grade	20.00%
-	13
<b>Total Responses to survey</b>	<b>65</b>

The Polaris PTO currently funds various programs to supplement the school's current curriculum. Please rate the importance of each program below on a scale from 1 to 10, where 1 indicates not important to me and 10 indicates extremely important to me.

	1	2	3	4	5	6	7	8	9	10	Total	Weighted Average
Paraprofessionals in classrooms	3.08%	0.00%	1.54%	1.54%	6.15%	3.08%	4.62%	20.00%	10.77%	49.23%		
–	2	0	1	1	4	2	3	13	7	32	65	8.45
Friday electives program	1.54%	1.54%	1.54%	0.00%	6.15%	3.08%	9.23%	16.92%	21.54%	38.46%		
–	1	1	1	0	4	2	6	11	14	25	65	8.37
Science/Technology/Engineering/Art/Mathematics (STEAM) funding for teachers'	1.56%	1.56%	1.56%	1.56%	6.25%	6.25%	6.25%	18.75%	23.44%	32.81%		
–	1	1	1	1	4	4	4	12	15	21	64	8.17
<b>Specials teachers material funds (that is, art, music, gym, and library)</b>	<b>0.00%</b>	<b>0.00%</b>	<b>1.56%</b>	<b>1.56%</b>	<b>4.69%</b>	<b>6.25%</b>	<b>9.38%</b>	<b>12.50%</b>	<b>23.44%</b>	<b>40.63%</b>		
–	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>15</b>	<b>26</b>	<b>64</b>	<b>8.55</b>
Building improvements (including, but not limited to, updating paint, water fountains, auditorium equipment, PA system in auditorium, spruce-up of teacher lounge)	4.69%	3.13%	7.81%	3.13%	20.31%	12.50%	14.06%	17.19%	4.69%	12.50%		
–	3	2	5	2	13	8	9	11	3	8	64	6.27

The Polaris PTO is considering funding various additional programs to supplement the school's current curriculum, with the required approval of school administration. Please rate the importance of each type of program below on a scale from 1 to 10, where 1 indicates not important to me and 10 indicates extremely important to me.

	1	2	3	4	5	6	7	8	9	10	Total	Weighted Average
Academic support programs (currently fund paraprofessional support)	4.62%	1.54%	4.62%	0.00%	4.62%	6.15%	10.77%	13.85%	13.85%	40.00%		
–	3	1	3	0	3	4	7	9	9	26	65	7.92
<b>Creative expression programs (currently fund electives and stipends for STEAM and specials teachers)</b>	<b>3.08%</b>	<b>1.54%</b>	<b>1.54%</b>	<b>1.54%</b>	<b>1.54%</b>	<b>9.23%</b>	<b>3.08%</b>	<b>26.15%</b>	<b>15.38%</b>	<b>36.92%</b>		
–	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>17</b>	<b>10</b>	<b>24</b>	<b>65</b>	<b>8.18</b>
Social/emotional support programs	4.62%	4.62%	3.08%	3.08%	10.77%	6.15%	6.15%	13.85%	13.85%	33.85%		
–	3	3	2	2	7	4	4	9	9	22	65	7.43
Physical activity programs	1.54%	0.00%	6.15%	1.54%	15.38%	6.15%	15.38%	23.08%	10.77%	20.00%		
–	1	0	4	1	10	4	10	15	7	13	65	7.29
Parent Education presentations and workshops	12.31%	15.38%	7.69%	7.69%	23.08%	15.38%	4.62%	6.15%	1.54%	6.15%		
–	<b>8</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>15</b>	<b>10</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>65</b>	<b>4.62</b>
Scholarships for grade level field trips (including, but not limited to, Keystone Science School (4th) and Balarat (5th))	13.85%	12.31%	7.69%	12.31%	13.85%	4.62%	7.69%	7.69%	6.15%	13.85%		
–	9	8	5	8	9	3	5	5	4	9	65	5.17