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**PTAC Board Meeting Agenda**

**October 2023**

Welcome

Presentation by Mary Ellen Graziani, Assistant Principal of Sunset Middle School

* Mary Ellen - 20th year in district, has worked in many of the schools before going into admin
* Sunset -
	+ Known for cultural diversity, and also Neurodiversity
	+ Size (350 students)- small, close community, connected
		- Class sizes - 17-24
		- Electives - have bigger class sizes (i.e. band - 30+)
	+ Unique programming
		- Middle Years program - all encompassing for all students
			* Follows state/district curriculum - 4 cores
			* Students work on cultural and community
			* International Baccalaureate (IB) curriculum - PE, music, visual arts, world languages, general electives (drama/theater, student council, robotics, etc)
				+ Involves a capstone project - only middle school in the district that does
		- Schedule - Alternating blocks, with middle of the day “lab time” - can focus on needs of kids
		- Robust G&T program
	+ Time: 7:35-2:30
	+ Nov 2 - Elementary visit to Sunset, will also see Fall Musical
	+ Nov 9th - 5th grades get tour of school, get intro to music program, station rotation - STEM, robotics,
	+ Oct 26th - Open house - intro, station rotations, G&T, Special Ed, music, robotics, etc.

Principal Update

ITEMS TO BE DISCUSSED

* Hiring Update
	+ Almost fully staffed
	+ 5th grade - hired 8 hour/day para 8a-4:30p, really happy with new hire
		- New para will help across all 5th grade classrooms
		- 1 year position, based on class size
	+ ASD classroom, hired 1, and still have 1 opening
	+ New staff this year - we have new teachers this year, they are all doing a great job.
	+ Paras - funded by PTAC, community funded
		- Gracie - Discovery Lab, Robotics, weekly newscast with 5th graders
		- 3 paras - 3 hrs/day - 1st-5th grade - strictly working with small group
* Academic Update
	+ Celebrate last year’s CMAS scores
		- 5th (now 6th) - ELA - highest in district, 2nd hight in MAth
		- 3rd (now 4th) - highest in both in district
	+ iReady
		- Top 2 in district for this year’s score
* John Erwin Award - school performance framework (state scored report)
	+ Academic excellence award based on CMAS

President

ITEMS TO BE DISCUSSED

* Events
	+ Trot final results
		- 609 participants
		- Still crunching expenses vs. income
	+ Cougar Campaign - we are only 45% to our goal (see Fundraising section)
	+ Watch DOGS - launched and running
		- Going well
		- Now calendar will be live for people to sign up for a second day
	+ Talent Show - applications for all acts due Nov 3rd
		- First show offs Nov 14-15 - in music room
		- Second show offs Jan 17-18 - needs to be an act with costumes
		- Dress rehearsal Feb 1 - run through full show
		- Performance Feb 2
		- Committee meeting Oct 17th to kick off planning - 7pm-8pm at Fritz Brewery
	+ Cougar Carnival - date has been finalized: **Friday, May 10th!** Molly to reach out to new Carnival committee to schedule kickoff informational meeting with Ashlee Tabolt (last year’s chair)
		- New team
		- Molly to put together a meeting for the new committee with Ashlee to get all the info from past years
* Thoughts on holiday gathering for volunteers and Board?
	+ For board and volunteers - social - early December - maybe Thursday 12/7
* Ideas for a thank you for Colleen and Amiee - from all their work from the Trot
	+ Massage, pedicure, flowers at end of event
* Next years trot
	+ need a volunteer dedicated to sponsorship
	+ Need to create full “how to” documentation

 Treasurer

ITEMS TO BE DISCUSSED

* Finalizing bank merger transition to BMO online and Quickbooks re-integration
* September financials are pending update to Quickbooks integration
* YTD expenses are consistent with the budget
	+ No final trot numbers yet, but we think it raised more than we expected
	+ Venmo was running for the trot - to take payments - however not make payments
		- Venmo connected to Maggie’s personal account - will need to figure out transition eventually

VP Fundraising

ITEMS TO BE DISCUSSED

* Cougar Campaign
	+ Still down more than we wanted to be
		- Maybe some fundraising fatigue after so many events
	+ Backpack tags to be stapled on Weds 10/18 at 9:15a - volunteers to help after drop off
		- Sarah, Emily, Molly
		- Teachers will be aware
		- Announce Nancy’s Challenge - CHICKEN FOR A DAY
			* Announce this week
			* wear chicken costume all day - inflatable vs. other - lead chicken dance at the end of the day, lay a golden egg
		- Raffel - for all who have donated
			* Communicate - shout points - raffel and para stories
			* Prizes - Niwot swag, Spiritwear gift card
			* Reconvene on when/where
			* 4 Fridays left
				+ Will need to extend if we don;t meet the goal
				+ Deb Fowler - CO Landmark - match? But - this was more likely for Trot
* Dining for Dollars
	+ Protos tonight
	+ Proposed Name Change - by Committee
		- Logic - there are other $$ raising opportunities
			* Ie - Get Air
		- Community Nights
* Misc Parent Questions
	+ Request for Cougar Paw car bumper magnets
		- Shipping was more on Spiritwear site then the magnet
		- Is there a way to bulk order?
		- Maybe invest in as a giveaway
	+ Possible NES parent business google doc
		- Parents could choose to add their business
		- To be used as a local resource, non-endorsed
			* Concerns - who would manage/administer it?
			* Maybe a slippery slope
			* Possibly to be connected to PTAC website
	+ PTAC movie morning on late start days
		- Would need to have staff connected to it, but on late start days - staff is in meetings
		- Potentially with PTAC volunteers
		- Issues with Cougar Club licensing

Secretary

ITEMS TO BE DISCUSSED

* Status of Teacher Grants
* Grant Request from Miss Gracie in Discovery lab - total is $51.66
	+ Approved
* Gracie - never requested $ for a camera
	+ Maggie - idea - Can we put in newsletter request for a camera donation
		- Sarah - help with blurb for camera donation (Thursday)
* Colleen - Send out Grant Request today

Photos from Trot - Cannot do a mass share with school community

Next year - have people sign a photo waiver next year & liability waiver

Communications

ITEMS TO BE DISCUSSED

* Ideas to boost Cougar Campaign? Dollars raised as of 10/9/23: $26,918.77 (45% to goal)
	+ We have testimonials from Regan Burke and Gracie Winka that we can send out
	+ Nancy challenge? Raffle?
	+ Shout points/flyers/ backpack tags
	+ Posters to highlight corporate matching
	+ What’s not working? Other ways to incentivize?
* I will get a calendar prepped and sent out with dates for upcoming PTAC meetings

Volunteer Coordinator

ITEMS TO BE DISCUSSED

* If you hear of anyone - teachers - that need volunteers - send them to Emily
* Parents seem to have easier time with Signup Genius compared to spreadsheets
* Brownski - who currently heads up the food/hospitality volunteers - have about another year

**Next Meetings**

November - Mon, Nov 6th at 6pm (via Zoom)

December - Tues, Dec 12th at 9:15am

January - May meetings to be scheduled in December