

Minutes of Meeting

Doral Academy Of Colorado PTSO Meeting

School Year 2017-2018

July 25 th, 2017 6.30 PM

Zerger Elementary School

9050 Field Street

Broomfield, CO, 80021

Attendees:

PTSO Board

☒ Lauren Cagle: President

☒ Heidi Hallowell: Vice President

☒ Clark Pope: Treasurer

☒ Shukla Sarkar: Secretary

Doral Academy Of Colorado: Ms. Arlee Blanco, Principal

Parents (from PTSO Sign in Sheet)

Laureen Castillo

Katie Brown

Mike Brown

Wendie Swazo

Kelly Kinsey

Jasmine Hutton

Kelly Flink

Amber Brown

Aimer Baltazar

Terra Dillon

Danielle Hicks

Deanna Graage

Proceedings:

Call to Order: By Lauren Cagle at 6.41 PM

Action items for approval from last PTSO meeting held on July 11th 2017  
motion carried for approval, motion placed and approved.

Agenda Items :

1 a. Member Dues for 2017 -2018 school year: Announced for  
collection

b. Collection of Dues: Dues Collected in cash, check and cards

2. a. Membership Forms: available in the meeting room, Membership  
Payment acknowledged on this form

2. b. Treasurer Report presented by Clark Pope:

☐ Dues open for collection

☐ \$10 per voting member, max 40 per family

☐ \$10 subscription per month for use of Quick Books, this is  
the same as used by the CPA of the school, Quick Books will  
be billed quarterly in advance to PTSO

☐ Terra asked: What is the starting balance of PTSO this year?

Clark's answer: Starting Balance 4179.28 does not include  
student council money

☐ Terrá's question if the opening PTSO balance includes \$250  
donated to PTSO for art department?

Clark was not sure if this amount was included, however he  
will check and confirm

Terrá's suggestion: Katie may know and Clark agreed to  
check with Katie and confirm the same

Motion for use of quick books by PTSO: By Heidi Hallowell

Motion Seconded: Shukla Bahuguna, Lauren Cagle

Motion carried

2. c. Community BBQ presented by Clark Pope:

☐ Event Budget : \$1500.00

☒ Face Paint vendors \$250.00

☒ Supplies and consumables \$250.00

☒ Prizes \$250.00

☒ Worst Case Potential Payoff for Food Trucks \$500 (Mile high slider, infinite spy)

Lauren confirmed Infinite Spy Food Truck has no minimum

Shukla asked so worst case scenario is when slider truck fails

to sell anything, Lauren confirmed: Yes

Daniel Hicks, Terra Dillon Questions: if Each Truck is supplied to feed 300 people?

Lauren explained: Confirming yes

Other Attending Parents questions / Suggestions on Food Trucks, Community BBQ upcoming Event

Food Trucks: Are they at exact same time?

Lauren answered: Yes

What is the Backup plan for rain?

Lauren answered: We move back inside the school in case it rains

Terra suggested for recipe cards similar to last year for Desert Stand items

3. a. Principal Notes: Welcome Arley Blanco:

Lauren Welcomed Principal Arley Blanco

Principal Arley Blanco introduced herself to PTSO attending members, spoke about her past school experience, mentioned about her ongoing District Meetings and District Training. She expressed her Love and interest working with parents and PTSO

3. b. Request for Funds for Staff shirt:

Teachers will get two PTSO shirts

PTSO can donate spirit wear or something suggested by Lauren

Tentative per Lauren, 25 T-shirt roughly to cost \$300

Budget to be next be decided, agenda for next meeting

#### 4. Open PTSO Board positions

Lauren called out open PTSO Board positions for the following:

##### a. Volunteer Co-coordinator

- Heidi and Lauren said they are working on a documentation for all volunteering opportunities

##### b. Communications Secretary : Urgently required

Kelly Flink mentioned she was the communications secretary last year, her duties included Facebook and Twitter posts

- PTSO member question on how many hour of commitment required for Communications Secretary

Lauren answered this would require about an hour /week and this position may well be handled from home

Other discussion:

- Shukla: Is PTSO deciding for Room Parents?

- Lauren: Room Parents to be decided by teachers, Principal Arley to discuss with teachers about their want / wish for Room Parents

- Volunteer hours recommended 30 hours, attending PTSO meetings count towards volunteering

- \$10 can be donated towards an hour of volunteering

- Terra: Can we better PTSO Volunteer Log Forms

- Lauren mentioned we will, also there is two system available for logging volunteering time, electronical log, and paper log.

- After logging 30 hrs. of volunteering time , further time logging is not required to log

- More Parent volunteering time leads to more funds for the school

##### C. Subcommittees Volunteer Positions: Positions open

5. PTSO Event (Aug 4th 2017)

a. Raffle items updates

Katie: My Gym 72nd a month of classes (waiting to get back for owners return)

Daniel: Chewys Restaurant gift card: Daniel, verbal confirmation

Live Love Dance: 2 session

Amanda: Photo Session

Katie Elison: Pottery class

Parent of a second grader: Eye lash extension

Heather: Apex, 2/3 art class

Mike: Chiropractor 10-12 visit and something else

Jennie – Champions: \$100 off service

Old Chicago: Amber to return

Global Goods: Jasmine to revert

Lauren's sister: Baking class for 5 people

Discussion/Suggestion:

Terra: Raffle check the laws, keep the prices under \$1000 (total raffle amount)

b. Donations: Lauren mentioned anyone who can get more Raffle items / donations is welcome, Donations form available at the meeting

c. Face Paint: Teachers or Contract out

- Discussion on should we contract out or should Art Teacher and Mr.

Rau take on

-Lauren shared Art Teacher Ms. Emily was willing for an hour/ an hour and half

-Mr. Rau is willing, but he will also need to talk to visiting students and parents at the event

-Lauren proposed for a vendor Top Hat , cost \$250.00 for Face Painting , this would include all face paint supplies, One Face painter for 3hours,

one person for Balloon animal ( Husband –Wife duo)

- Majority of the PTSO members agreed for both Face Paint vendor and Art Teacher Ms. B, Mr. Rau if he is willing to avoid long waiting time for the

-Art Teacher to use face paint supplies from last year's school event

d. Volunteers - link sent out

- Lauren checked with attending members, if they have received volunteer Signup link mailed out by Katie Elison

-Confirmed by more than one member that they have received the link via email from Katie

- Volunteer link will also be posted on Newsletter for PTSO, Facebook Private

Parent Page: Doral academy of Colorado Parents page

6. Upcoming Events:

a. Registration (July 26th):

Lauren answered Uniform and registration related questions to members as follows:

-Uniform shop starts at 11

-Registration open 8- 11, 3-7

-Patches: from last year will also be available for about \$5 each

-Online shopping for uniform is also available

-Terra mentioned online shipping charges are atrocious

i. PTSO Table : To include Volunteer signup sheets, spirit wear merchandise, Donation Form, membership forms

ii. Uniform BuyBack : To help families in need,

- Every bag of gently used Uniforms donated will earn \$10 credit towards buying spirit wear

- Shukla asked Lauren who sells the Spirit wear or what it is about, Lauren answered sales of spirit wear goes to PTSO,

iii. Volunteers –Lauren announced Volunteers wanted/welcome

b. Back to School Night (August 14th Tentative ) – Day to drop school supplies

i. PTSO sponsored Night

ii. Volunteers

iii. School Tour

Lauren mentioned the above items were scoped for Principal to address, and was called out as a To be Decided (TBD) item since Principal had left the meeting

c. Westy Fest (August 12th)

Discussion: What is West Fest About?

Lauren mentioned that this is a Westminster Festival 8am – 7.00pm, where different dance schools participate, school will have a booth due to good response from last year and PTSO seeks volunteers.

i.volunteers

- Daniel to confirm Lauren about her availability , she may be able to volunteer

ii. Performances: Lauren mentioned Schools Cheer Leading will perform

7. Welcome Back to School

a. Welcome gifts for teacher –Lauren

- Lauren proposed teacher gifts choices 14 ounces tumbler stainless steel: minimum quantity = 36 for \$5 or under Coffee mug minimum quantity = 24

Vendor who did the teacher gifts last year was ready to waive artwork setup fee of \$65 for setups

i. Budget : Motion proposed by Lauren Castillo for \$5 an item to cover minimum order of 48 tumblers to sell additional above and beyond staff numbers

Motion seconded by two attending PTSO members, Motion carried

b. Welcome back breakfast – Shukla : Date August 7th

- Shukla talked about two quotes from Einstein Brothers that she has forwarded to the Board

- Option 1. 25 Bagels, 30 coffee - \$80.00

- Option 2. 25 Pastries , 30 coffee - \$110.00

- PTSO Board members felt the coffee from Einstein Brothers was very expensive

- Lauren suggested we can Brew Coffee in school

- Heidi willing to share two coffee

- Terra suggested Starbucks gives away free coffee

- Terra suggested Free stuff from Panera Bread that needed pick up

- Other Breakfast options that may be evaluated are Costco

- Great Harvest

- Lauren to evaluate Chick fil a breakfast option

i. Budget : Motion proposed By attending PTSO memeber for \$100.00

Motion seconded by two attending PTSO members, Motion carried

c. PTSO Bulleting Board

- Terra volunteered to setup the PTO Bulleting Board by August 4

th, Shukla volunteered to help Terra

8. Fund Raising Efforts

a. King Soopers

- Lauren talked about King Soopers card that gives back 5% to the



school for every \$5000.0 spent at King Soopers

b. Dress Down Fridays

- Lauren talked about Principals idea of having Dress Down

Fridays as Jeans and Polo days

- Majority of Attending PTSO members were not in favor of the  
Jeans and Polo Friday ideas

- Dress down Fridays on an average generated \$100.00 / week last  
yer

-Daniel called motion: For PTSO President to revisit dress down  
Fridays with the Principal

Motion seconded by two attending PTSO members, Motion  
carried

Motion called by Clark Pope to Table Fund Raising Efforts at the next  
PTSO meeting

Motion seconded by Shukla, Heidi, Motion carried

c. Revisit ideas from Nevada School

d. Fit & Fresh

e. Broncos Concession

f. Spirit Wear

i. Sales

ii. New Items – Lauren

g. Others –Open to suggestions

PTSO Meeting called for Adjournment by Heidi Hallowell

Lauren Cagle announced close of business of PTSO meeting on July 25th  
at 8.26 PM