

**Polaris PTO  
Monthly Meeting Minutes  
November 7, 2016**

In Attendance: Anne Sterrett, Principal; Colin Lamb, Vice Chair; Stephenie Falcone, Secretary; Meg Webber, Treasurer; Melinda Stewart, Electives Coordinator; Melanie Chenard, Website Calendar, Wendy Barclay, parent: Jami Davis, Jogathon Chair; Chris Dunn, electives teacher: Amy Newman, RTV committee; Kara Chitwood, Volunteer Coordinator; Vanessa Pierce, Fundraising Chair; Cedra Goldman, RTV Chair; Paul Falcone, parent

1. Call to order
2. Motion to adopt meeting minutes from 9/6/16, approved, after changes to attendees.
3. Board Reports:
  - a. Chair's Report – no report
  - b. Vice Chair's Report – no report
  - c. Treasurer's Report – Megan
    - i. Have not done tax return yet but will be done Nov. 15<sup>th</sup>
    - ii. October report-
      1. Jami Davis huge numbers from Jogathon
        - a. \$23K!!! (2 years ago \$15K, last year \$21K)
        - b. A lot of checks from out of state
        - c. Online giving
      2. Annual giving on par with last year
      3. ACH is back up and Colorado gives is back up
        - a. September parties were successful
      4. Made first payment to the school for the paras, \$34K
4. Committee Reports:
  - a. Volunteer Committee – Kara
    - i. Thanksgiving lunch, sign up genius for volunteers for CJ
      1. Will be a lot of transition with kids at recess
      2. Will be in e-post, and room parents can send it out again
    - ii. January 26<sup>th</sup>. Talent night volunteers, need someone to work with Lisa Mortel to help organize talent, Molly books DJ and does dance party. If there's no food it might shift the start time.
    - iii. Allison Peterson is taking over for MySchoolAnywhere
    - iv. Jean is working with Gail on the Bookies night.
    - v. No interest in board recruiting. Need to have job descriptions, committees are chunked out in silos. Brings up by-laws discussion.
      1. What about nominations? That has happened in the past.
      2. Save it for January meeting as an agenda item.
      3. Also save by-laws for January, board specific conversation.
  - b. Fundraising Committee – Vanessa

- i. Annual Fund and Colorado Gives Day, \$20K pledged towards match pool, so about \$5500 of that \$19,395 is people who have paid their match pledge, \$14k is what's come in, need \$6K more, some are doing it through monthly giving, some are big checks, some are waiting for Colorado Gives Day. We are slightly ahead of last year. Pledge for Annual Fund close to \$30K
- ii. Colorado Gives Day, there's an incentive fund of 1Million\$, they will take the total that's raised and calculate the percentage of that total for every nonprofit, so the more we raise the more of the million dollar pool we get. Might be only a few hundred dollars.
  1. We have to pay the 2% fee this year so it might be a wash
  2. Last year we got \$600 incentive pool
  3. Encourage the parents to give for the match.
- iii. Jogathon – Jami
  1. Very successful event, parents night emphasized \$400/student definitely helped.
  2. \$23K raised.
  3. Prizes, were they a motivator? Yes! Took a lot of time and energy to tally which donation should be credited to which child and class, we need that position in the committee.
  4. Permit was a huge issue, 30-60 days prior now, got negative feedback from park rangers, it is ok to have people loitering if you don't post signs, police did not show up to clear park, we need to be more aggressive, Field Day will be similar
    - a. Could pay for DPS uniformed officer, \$100
  5. Parent involvement – need to better identify who belongs there, maybe next year could be an Aloha theme, if you're wearing a lei we know you belong.
  6. Jami needs to get reimbursed for expenses, we need to know the true cost of the event.
- iv. Romancing the Vine - Cedra
  1. First committee meeting, decent amount of people including Amy, welcome more people
  2. Created Google Doc for items we're seeking for silent auction
    - a. Would PTO be willing to look at list, choose 4 items to pursue, and can suggest more items
    - b. Some big packages could be a live auction
    - c. There is a list of previous donors and form
  3. Amy would like RTV to have Buy-a-Shares
    - a. Megan recommends segregating adult and kid Buy-a-Shares, give the adult ones to RTV, let kid ones stay at Spring Gala.
  4. Tequila station with Mexican food, etc. Same venue, same band, same caterer, 2 families donating food.

- c. Communications Committee- Meg (notes from Colin)
    - i. E-post new volunteer Lyllis Emerson doing every other week
    - ii. Polaris website starting soon
    - iii. Anne says DPS new website came out today
    - iv. Polaris parents Facebook, still need to talk with Anne
  - d. Electives- Melinda
    - i. Biggest fan of MySchoolAnywhere, 30 parent volunteers, flex room for 70 kids, every kid should get one of their 3 choices.
    - ii. 1 parent is purchasing 3D printer and teacher
    - iii. Policy has always been if the parent wants to donate to electives program it is on top of the budget.
    - iv. We offered 6 off-site electives, one is going to nursing homes
    - v. 4<sup>th</sup> and 5<sup>th</sup> graders are going to Clifford Still Museum
    - vi. Got tons of take apart donations
    - vii. Put something in ePost that it should be your child's choice
5. Principal's Report –
- a. Halloween was a great success, parties were great.
  - b. Today was the deadline for Original Art orders, Erika and her team are processing the orders.
  - c. Staff appreciation lunches are going great, staff feeling appreciated.
  - d. Picture retake is a week from Tues.
  - e. 2<sup>nd</sup> grade musical is Nov 16<sup>th</sup>
  - f. Also Nov 16<sup>th</sup> is Polaris advanced kinder meeting, 5:30pm
    - i. CSC crafted a letter recommending students who qualify as HGT be given priority, we'll hear more about that from them
    - ii. Testing, not just reliant on one test but because things are in flux
  - g. Thanksgiving lunch is coming up, thanks to Kara, need more volunteers
  - h. First tour for prospective parents, Gail is doing them, once a month
  - i. Denver has teacher awards, each school can nominate 2 teachers, could someone on PTO spearhead that? Also volunteer award, Feb 1<sup>st</sup> deadline.
6. Chris Dunn –
- a. Focus on making auditorium more usable, labeling all breakers for the lights and the PA, there's no wireless microphone, would be permanent for auditorium, not portable for outside. Cost is \$320
    - i. Need to have a policy, who can use it, Kidstage? Cable is just a cable, microphones can be school use only. Ms. Ray and Ms. Corilee are on board.
      - 1. Let's consider something for the gym and outdoor activities, this could be an opportunity to re-evaluate all our needs
    - ii. This can be something to spend Jogathon money on, kids wanting tangible thing to earn money for.
  - b. Meg, can the school meet us halfway on this? Anne, yes. Might have to go through approved vendors. Anne wants to get a nice rack for chairs and tables, whereas the AV needs are more fun and more of a PTO item.

- c. Move to reimburse Chris Dunn, seconded, approved.
- 7. New business –
  - a. By-laws, kick off in January with the board
  - b. Can we move the meeting to 5:30? No, not enough people can make that.
  - c. Can we put up a thermometer of giving so far for parents and students to see, on website and entryway of office. Should it be for the whole year or tracking the \$400/child?
- 8. Adjournment – next meeting Dec 5, 2016