

STEM Lab PTO Meeting Agenda

Date: December 1, 2016

Time: 3:15pm

Meeting Location: STEM Lab PBL Rooms E105 & E106

Officer's Present:

1. Katie Henneuse
2. Andrea Reinhardt
3. Anita Molacek
4. Brandy Jackson
5. Susan Hastings
6. Melissa Roder
7. Monica von Hoff
8. Stephanie Verseman

1. Call to Order: Katie - 3:30

2. Minutes: Approval of minutes from 11/3/2016 meeting - Will be reviewed at January meeting, as minutes were not available for review until 11/30/16

3. Officers' Reports

- a. President's Report
 - i. Executive decision - to collect all the holiday donation tags from office for STEM Family adoption. *The remaining (5) requests have been returned to Ms. Larson after several teachers mentioned they had not yet had an opportunity to pick-up an adoption card from the teachers lounge. - MV*
 - ii. Spoke about additional fundraising due to school growing in 2018
 1. Gift card purchase - similar to KS Cards (Payback)
 - a. Mr. Shields - Holiday time is the best time to sell the cards, but you should only do it one time a year.
 2. Local coupon/entertainment book
 - a. Prospect Ridge earns over \$100K a year from the coupon book fundraising effort. (It was noted that PRA does have a different demographic from STEM)
 3. Amazon Smile - send out a instructions/promotion for people to use
 - a. Teacher Weekly newsletter to promote Amazon Smile
 - b. Post on PTO website, FB page & Classroom pages
 - i. Was posted on the website 12/8/16
 - c. Katie continuing to work with Amazon to get account reset to use the banner and images on PTO website
 4. Possible Trivia Night for parents w/ dinner & silent auction
 - a. Parents night out with babysitting fundraiser
- b. Treasurer's Report
 - i. Katie - Nothing to Report - everything looks normal
- c. Secretary's Report -
 - i. Monica - PTO - Newsletter to go quaterly (months we do not have PTO meeting)
 - ii. Hopeful to get it out in Feb. 2017
- d. Fundraising Chair's Report
 - i. Susan - Nothing new to Report
 - ii. Melissa - Add fun run to a list of possible fundraisers

- e. Event Chair's Report/Teacher Appreciation Report
 - i. Andrea - \$500 donation from company for teacher appreciation gifts (gifts on behalf of the PTO - cooler with salad bowl with STEM Lab logo) + cost of shipping (\$27) Colors and logo image still being determined.
 - ii. Godfather's Pizza - Asking us to do a dine-out - Could be an excellent partnership for the school
 - 1. January - 3rd wk?
 - 2. Should we double up one month?

4. Leadership Committee Reports

- a. Volunteer Coordinator's Report
 - i. Andrea - Need a carnival date
- b. Communications/PR Coordinator's Report
 - i. Monica - Twitter account was disabled due to only one follower, which was Monica von Hoff
 - ii. Will post on FB when appropriate as to not inundate followers with information
- c. Box Top/Labels/Milk Caps Report
 - i. Cristen not Present
 - ii. Questions about labels for Education
 - 1. To be divided between art, music & PE
 - 2. Unsure what is currently going on with the labels
 - 3. Mr. Shields to touch base with Tracy & get back with Susan
- d. King Soopers Card Report
 - i. \$450 approximately from KS card sales
 - ii. Is there a way to promote that this is the easiest way to raise money for your school?

5. Principal's Report

- 1. District coming out to talk with staff about the reconstruction
- 2. Teachers on the southeast end on the building possibly might need to move before Winter break.
 - a. Classes might possibly need to move to current empty classrooms
 - b. Teacher will need help from families for moving
 - c. Staff have asked the district to notify them asap about the possible date, but not heard back from the district.
 - d. Possibly need to put out a request for moving items (boxes, dollies, etc.)

6. Unfinished (old) Business - None

7. Recap of Recent Events

- a. Coats for Kids drive
 - i. CFK support
 - 1. Set up a live google spreadsheet to send out to the schools to determine a need.
 - 2. Trying to keep all the donations in the district
 - 3. Sign-up Genius for CFK assistance
 - 4. Eagleview, Stellar and Silver Creek are also helping with coat donations.

8. New Business

- a. Funding Requests
 - i. None

- b. Spring Carnival
 - i. Date? - April 7th
 - ii. Fundraising - Separating the two (Baskets, ticket sales, etc.)
 1. Raffle - exclude classroom baskets, small component of classroom items,
 2. Online Auction?
 3. Do not want to ask parents to donate items.
 4. Need to have a carnival meeting? - After the break for a meeting
 - a. Still so much to discuss
 - iii. Separation
 1. Katie - I think we need committee for the carnival
 2. Melissa - I think that we need to determine what is Fundraising and Event prior to forming committees
 3. Andrea - We should all know that the other is doing prior to putting the carnival together.

- c. Community Outreach - Melissa Roder
 - i. Leadership position for a community liaison
 - ii. Go to for Hannah to help with filling needs

- d. Hulstrom PTA News - Melissa Roder
 - i. Contacted a by PTA present for a Parenting Safe Children @ a cost of \$54 per person
 - ii. Possible Survey online

- e. Upcoming Dine-Outs
 - i. Dec. 6th - HuHot
 1. Table Sign-ups
 2. Add to Sign-Ups
 - ii. Jan. 9th - Big City Burrito @ 136th

- f. Food Drive Assistance

- g. STEM Family adoption
 - i. Items to be adopted by the PTO and we can reach out to families via FB and website for help for the holiday season. Families who are struggling, We don't know the names of the families.
 - ii. If some reason we are able to fulfill all the wishes we can purchase
 - iii. Wrapped by Dec. 12th or 13th with the tag
 - iv. Gift card donation also available.

9. Announcements

10. Adjournment

Reconstruction questions - Going to decrease sq footage

- Some type of curtain to divide the gym
- Will not have appropriate room for a stage
- Will not have (2) gyms