

STEELE ELEMENTARY

PTA MEETING MINUTES



- **Welcome & Introductions**

- Executive Board Introductions and Attendee Round Robin:
- President's Update – Ann Shiveley
 1. We received our first funding request -- \$300 for a banner for the Shakespeare Festival. This request was approved by the Executive Board. Funding request is attached to the minutes.
 2. We have \$14,500 in discretionary funds for this year that parents and teachers can request through our funding request form. The form is at the bottom of this page:
<http://www.steelepta.org/fundraising.html>
 3. We have created written guidelines for the teacher stipends that we provide to each classroom. Please find a copy attached to these minutes.
 4. We are in the process of developing a succession plan for PTA leadership roles. Update at our next meeting.
 5. Committee business plan template has been developed and distributed to each committee. One page document to ensure that we are aware of what they are working on and how to support them.

- **Reading of Minutes & Approval** – Meeting minutes approved.

- **District One DPS School Board Candidates -- November 3rd Election Day.**

- Anne Rowe -- current school board representative – and Kristi Butkovich – challenger – both shared their views on what drives them to run for school board, where they would focus their efforts if elected, and how they feel about testing.
- They took questions from the audience about:
 - Student transportation modes (buses vs. car services), challenges related to educating a wide range of students with varying learning and skill levels, and federal and state assessment testing.
 - *NOTE: Following the PTA meeting, Anne Rowe provided a response to this inquiry. See attached.*

- **Reports of Officers and Standing Committees**

- Finance – Kim Kobernusz
 - Budget will show as decreased from prior month as we have closed the books on commitments from the previous budget cycle.
 - Shout out to Melissa – from the front office – who is now the person watching our kids during meetings. Price for childcare is \$3.
- Fundraising and Events – Kiki Lyons
 - We raised \$2,473 at the Bike-a-Thon for Specials and another \$3,082 at the Carnival.
 - **Stallion Fund** – Jessica Kottcamp – Next event is Havana Nights. To date we are 1% of goal for the fund. Goal is to be at \$100K within the first 100 days of school; \$50K by Havana Nights. Another big push for funding is Colorado Gives Day.
 - **Home Tour** – Danielle Vitale. We are kicking off our sponsorship fundraising early this year. We have filled all open positions and started succession planning for those that are leaving the school – final year on committee. We have a need for a florist who will donate an arrangement for each of the homes.
 - **Year round sponsorships** – Rebekah Marcus. We are focusing on these and you will begin seeing banners outside of Steele for those sponsors.
 - **Grocery card sales** – Eliza Katel. Please buy cards for the grocery program – 5% goes back to Steele. Program is going well, but we need to increase the amount of people that load the cards. This is how we get the dollars back for Steele.

- VP of Volunteers – Crissy Lucado
 - Succession planning is big this year. If you have a younger student, please begin thinking about volunteering and for the PTA executive board.
 - Garden Committee – Shari Leidner
 - Youth farmers market and garden cafeteria went well and are now done.
 - We are running cooking classes.
 - Dig it Day is October 24th – Please come and volunteer. It’s one of our most important days. Breakfast and lunch will be served. Event is 9-1pm.
 - Communications Committee – Sarah Chapman
 - Photos posted to social media from the Carnival -- very successful and fun. #SteeleStallions Sarah will put together some instructions for how to post.
 - Survey for parent community on how effective our communications work has been will be coming soon.
 - Cynthia is working on putting together the directory – 3-4 weeks out. Digital version is available now.
 - Family Programs and School Activities Committee – Carrie Gibson
 - First family movie night at Steele kicks off 10/16.
 - Winter Dance – February 20th.
 - Membership – 56 members
- **Steele Update and Q/A** (Principal Kevin Greeley)
 - Teacher updates – all units are one track
 - Specials – Mr. Miller. Week of December 7th Aladdin will be presented by the 4th and 5th graders. Dance will be focused on for the second graders. Kindergarten the focus is storytelling and “becoming characters.” Mr. Miller will consider a showcase as an option for younger students to get an opportunity for “stage” time.
 - Gifted and Talented Update – Mr. Miller. Kindergartners will all be given the test beginning this year as well as all second graders.
 - Principal – Kevin Greeley. This year our staff has ‘upped’ the game so much. Our teachers are collaborating across mediums to enhance our kid’s educational experience. Our parents are amazing and there is so much work being done. As an example the Carnival was fantastic! The amount of community that we have here is really special. Thank you for all that you do.
 - **Special Orders** – no update
 - **Unfinished Business and General Orders**-- no update
 - **New Business** – no update
 - **Volunteer Recognition** (Ann Shiveley)

Jenny Cargile -- an amazing job running the Carnival.
 Liz Marvan – your amazing work running the grill at the Carnival.
 Patty Welch has taken over as the new Home Tour treasurer.
 Eliza Kitei was thanked for kicking off the grocery card program.
 Andrea Homans was thanked for all of her help on the youth Farmer’s Market.
 Erika Ecklund and Crissy Lucado were thanked for adding the scroll “volunteer recognition” to the website.
 Thank you to all the parents with younger kids who are engaging and volunteering.
 - **Next Meeting: Tuesday, November 10, 2015**
 Middle School Q&A: Parent & Student representatives from DSA, GALS, DSST, Merrill

Stipend Guidelines

- Stipends should be spent on items that directly impact/benefit all classroom students' learning, such as teaching materials, supplies and educational field trips.
- Stipends may not be saved up for consecutive years to buy one large item for the classroom.
- Stipends may not be used for things that the "scholarship" fund provides (see Scholarship Guidelines below).
- Teachers must submit their original receipts to be reimbursed with stipend funds to the school secretary by April 30 of each school year. The secretary should provide a summary of total stipend spending for the academic year to the executive board by its May meeting (currently set for the first Wed. of May).
- The executive board will review the final stipend spending for the school year in its May meeting.
- Any unused stipend funds will remain in Steele's stipend account and used for stipends in the following academic year. The balance of the stipend account should not exceed the amount that the PTA agrees to provide for stipend funding in any given year.
- The principal is responsible for educating staff on and overseeing proper use of the stipend funds.
- The PTA may request information from the Principal on how stipend funds are being used; the PTA may change the stipend fund amount in any year.

Scholarship Guidelines

- Scholarship funds may only be spent on items or expenses that directly impact/benefit individual students whose parents or guardians cannot afford to pay for those items or expenses, such as teaching materials, supplies and educational field trips.
- The school secretary should provide a summary of total scholarship spending for the academic year to the executive board by its May meeting (currently set for the first Wed. of May).
- The executive board will review the final scholarship spending for the school year in its May meeting.
- Any unused scholarship funds will remain in Steele's scholarship account and used for scholarships in the following academic year. The balance of the scholarship account should not exceed the amount that the PTA agrees to provide for scholarship funding in any given year.
- The principal is responsible for educating staff on and overseeing proper use of the scholarship funds.
- The PTA may request information from the Principal on how scholarship funds are being used; the PTA may change the scholarship fund amount in any year.

PTA FUNDING REQUEST APPLICATION 2014/15

This process will be used for all funding requests that fall outside of this school year's budgeted expenditures.

Name, phone number and email address of group or individuals making request:

Lane Miller Meriam Unger
Dana Hunsinger 303.589-1054 danahunsinger@msn.com

Date of request (recommend submit request at least six weeks before funds are needed):

October 8, 2015

Date of event or by when funds are needed:

April - Shakespeare Festival
date to be determined

Amount of the funding request:

\$ 300.00

1. Detailed description of what this funding will purchase/be used for, including the name of any vendors who would be involved:

Art Supplies for banners for Shakespeare Festival
office depot + Home Depot

2. List all estimates gathered so far, including vendor name:

Mrs. Unger has some school sites to order supplies canvas banner, outdoor paint brushes

3. Please list all resources that would be needed (for example: How many volunteers? Do you need paid staff? Do you need use of Steele facilities? Etc.)

4th/5th grade kids will design as a project in Art class with Mrs. Unger

4. What issues or opportunities specific to Steele will be addressed through the purchase of these goods/services?

Steele Elementary will be well represented

5. How many/which Steele students will benefit from the purchases from this funding?

All upcoming kids who participate in Shakespeare Festival

6. How will the goods/services purchased with this funding help the PTA achieve its mission (mission statement: <http://www.steelepta.org/about.html>)?

encourages involvement with kids + specials in Art + Drama

7. What are the expected key outcomes? Please include how outcomes will be measured and by what date(s):

provides a classroom resource for teachers + students

8. If PTA does not fund this request, from what other sources can funding be sought?

Dana Hunsinger will help to provide deficit in funds.

Please submit this form in PDF format to steelesecretary@gmail.com (we recommend submitting at least 6 weeks before the event is to take place or the purchase is to be made).

Date: October 19, 2015 8:25:54 AM MDT
Subject: transportation in cars

Hi Anne,

Here's the overview of how some students are receiving transportation through a contractor using private vehicles.

Best,

John Albright

Deputy Chief of Staff, DPS

Transportation Services Provided through American Logistics

- To-date this year, 292 students have received transportation through a car service provided through American Logistics.
- The students are students with special needs and are receiving transportation to and from school through this door-to-door service.
- DPS has contracted with American Logistics for several years, and many districts across the nation provide this type of service to students. In Colorado, some of our neighboring districts – including Jeffco, APS and others – are also providing this type of service to students.
- We ensure that all drivers who provide services have insurance, are well trained, vehicles are regularly inspected, and drivers must also successfully complete background checks and drug testing. DPS and American Logistics partner to monitor compliance with high safety standards.
- We offer these services in situations in which students with special needs require door-to-door transportation. Due to our constrained transportation resources, our ability to change/add routes or add a bus to serve individual students is very limited. Also, we have a shortage of bus drivers these days.
- Before a student begins receiving services through American Logistics, we send a letter to the household informing the family of the service opportunity. Then, American Logistics meets with families

before starting the service.

- American Logistics drivers keep a placard in their car identifying their vehicles. That way, both families and school personnel can easily identify the vehicle as one that is transporting a student.
- The door-to-door service is secure, because students are picked up right at their homes, and they are received at school by school staff (typically a paraprofessional).