

# **2016-2017 PTO Meeting #1**

**Date:** Monday, August 8, 2016

**Location:** Stephanie's Home, 12546 Hudson Way, Thornton CO 80241

**Time:** 5:15pm

**Attendees:** Summer McCain, Jennifer Yost, Melissa Roder, Christy Riley, Stephanie Verseman, Andrea Reinhardt, Anita Molacek, Katie Henneuse, Susan Hastings, Monica von Hoff, Tia Beeby

**Objectives:** Back to School/new school year preparation

## **1. Roll Call - introduction of old and new members**

- Assist Treasurer Position potentially filled by Tia Beeby
- Need to fill Volunteer coordinator position
- Considering creating new position - Assist Events Chair

## **2. Communications**

- Better communication within the school.
- Goal of transparency - need to show where we are going, what we are doing.
- Online Dashboard with use of funds for parents to view
- Work with Selena to view templates
- Flyers to parents regarding meeting dates
- Less meetings - every other month

## **3. Chains of command**

- Every decision must be consulted before decisions are made.
- Majority must be notified prior to decisions being made. IE texting, emails to the group
- Some funding decisions can be made without entire board approval

## **4. Back to School Night**

- Signup genius for shift work at the table
- Hand out flyers and additional info
- King Soopers card sales at booth? Date is questionable to get in time.
  - Try to sale \$5 cards at the table
  - Wifi is questionable - Cash or check for payment
- Table set-up in hall in front of the office ([Katie talked with office and table will be in the commons](#))
- Post on web to be selling cards and location of table

## **5. King Soopers Cards**

- \$200+ a month in sales
- \$2700 in revenue last year (2015-2016)
- To be labeled with bright colored stickers to differentiate the STEM cards
- Post all KSC info with tips and tricks

## **6. Back to School Flyer**

- Introduce who we are, give an idea what we do and info to be on the lookout for information coming home with your child.
- 1 page with brief info, pto website and facebook page

## **7. Packet to parents**

- Dine-out schedule
- Fundraising schedule
- Important dates
- Date & times of meeting
- King soopers flyer
- Box tops
- Shop-a-roo

## **8. Technology**

- Development of social media outlets
  - Twitter
  - Instagram
  - Facebook
  - LinkedIn account?
- Need additional pictures for the Website
- Spreadsheet of donations - google docs shared and open with the board

## **9. Executive Board Determination**

- Stephanie - President
- Jennifer - Vice President
- Katie - Treasurer
- Susan - Fundraising Chair
- Andrea - Event Chair
- Monica - Secretary

## **10. Emails Accounts**

- Everyone has an email account that needs to be activated.
- Vice President, PR, KS, Asst Fund., Asst. Treasure, Teacher Appreciation need to set up emails.
- PR, King Soopers Cards & Teacher Appreciation have all been set up

#### **11. Andrea Reihardt to be interim volunteer coordinator**

- Will need dates of meeting events to set up babysitting for meetings

#### **12. Visionary Committee**

- Marquee sign wanted/needed
- 1 year goal?
- 5 year goal?

#### **13. PTO and School Relationship**

- President - Stephanie's Remark: We are there to support the school but we are a separate entity. We are the mediary between the school and the parents. Parents have voiced concerns in regards to interplay with the school. We are the voice for the parents. We support the parents and their relationship with the school. The school does not dictate completely what we can and can not do.
- Vice-President - Jennifer Yost: The office is not ours. We can use the office if permission is granted but we need to be respectful of the privacy of office information.
- PTO monies will need to be monitored more closely with interaction from the office
- We are going to be more strict on our rescheduling of events. Our schedule must be respected as well.
- We have never turned down a funding request, but we need to be respected as well and teachers need to be more cognizant of our scheduled dates.
- We need to have greater respect from the school in regards to the PTO organization and more commitment from teachers and staff.
- PTO is a team and we are the voice of the majority of the school.

#### **14. Labels for education**

- Ended July 31st.
- Catalog is available. - 4 different catalogs
- Music, Art and PE to choose.
- Tracy Telling (STEM Lab Principal) has been informed that they may choose and she will be in charge of dividing that money.
- Art is in need - doesn't ask for much
- Katie to talk to Tracy about the division of the LFE catalog options.

#### **16. Letterhead Needed**

- Tax Exempt forms

#### **17. Raffle/Auction License**

- \$150 & 2 participants on license
- Katie and Stephanie to be on license

### **18. Meeting incentives**

- Punch card for every meeting you attend?
- Wins King Soopers card?
- One prize every meeting - Anita to try to get donations
- Board to be exempt
- TBD 6 cards needed - 1 card raffled per meeting

### **19. Dine-Out Schedule**

- All dates set
- TBD Noodle & Co for August?
- Printing needs to be put into the budget
- \$100 gift card to be used for printing each month to come out of the budget for dine-out flyers
- Flyers vs. no flyers discussion - ended with flyers being needed
- Flyer with all the dates distributed in parent packets
- Susan to contact Impact Printing in regards to printing discounts

### **20. Meeting Dates & Board Dates**

- PTO meetings every other months. People didn't like the times changes every month
- Meeting attendance was higher for evening meeting.
- Same day each month, same time and same location.
- Meetings to be scheduled - September, Nov. Jan, March May @ 1st Thursday 6:30 pm.
  - 09/01/16, 11/03/16, 01/05/17, 03/02/17, 05/04/17
- Leadership dates - October, December, Feb, April. After school @ 1st Thursday 3:15
  - Dates are tentative must check with staff
- Leadership meetings to be held in the Admiral room.
- Stephanie, Jennifer and Katie to meet with School leadership this week. 8/8

### **21. Major Events**

- Trunk or Treat - October 28th 6-8pm
  - Moving to the cafeteria vs. the trunk
  - As of 08/09/16 Andrea has turned in paperwork and requested use of the gym for event.
- Fun Run -
  - Andrea to get bananas or fruit and any additional items
  - Cash-a-thon or check-a-thon
  - School day activity

- Water bottle prizes or athletic inspired prizes
- Running pledge to collect money and the kids would run the last portion at the school.
- Future sponsored race in the Spring?
- Susan to talk to Rob about dates for the run.
- Susan, Melissa and Andrea will get together to discuss details.
  - Fun Run to be separate for fall fundraiser.
- Carnival
  - Date - Middle to late April
- Box Tops
  - Coordinate with Stem Store
- King Soopers Table with Box Tops & STEM Store

## 22. Fund 20

- Tech 20 -Technology fund of 20% from our fundraising earnings
  - Must be used for Technology
- Fund 20 is \$24K
  - Current amount \$16,230
  - 20% of our budget every year
  - To be used if we need to buy something big
- Remaining funds used for what?
  - Clubs
  - Awards for the kids
  - Low-income : Field trips, kindergarten tuition
  - Objections raised from funding requests about the 2015-2016 sustainability fair speaker
- All funding requests prior to the PTO meeting
- Teachers must attend the meeting and present the request in person.

## 23. Fundraising

- Need to take our school to the next level in regards to fundraising
- Ball - Bring in big doners,
  - Omni - Between \$40 - 50 per person
  - Celebrity Announcer, Dancing, drinking, gambling, etc.
  - 3 course event plated meal
  - Silent auction items available
  - Black tie event
  - Prearranged seating
  - Slide show of STEM Students
  - Live Paddle Race
  - Live auction
  - Gambling activities

- Bring in your alcohol with bartenders provided
- 500 people come - \$20,000 just on food.
  - Not including auctions, basket auctions, gambling
- No bowl-a-thon or basket auction at Carnival
- Proposal presented by Stephanie and Andrea with previous experience from Bal Swan event
- Jennifer Yost - Not a private school, people don't even show up for PTO meetings, we don't have the support from the parents
- Melissa - What would be asking from the School
  - Teacher to attend
  - Hosting the childcare at the school for free
  - Parents would have to RSVP
  - Basket to be donated. \$5 limit per family
    - Christy - No basket, sell items/crafts made by the kids
  - Discounted Room Rate available
  - Silent Auction in Lobby area.

#### 24. Voting on the Ball - February 11th Sweetheart Ball

- Yeah - 8
- Neah - 0
- Abstained - 1