

# Meeting Agenda

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**Date & Time**

**September 14, 2021 @ 6:30 PM**

**Location**

**Zoom/ Virtual**

[Meeting Zoom Link](#)

**Passcode 589638**

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## PTO MISSION

Enhance the overall experience for students, staff and families at STEM School Highlands Ranch. Our mission ensures STEM PTO works in partnership with STEM School Highlands Ranch to foster a strong sense of community, provide enhancement activities for students, faculty, staff and families and help increase the educational, social and emotional experience for the members and their families.

## Board Members

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Heidi Peterson	Co-President
Jeanie Brevoort	Co-President
Holly Delants	Co- VP Events (HS)
Crystal Wurschmidt	Co- Communications
Aleza Bautista	Co- Treasurer (interim)
Irene Shick	Co- VP Events (ES)
Open Position	Co- Secretary / SAC Liaison
Open Position	Co- Secretary
Open Position	Co- Member At Large

## Informational Updates

Secretary: Open Positions for 21/22 School Year

- Co-VP Fall - Open Positions for MS
- Co-Secretary Fall - Open Position
- Co-Treasurer - Treasurer - need one ASAP, current Treasurer no longer can serve post 6/30/2021 since no longer a STEM parent. (We were unable to find a parent volunteer after our current treasurer could no longer serve, therefore, Aleza Bautista was nominated to serve as interim treasurer in August of 2021).
- AC Liaison Fall - Open Position

## Agenda Items

- Call Meeting to Order
  - President Read Mission Statement

6:30 PM- 6:35 PM

- Secretary Roll Call (Heidi went through introductions)
- Approve Agenda & Minutes (Aleza) 6:35 PM- 6:40 PM
  - September 2021 Agenda VOTE
  - Review and Approve Unapproved minutes
    - May 2021 (need to verify)
    - Review open positions
- Tammy from STEM Center for Strength 6:50 -7:00 PM
- Spart Mart Representative 7:05- 7:10 PM
- Presidents Report: (Heidi) 7:15 - 7:25 PM
  - Blast Off
    - Family Event for all K-12 families, 9/23, from 4pm-7pm
    - Food trucks
    - Henna Artist
    - Inflatables
    - Dodge Ball
    - Porto-Potties
    - Future Events - more volunteering opportunities
    - Heidi reported on Volunteering Opportunities, questions go through Kathy Reid. Family hours reported at 30 hours and single parent-15. Every \$20 of donated items count as 1 volunteer hour. In order to make volunteering easy, refer to the school website under Volunteering Basics
- Co-VP: (Holly) 7:30 - 7:35 PM
  - Blast Off - volunteers and the need for ones in future events
  - Restaurant Nights
- Co-Communications: (Crystal) 7:35 - 7:40 PM
  - Milk Caps for Moola/Box Tops Contest, details
  - Box tops- update
- Hospitality Report: (Jeanie) 7:40 - 7:45 PM
  - October 14th - chili lunch  
Jeanie provided an overview of the teacher/staff chili lunch

- Treasurer Report: (Aleza) 7:45 - 7:50 PM
  - Blast Off
  - SecurStorage (Aleza stated moving forward the best deal is to prepay the entire year. Goal would be to get down to one storage)
  - Budget discussion: Event Breakdown
  - Housekeeping: All PVs need to be submitted ASAP. Please make sure you include the entire receipt. PVs over \$500 require two signatures. (Aleza went over guidelines for signed PV's)
  
- STEM Staff/ Admin Report: (LynAnn) 7:50 - 7:55 PM
  
- Adjournment 7:55 - 8:00 PM

**\*\*Please visit our PTO Summary Newsletter to see more information with what is happening with PTO on <http://stemk12.org/about-us/parent-teacher-organization-pto/>**

Teachers & Staff have a professional development day THIS Friday. PTO is providing coffee and bagels. We'd love for them to have a few more treats! Drop off items to Elementary or Secondary offices on Thursday. Please label or let them know it is for FRIDAY breakfast. Thank you!!  
<https://www.signupgenius.com/go/8050B45AEAA2AA3F58-prof>