

# Meeting Agenda

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**Date & Time**    **December 8th, 2021 @ 6:30 PM - 8PM**  
**Location**            [Zoom/ Virtual](#) (Click here to access the meeting)

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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
Irene Shick	Co-VP Events (ES)
Holly Delants	Co- VP Events (HS)
Crystal Wurschmidt	Co- Communications
Samara Lyon-Frick	Co-Communications
Aleza Bautista	Co- Treasurer (interim)
Mike Stone	Co- Treasurer
Open Position	Co- VP Events (MS)
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-Secretary Fall - Open Position
- SAC Liaison Fall - Open Position
- Co-VP Fall - Open Positions for MS
- Co-Treasurer - Open Position

## Agenda Items

- Call Meeting to Order - 6:30 PM- 6:35 PM
  - President Read Mission Statement - Jeanie to read
  - Secretary Roll Call - Heidi
  
- Approve Agenda & Minutes (Crystal) 6:35 PM- 6:40 PM
  - December 2021 Agenda VOTE
  - Review and Approve Unapproved minutes
  - November 2021 meeting minutes
    - Review open positions
  
- Bernadette from STEM Center for Strength 6:50 PM - 7:00 PM
  
- Presidents Report: (Heidi and Jeanie) 7:00 PM - 7:10 PM
  - Update STATE of STEM, November 30th
  - STEM Gives! Update -Campaign extended until January 14th
  - Volunteer committee for STEMfest (March 2022), utilizing Membership ToolKit -
  - We are looking to host our Jan meeting in person at the STEM Center for Strength, depending on covid restrictions, if any. -
  
- Co-VP Events: (Holly and Irene) 7:10 PM -7:20 PM
  - Irene to create video of Kings app to connect to PTO Share with Irene previous, annual list of events to work from To create 2022 events? Saw an email about a skate night and restaurant nights!
  
- Co-Communications: (Crystal and Samara) 7:25 PM - 7:30 PM
  - Milk Caps for Moola/Box Tops Contest, announce winners, and prizes to be handed out on Friday \$25. Target gift cards
  
- Hospitality Report: (Jeanie) 7:30 PM - 7:40 PM
  - Teacher favorite things spreadsheet- shared
  - Cookie exchange- extra cookies- holiday ideas - Dec 15 7:45-8:45-
  - Nail down spring events
  - Funds of After Prom- voting form
  - Request- light breakfast on January 3rd for teachers/staff

- Treasurer Report: (Aleza and Mike) 7:40 PM - 7:45 PM  
Moving platform from QB desktop to QB online
- STEM Staff/ Admin Report: (LynAnn, Maura, Dr. Johnson) 7:45 PM - 7:55 PM  
Comments/Updates
- Public Comment/Questions 7:55 PM - 8:00 PM
- Adjournment 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/>**