

**Polaris PTO**  
**Monthly Meeting Minutes**  
**October 3, 2016**

In Attendance: Anne Sterrett, Principal; Kristin Heilbron, 4<sup>th</sup> grade teacher; Vanessa Pierce, fundraising chair; Kara Chitwood, volunteer coordinator; Stephenie Falcone, Secretary; Megan Webber, Treasurer; Tim Kirkwood, Chair; Colin Lamb, Vice Chair; Jane Morrissey, parent; Melanie Chenard, calendar; Alex Kwan, directory; Jean Bitzer, Fundraising Programs Coordinator; Meg Freedman, Communications Chair; Jami Davis, Jogathon; Mike Johnson, School Board Member

1. Call to order
2. Motion to adopt meeting minutes from 9/6/16, approved.
3. Board Reports:
  - a. Chair's Report – no report, needs to add teacher's input to agenda, will be #8
  - b. Vice Chair's Report – no report
  - c. Treasurer's Report – Turned in Statement of Operations
    - i. \$170/mo through Colorado Gives, lost some ACH
    - ii. Costs tick away at reserve
    - iii. Showing similar operating costs
    - iv. Just got paid for Edukits
    - v. Not paid for wines, still working on it
    - vi. Equipment support – water fountains, broke it into \$6000 deposit last year and the rest this year – paid for.
    - vii. Cap grant not on anymore
    - viii. STEAM – wishing wall – lego kits were paid for, “we do” kits, Ms. Ray will be incorporating them, Chris Dunn's elective will use it too.
4. Committee Reports:
  - a. Volunteer Committee –
    - i. Thanksgiving Day is coming up, Anne?
      1. Anne- we need a lot of help, have fewer people who work in the kitchen, CJ is concerned about everyone having cold food, just wants more volunteers
    - ii. Melinda needs more floater volunteers, more commitment and consistency, room parent email
    - iii. Meg and Alex, someone to help transition directory, more need for volunteers, selling ads – someone savvy about marketing,
    - iv. My School Anywhere – sell ad space, find volunteer? Not yet.
    - v. Need co-chair and treasurer co-leads for next year, Megan thinks she's found someone, 2 yr commitment
    - vi. Meg and Kara working on intro to mega volunteer list, a few roles need to go to Meg and Melanie, not just Kara

- vii. Specials/talent show merger with Love of Art, Jan 26<sup>th</sup>, teachers input and Corilee and Danny's input, 3 volunteers already.
- b. Fundraising Committee – Vanessa -
  - i. Jogathon –
    - 1. Date change, from Oct 7<sup>th</sup> to 14<sup>th</sup>, DPH permits are different now, it takes 60 days, do the same for Field Day
      - a. Make sure Hunter has Field Day date and back-up date in calendar
      - b. Melinda needs one more electives helper
    - 2. Using names tags for students before they come out, color coded for class rooms, extra parent security
    - 3. Needs 340 re-usable water bottles
    - 4. Theme is glitter
    - 5. This year giving to general fund, next year will do a wish list
    - 6. At \$3000, always at this level 2 weeks out, get huge influx in last week
    - 7. E-post does not go out til Wed 12<sup>th</sup>, put link at the top or room parent blast, include reminder of date change
  - ii. Annual Giving/Parent Parties-
    - 1. Went really well, thank you party hosts
    - 2. Matching gifts were a good incentive
    - 3. After every party saw an uptick on Colorado Gives
    - 4. Calls and emails and pledges not reflected in numbers yet
    - 5. \$20,000 in match commitments, good for whole year, will probably hit it by Colorado Gives Day, 8-9 families gave to match.
    - 6. Party boxes were very easy, easy to roll it out
    - 7. Messaging was planted early this year
    - 8. People liked getting a number (\$400/kid)
    - 9. Jogathon might be more attractive to certain families
    - 10. By end of this year, can look at numbers
    - 11. How is this match different from Colorado Gives Day Match, every nonprofit participates, last year got around \$400, will add to FAQ for next year
    - 12. Meg had a clear envelope to make a big show of getting checks
    - 13. The higher the grade the more the giving
    - 14. Next e-post will let everyone know who didn't attend parties
    - 15. Thermometer, school-wide total fundraising
    - 16. Teachers set up donorschoose.org for classroom needs and parents are confused why PTO isn't providing, 4<sup>th</sup> grade is asking for computers, streamline messaging

17. Add wishlist for teachers to come to PTO for items before going to donorschoose.org, would like to at least know what teachers need/want, maybe can even write specific grants
18. Tim recommends a committee that re-prioritizes spending
  - a. Vanessa, Megan, Kris, Stephenie, Tim and copy all committees.
  - b. Anne touched on DPS budget for tech, replacing and replenishing before we actually need it
- c. Communications Committee- Meg
  - i. School website – working with Anne, hoping for October, will be November, takes some work, will talk with key people about site map
  - ii. Alex – MySchoolAnywhere directory, Room Parent function just added, can recommend ideas, 265, 254 confirmed their information
    1. Tried sending stuff in Thursday folders, maybe have room parents send out info, tell how to add app, throw message directly from the directory, send to everyone
    2. Who can use emails, best for class or grade or whole school, Andrea and Pam can use it, have IC but easier for backend
    3. Reports and labels can be printed if you are an administrator
    4. Melinda uses it for electives that need permission slips
    5. Store function – can take contributions, t-shirt sales, tickets, links to paypal, no extra fee, can do reports to track sales
    6. Needs to find someone to co-lead and take it on next year, as early as January
5. Mike Johnson – School Board Member –
  - a. Great school – here to ask you for money, increase in property taxes
  - b. Drum up support 3A & 3B, bond and mill levy
    - i. Asking voters for bond, (passed out material)
    - ii. Mill levy is annual tax increase that goes directly into classrooms
6. Principal's Report – please email to Stephenie!
  - a. Science Fair in December
  - b. Grandparents Day March 17<sup>th</sup>
    - i. Series of concerts to go to kids at different grades
    - ii. Something in the classroom as well
  - c. Talent Night – Corrilee, 3 volunteers needed, students can advocate causes
  - d. Spring Showcase – Corrilee and Danny, would like food trucks
    - i. Touch base with Haley about when/if community service is participating – epost and website say kids can showcase volunteer work.
7. Unfinished business – adjusting meeting time?
8. New business –
  - a. By-laws – over next few months let's set aside time to review
9. Adjournment – next meeting Nov 7<sup>th</sup> , 2016