



PTO Meeting Minutes
Thursday, September 5, 2013

1. Welcome

- a. The meeting was called to order at 6:04 p.m. by PTO President, Michelle Sosa.
- b. Michelle introduced Executive Board members who were in attendance, Michelle Sosa, Melinda Arnold, and Linda Dellett. Also present were several STEM Launch teaching staff and Administration including Martin McCarthy, Michelle Priola, and Carrie Romero-Bruegger.
- c. PTO Meetings in the future will include speakers, and partners within the community. The meetings will include PTO updates as well as topics and areas to keep parents updated and informed. The October PTO meeting will include Officer Mendez (Thornton City Police Department) to speak about Safety.

2. Brief School Updates

- a. Michelle Priola introduced herself and went over updates and current needs for the school.
- b. Immediate needs:
 - i. UIP (Unified Improvement Plan) to help develop plan for school. 2 parents will be needed for this. On Thursday, September 12 a UIP meeting will take place at the school district headquarters off of 128th and Washington.
 - ii. Crossing Guards – several parents needed
 1. These guards help to connect with the community; and it is exciting to touch base with the kids at the beginning of the day and at the end of the day, as numerous STEM Launch students need and thrive off of adult interaction such as this. This volunteer opportunity consists of 15-20 minute commitment each period.
 - iii. New cafeteria tables. The school is in need of 20 tables costing \$1,000 each. This is not an expense currently in the budget, and it would be great to have these for the next school year.
 - iv. Engines Off Grant Program - \$750 grant to help turn off engines in the drop off lanes. Looking for a community leader to help own this. The money will not come until the Spring, but the school needs to collect data prior to receiving a check for the award. If you as a parent are interested in environmental issues, this might be for you.
- c. Northglenn HS open house September 28, part of the K-12 STEM continuum. Posters and flyers will be available around the school.

3. Brief PTO Updates

- a. There are still a few open positions within the Executive Board that we would like to have filled, or even specific responsibilities within the roles that we would like a parent to cover, including the Vice President and Family Liaison.

- b. Calendar – ideally we would like to have the calendar complete by the next meeting, so all PTO related activities and events are mapped out for the year. This is a living document and will be updated as needed throughout the school year.
 - i. Melinda will update the calendar on the website consistently, please check the PTO website on a regular basis www.stemlaunchpto.org
 - ii. Upcoming events:
 - 1. Dine Out Nights – one every month. Through these events the PTO will receive a certain percentage of proceeds.
 - a. Culvers – September
 - b. Noodles and Company
 - c. Chick-Fil-A
 - d. CiCi’s Pizza
 - e. Panda Express
 - iii. Fundraisers – These are not the only goal of the PTO, but it is a main mechanism to help our students and teachers succeed.
 - 1. The PTO anticipates hosting a large catalog fundraiser this fall
 - 2. Trunk or Treat – October 25 from 6-8pm
 - a. Safe and fun way to celebrate Halloween. This is not only a fundraising event but a community event that will bring partners, parents and students together. Cars will be in the parking lot giving out candy and other fun items. More details to follow...
 - 3. Skate City Nights from 6-8 pm – 1 for Elementary, 1 for Middle School. Different from last year, these will be evening events and parents will have to provide transportation. PTO will also receive a certain dollar amount per paying student.
 - 4. Spring Picnic
 - 5. Pictures with Santa & Easter Bunny
 - 6. Jamba Juice – New this year. Jamba Juice will be at the school every Friday afternoon at 3:25pm for a healthy alternative afternoon snack (some exceptions to the dates, check the website for dates they will not be at the school).
 - a. 8 oz. \$2.00
 - b. 16 oz. \$4.00
 - c. 20% of proceeds go back to PTO
 - iv. In the future parents will be notified of fundraising activities through:
 - 1. Marquis
 - 2. Email newsletter (only to PTO registered parents)
 - 3. Emails (only to PTO registered parents)
 - 4. Fliers
 - 5. Teacher announcements
- c. Financial Updates
 - i. Linda briefly went over the 2012-13 end of year budget. Having only begun fundraising activities in March, we were very pleased to end the year (June 2013) with approximately \$850 in profit.

- ii. FREE Fundraisers – for more information visit the FREE fundraiser page on the website.
 - 1. King Soopers – purchase gift card and re-load them. PTO receives 5% back. We earned over \$700 this summer with about 25 cards being actively used. Cards must be purchased through the PTO; initial cards are sold for \$5 each.
 - 2. Box Tops – received almost \$400 over this summer. We ask that parents begin collecting box tops, and turning them into the school in designated boxes. PTO will receive \$0.10 per box top.
 - 3. Target REDcard – 20 families are currently signed up. The PTO earned \$263 this summer. There are several cards available and each one gives a certain percentage back to the school. The payout is only once a year (August of each year)
 - 4. Longmont Dairy – Milk Caps for MOOOLA– each cap earns \$.05. There will be a deposit site near the front office soon.
 - 5. Labels for Education – includes a variety of labels that can be clipped and submitted near the main office.

d. Website

- i. Please check the website frequently as it will be updated on a continuous basis. It will be the main form of communication between parents and the PTO. PTO members will also receive a monthly email newsletter noting important upcoming events, fundraisers, meeting dates, etc.

e. Teacher Appreciation Luncheon

- i. Scheduled for 3 times during the year, Fall, Spring and Teacher Appreciation Week
- ii. The first will occur on Thursday, October 10 during Parent/Teacher conferences
 - 1. Tina (coordinator) would like to have a Soup/Salad/Sandwich bar theme.
 - 2. We welcome any assistance for these activities including organizing the event, donating food, volunteering the day of, etc.
 - a. If parents are interested in volunteering to help please contact Tina Bode at tinambode@gmail.com or fill out a Volunteer Form on the PTO website.
 - 3. A sign up genius and flyer will be created and sent out soon

4. Volunteer Training

- a. Processes for volunteering in the school – presented by Michelle Priola
 - i. Volunteers must RAPTOR in every time they volunteer within the school. In order to do so, parents must have valid Driver's License/ID at time of check in.
 - ii. Use of common sense when volunteering. We as adults need to set a good example for the students, i.e. no gang signs, appropriate clothing and language, positive role models, etc.
- b. Michelle will be organizing volunteer and support opportunities within the school (in the school, at home, etc.)

1. She is soliciting ideas from teachers for current volunteer needs within the building
 2. If you as a parent are interested in volunteering please contact Michelle Priola at michelle.r.priola@adams12.org
 - c. Roles of a parent when volunteering and conflict arises or witness difficult situation:
 - i. If there are immediate concerns/issues when volunteering please contact the Administrative Team right away and if they are not readily available contact a teacher.
 - ii. There is a sense of confidentiality with certain things within the school. Please be sensitive to issues that arise in order to foster a positive learning environment.
5. Adjourn
- a. Motion to adjourn, meeting adjourned at 7:00 pm