

PTO Meeting

Monday, February 3, 2020

6:00 pm

Virtual Meeting

Minutes

1. PRESENT:

- i. Melanie Chenard- Chair
- ii. Julie Johnston- Chair-Elect
- iii. Jessica Sullivan- Asst Treasurer
- iv. Jenny Cookson- Fundraising Chair
- v. Amy Odell- Principal
- vi. Nicole Getzelman- Communications Chair
- vii. Tim Bieschke- Community Co-Chair
- viii. Julie Gladnick - Secretary
- ix. Kris Heilbron- 4th grade teacher
- x. Beth Fleming- Auction Chair
- xi. Parker Fleming - Treasurer
- xii. Nina Frant- Polaris Collaborative School Committee
- xiii. Kara Lukin- Parent
- xiv. Carra Morris - Community Co-Chair
- xv. Michele MacRone - Parent
- xvi. Mary Parker - Parent

2. January Minutes Approved

3. Special Topic- Nina Frant- CSC

- a. Spoke to looking at by-laws- there is an additional role available with the CSC that designates a PTO Board member to be identified to also serve on the CSC.
- b. Discussion about whether we move forward with this. Will keep the position on the table
- c. CSC will be finalizing by-law changes at next meeting and will leave this as an open item to see who should be nominated.
- d. Any items to discuss with CSC? Discussing childcare for CSC meetings or the upcoming transportation meeting group.

4. Principal's Report

- a. Amy discussed transportation community meetings last week.
 - i. 24 people in am session, 5 or so in pm, facilitated by Mark Ferrandino-
 - ii. Talked to driver shortages.

- iii. Application for working group open until 2/20, at which time CSC will let the community know when they have selected the committee.
- b. Choice window open through 2/18. Amy will be letting DPS know this Friday how many choice spots they will be offering based on survey of current families re intent to return.
 - i. Currently have 150 applicants. Tours have been huge!
 - ii. Tours for the next 3 Fridays, all booked with over 40 families.
 - iii. Reasonably spread across grade levels.
 - iv. DPS has set enrollment goal to 330, will continue to shoot for 337 like this year.
 - v. In good shape!!
- c. Sending 12 students to the district Science Fair- thanks to Kara Lukin and Kris Heilbron!
- d. Talent Night this Thursday evening! 2/6
- e. Hunter placed his order for the gym and playground equipment.

4. Teacher Report- Kris Heilbron

- a. Looking for the second cycle for STEAM to be reviewed and voted upon ASAP as third cycle is upon us. Need to follow up with Meg Freedman who will try to get a meeting set up to review current requests asap.
- b. If the STEAM committee approves the purchase, it does not need to come back to the board for further review.

5. Monthly Financials- Parker

- a. Down about 9k YTD on annual fund.
- b. Still have some monthly contributions through US Bank and will try to encourage them to move over to CO Gives. Jessica will follow up.
- c. Jessica will be making the second paras payment and electives coordinator payment soon
- d. Melanie asked Parker to clarify where staff gear was categorized.
- e. 20 people are now signed up for recurring monthly donors (around \$570 a month). Getting better!!
- f. Parker renewed CO status as a nonprofit

6. Annual Fund- Jenny C

- a. Fundraising meeting 1/27

- i. How to supercharge our monthly giving
- ii. North Star Fund- rolling it out at the Talent Show and flooding communication channels to try to get people on board, including kids/classrooms.
- iii. Goal to get families signed up for monthly giving vs 1-time donation

7. Auction

- a. Beth gave a recap about the space and updates
 - i. Needing to order toilets as there is only 1 at the venue
 - ii. Talked to grade level baskets, all themed and mostly finished
 - iii. DJ is lined up
 - iv. Glow sticks party before auction
 - v. Hoping to get event on Polaris page for tickets

8. Community

- a. Talent Night 2/6- Sign Up Genius is circulating
 - i. Carra M is taking care of concessions through credit or Shopify account
 - ii. Gear Sales will be happening hopefully
- b. Gear-
 - i. Melanie spoke to new gear coming in this week.
 - ii. Still needing someone to take this over.
 - iii. Neighborhood level and grade-level socials
- c. Spirit Days
 - i. Wanting to get those on the calendar

9. Communications- Nicole

- a. E-posts every other week
- b. Can we set up general email accounts for smaller accounts (edukit, etc)? Julie G can take this on if needed and board will discuss this further.
- c. E-post editor position open for next school year

10. Chair Report-

- a. Looking for a Dine & Donate coordinator
- b. Do we want to consider donating funds to schools with a smaller PTO financial contribution

11. Adjournment 7:23 pm

Polaris PTO, Inc.							
Statement of Operations							
December 2019 Report							
Fiscal Year 2020							
	<u>Month Ending</u>	<u>7 Months Ended JAN 31</u>			<u>Approved Budget</u>	<u>ACTUAL</u>	
	<u>1-31-2020</u>	<u>FY 2019</u>	<u>FY 2020</u>		<u>FY 2020</u>	<u>FY 2019</u>	<u>Comments FY 2020</u>
INCOME							
Annual Fund	\$ 2,084.20	\$ 37,261.00	\$ 25,991.06	\$ 11,269.94	\$50,000.00	\$47,107.91	Community First + ACH + Benevity Fund
Jog-A-Thon (net)		\$ 33,504.00	\$ 33,317.67		\$32,000.00	\$33,504.28	
The Auction (net)	\$ (984.06)	\$ (945.00)	\$ (3,092.41)		\$35,000.00	\$41,165.00	Printing of flyers volunteers
Talent Night (net)		\$ -	\$ -		-	\$102.00	
Grocery Cards (net)		\$ (70.00)	\$ 1,539.69		\$3,000.00	\$2,806.00	
Community Dinners	\$ 529.69	\$ 447.00	\$ 585.80		\$2,000.00	\$2,805.88	
Edukit		\$ 2,176.00	\$ 1,576.58		\$2,000.00	\$1,889.15	
Interest	\$ 17.03	\$ 114.00	\$ 122.61		\$200.00	\$189.36	
Yearbook(net)		\$ -	\$ (98.74)		\$3,000.00	\$7,057.59	
Gear/T-Shirts (net)	\$ (102.61)	\$ 977.00	\$ 609.43		\$700.00	\$653.57	Shopify Deposit
Misc		\$ 350.00	\$ 178.72		\$700.00	\$892.00	Amazon Credit
TOTAL INCOME	\$ 1,544.25	\$ 73,814.00	\$ 60,730.41		\$128,600.00	\$138,172.74	
EXPENSES							
Paraprofessionals		\$ 30,000.00	\$ 30,000.00		\$90,000.00	\$90,000.00	
Electives	\$ 499.47	\$ 3,020.00	\$ 1,984.92		\$9,000.00	\$6,987.00	
Elective Coordinator		\$ 2,000.00	\$ 3,000.00		\$10,000.00	\$8,000.00	
Equipment Support		\$ 78.00	\$ -		\$3,000.00	-	
STEAM/Arts & Science		\$ 4,373.00	\$ 2,474.93		\$10,000.00	\$9,536.00	
Staff/Volunteer Gifts		\$ 368.00	\$ 521.11		\$1,000.00	\$1,073.00	Holiday Cards for Staff
Bank & Processing Fees	\$ 31.68	\$ 1,111.00	\$ 311.95		\$1,500.00	\$1,155.00	New Checks
PTO Childcare/Meetings		\$ 150.00	\$ 60.00		\$300.00	\$621.00	
PTO Events		\$ 75.00	\$ 245.00		\$500.00	-	
PTO Marketing		\$ 24.00	\$ 6.84		\$200.00	-	Printing (PTO Marketing)
Principal Events		\$ -	\$ -		\$500.00	-	
Music/Band		\$ 717.00	\$ 198.00		\$500.00	\$569.00	
Library/Bookies	\$ 261.49	\$ -	\$ 261.49		\$500.00	\$292.00	
PE/Gym		\$ 504.00	\$ -		\$500.00	\$380.00	
Art		\$ 202.00	\$ 292.50		\$500.00	-	
Directory Ads		\$ 398.00	\$ 398.00		\$400.00	\$398.00	
Other	\$ 10.00	\$ 58.00	\$ 342.36		\$200.00	\$172.00	
TOTAL EXPENSE	\$ 802.64	\$ 43,078.00	\$ 40,097.10		\$128,600.00	\$119,384.00	
NET INCOME (LOSS)		\$ 30,736.00	\$ 20,633.31		\$-	\$12,352.63	
BEGINNING NET WORTH	\$ 245,366.20						
Net Income (Loss)	\$ 741.61						
Other Changes							
ENDING NET WORTH	\$ 246,107.81						
COMPONENTS OF BEGINNING NET WORTH		Components of Ending Net Worth					
Operating Cash	\$ 43,943.78	\$ 44,668.36					
Money Market Account	\$ 201,122.42	\$ 201,139.45					
Petty Cash	\$ 300.00	\$ 300.00					
PayPal	\$ -						
Total	\$ 245,366.20	\$ 246,107.81	\$ -				
LESS: PTO Designation of the Above Net Worth							
Current Year Contractual DP	\$ (90,000.00)				Three installments \$30k		
Current Year Electives	\$ (19,000.00)				\$10k coordinator + \$9k resources		
STEAM	\$ (10,000.00)						
2019-2020 Contractual DPS	-						
2019-2020 Electives Commit	-						
Emergency operating reserve	\$ 126,366.20						