



Steller Parent Group 10/13/2020

Meeting Minutes - DRAFT

Call to Order at 6:00 pm.

Greetings and Introductions.

Attendees.

Angie Southwould.

Brandon Brooks.

Chandra Poe. chandrabriepoe@gmail.com.

Eli Pelletier. 21ep.cis@gmail.com.

Holly Rinehart. hollyloves2@gmail.com.

John Ryan.

Jonathan Halpern.

Kate Hopewell. kateshoes@yahoo.com.

Kenneth Thomas.

Kirsten Tschofer-Pelletier.

Logan Davis. ljak03@gci.net.

Reed Whitmore.

Rebecca Gerik.

Riley Strodbeck.

Rosa Hohnstein.

Sarah Strodbeck.

Savannah Wimett. sdwimett@gmail.com.

Approval of Agenda.

Click [here](#) to view September Agenda.

Approval of Minutes.

Click [here](#) to view the March Minutes.

MOTION: Approve the March minutes as posted.

Motion By: Reed.
Second By: Brandon.
All in favor. Motion approved.

Click [here](#) to view the April Minutes.

MOTION: Approve the April minutes as posted.
Motion By: Jonathan.
Second By: Reed.
All in favor (8-0). Motion approved.

Click [here](#) to view September Minutes.

MOTION: Approve September minutes as posted.
Motion By: Kate.
Second By: Johnathan.
All in favor (9-0). Motion approved.

Funding Requests.

Fall Staff Appreciation by Kirsten Tschofen. Kirsten would like Parent Group to acknowledge all the hard work and dedication of Steller staff during this trying time. She would like to spend \$12 x ~28 staff for a total of \$336 on gifts of appreciation. Each staff would get a choice of: Caffè D'Arte Coffee Gift Card, Sweet Cariboo Macaron Gift Box, or Selfie Light Ring.

MOTION: Purchase up to \$350 in staff appreciation gifts, spending \$12 per person.
Motion By: Kirsten.
Second By: Jonathan.
All in favor (9-0). Motion approved.

School Spirit Banner by Kirsten Tschofen. Kirsten would like to create a school spirit banner, approximately 50" x 60" with corner grommets, to hang at the front of the building. She has a quote for \$125 from the company that made the graduation signs in Spring.

Comment: Would be nice to have the sign available and display before 10/21, when some families will be coming to the building for supply pickup and/or dropoff.

MOTION: Purchase a custom school spirit banner for \$125.
Motion By: Kirsten.
Second By: Jonathan.
All in favor (9-0). Motion approved.

Reports.

Principal Report.

Reed reporting.

Staff Perspectives. Teachers are really stepping up and showing dedication to the program with many of them learning new technologies. Lots of success stories. Visiting classes and students are still showing a high level of engagement.

In-Person School Opening. Decision was made for Steller to open when High Schools open. Date is still to be determined. Steller WILL NOT start on November 12, or if the date is adjusted, with other Middle Schools. Steller will continue offering an option to attend class from home.

Staff Report.

Rosa and Becky reporting.

Students are amazing! Op Group put together a virtual spirit week and is putting together a dance proposal. Brian has started a homework club that will likely continue through next quarter.

iReady. Many students have taken the Reading and Math assessments. Staff is asking that all students take the assessments, even if they were not enrolled in a Language Arts or Math class this quarter. Supplemental resources become available online after taking the assessments.

Supply Pickup. October 21 12:00-6:00. Students can come by the school to pick up and drop off supplies. Second quarter teachers will inform students, if they need to get anything. Students are asked to return any supplies borrowed during first quarter.

Open House. October 21 6:00-7:00. Encouraging all parents to attend and learn about the expectations staff has during these accelerated quarters.

Limited Parent-Teacher Conferences. Focusing on students who've had difficulties in the online learning environment. Please contact your advisory teacher to schedule a virtual meeting.

Art Gallery. Gallery of Works presentation showcasing art projects completed in Jean's art class. Includes a big thank you to Parent Group for funding art supplies; they will get continued use throughout the school year. Rosa will ask Jean to share the slideshow and post on Steller Parent Group social media sites.

>>>

61

Student Report.

Savannah and Logan reporting.

First order of business was to add a new cabinet member: Social Media. Eli Pelletier. Op Group created an official Steller Instagram account. The IG will take the place of Yearbook as a way of collecting photos.

New proposal re: Costume Contest.

Not meeting this week due to Finals.

Jonathan is the Parent Group liaison for Op Group. Going marvelously well. Impressed with professional conduct and organization.

National Honor Society is helping students at homework club.

Treasurer Report.

Brandon reporting.

Transferred \$4000 from PayPal to Wells Fargo. Mail Chimp, used for the Flash Newsletter, is the only cost coming from PayPal. Brandon is exploring the Sales Force free option.

Distributed Treasurer Report with Balance Sheets and Profit and Loss Statements as of 10/12.

Bank balance from mm/dd: \$26182.42.

Equity available for allocation from mm/dd: \$17576.43.

[Click here to view Treasurer Report.](#)

Motion By: Rosa.

Second By: Holly.

10 in favor. None opposed. Motion approved.

Chair Report.

Kirsten reporting.

Budget Process. Identify where money comes from. Identify where we spend money with guidance from the Steller community. Identify operational and recurring expenses. Use budget to guide ideas without being bound to a strict spending structure.

Steller Auction is our big fundraiser; made ~\$18000 last school year. We also get some money from Amazon Smile, Fred Meyer Community Rewards, and Office Depot/Max Give Back to Schools programs. There will be no auction this year, so intention is to spread our current money across two school years.

Funding goes towards multiple categories. Operational. School Hosted Events. Parent Group Hosted Events. Grants: Travel intensives, intensives, program support, and special projects.

Proposed Income for 2020-2021. Amazon Smile \$200. Fred Meyer Community Rewards \$1000. Individual donations \$600. Steller Auction \$10000. Other funding activities \$200. Total \$12000. For this year, the "Auction Income" is coming as carryover from the 2019-2020 Auction.

Budget Proposal. Operational \$1500. School Hosted Events \$2000. Parent Group Hosted Events \$1500. Grants \$6000 (Intensives \$3000, Program Support \$2000, Passages \$1000). Miscellaneous \$1000.

Can donate via the PayPal Donate Button (indicate "Friends and Family"). Write check addressed to Steller Parent Group; send to the school with request to put in Parent Group mailbox. Brandon will look into more direct methods.

Budget is meant to be a guide but is to remain flexible for arising issues/requests. The budget is streamlined to carry us through until the end of calendar year 2021.

Kirsten will disseminate this budget proposal to the Steller community and invites questions, comments, and concerns via stellerparentgroup@gmail.com.

New Business.

Bylaw Amendments.

Kirsten reporting.

Chair + Treasurer + Another board member will have check signing capabilities and signatures on file at the bank.

Budget Committee.

Financial review at the end of the year by three members who do not have banking access.

Establish work groups as needed.

Treasurer is main point of contact for all financial transactions, except for

Updates banking information

Chairs Budget Committee

Reviews funding requests

Motion By: Rosa.

Second By: Holly.

10 in favor. None opposed. Motion approved.

Directory.

Kirsten reporting.

MySchoolAnywhere was bought out by Membership Toolkit. Fees were \$290 and recently increased.

Ptboard. Recommended by Kirsten.

Motion By: Kirsten.

Second By: Johnathan.

9 in favor. None opposed. Motion approved.

Giving Tuesday Campaign.

Kirsten

Global day of generosity on December 1. Giving Campaign TBA

Calendar. No School. 10/14, 10/16, and 10/23. Open House on 10/21. Conferences

Comments.

xxx.

Future Parent Group Meeting Dates.

Tuesday, November 10.

Adjourned at 8 pm.

Minutes recorded by Angie Southwold.

Links to [Meeting Presentation](#)



Steller Parent Group

Tuesday, October 13, 2020

- Please make sure your screen shows **your name** and the grade(s) of your child(ren)
 - Please type your name and email in the comments so that we can take attendance.
-
-



Steller Parent Group

Tuesday, October 13, 2020

- Please make sure your screen shows **your name** and the grade(s) of your child(ren)
 - Please type your name and email in the comments so that we can take attendance.
-
-

Introductions





Chair Steller Parent Group Kirsten Tschofen





Treasurer Steller Parent Group Brandon Brooks





Secretary Steller Parent Group Angie Southwold





Agenda for October 13, 2020

- 1) Introductions
- 2) Approval of Agenda
- 3) Approval of Minutes from March, April & September 2020
- 4) Reports
 - a. Principal's Report – Reed Whitmore
 - b. Staff Report – _____
 - c. Op Group Report – _____
 - d. Parent Group Reports
 - i. Op Group Liaison & National Honor Society – Jonathan Halpern
 - ii. Treasurer Report - Brandon Brooks
 - iii. Chair Report - Kirsten Tschofen
- 5) New Business
 - b. Budgeting Process
 - c. Budget Proposal
 - d. Amendments to Bylaws
 - e. Directory Decision
 - f. Giving Tuesday Campaign
 - g. Requests for Funding – Staff Appreciation
 - h. Calendar



Approval of SPG Notes from March, April, September



Reports



Principal's Report Reed Whitmore





Staff Report



Op Group Report

- OpGroup President
- Instagram Account [@steller_s_official](#)
- Dance/Costume Contest/Pumpkin Contest



Parent Group Reports

- OpGroup
- National Honors Society





Parent Group Reports

Treasurer: Brandon Brooks



STATEMENT OF FINANCIAL POSITION

As of October 12, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Paypal	216.32
Wells Fargo Bank	25,966.10
Total Bank Accounts	\$26,182.42
Total Current Assets	\$26,182.42
TOTAL ASSETS	\$26,182.42
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Fixed Yearly Operation Costs	
MailChimp Email Manager (Flash)	240.00
PG Meeting Expenses	150.00
Website Domain & Hosting	15.99
Total Fixed Yearly Operation Costs	405.99
Placeholders - Upcoming Events	
Intensives and Fee Offsets	1,200.00
School Hosted Events	
Senior Breakfast (May)	350.00
Sophomore Day Lunch (April)	150.00
Souper Steller Operation	500.00
Travel Scholarships	5,000.00
Total School Hosted Events	6,000.00
SPG Hosted Community Expenses	
Back to School BBQ (Fall)	650.00
Ice Cream Social - Open House (Spring)	200.00
Teacher Appreciation Lunch	150.00
Total SPG Hosted Community Expenses	1,000.00
Total Placeholders - Upcoming Events	8,200.00
Total Other Current Liabilities	\$8,605.99
Total Current Liabilities	\$8,605.99
Equity	
Unrestricted Net Assets	17,604.14
Net Revenue	-27.71
Total Equity	\$17,576.43
TOTAL LIABILITIES AND EQUITY	\$26,182.42



Parent Group Reports

Chair: Kirsten Tschofen



CO-CHAIR

TWO YEAR (STAGGERED) POSITION

Prepares agenda and conducts the monthly SPG meeting.
Conducts or delegates follow-up of meeting business.
Acts as liaison between Parent Group, Staff, and Op-Group.
Reports to Op-Group, Staff, and SPG.
Supports volunteer recruitment.

CO-TREASURER

TWO YEAR (STAGGERED) POSITION

The Treasurer is responsible for all financial matters and reports at Parent Group Meetings.
Participates in Financial Committee
Provides digital copies of reports.
Attends monthly SPG meetings.



COMMUNICATIONS

ONE YEAR POSITION (MULTIPLE NEEDED)

Updates website and Steller Flash.
Supports Fundraising Committee with communication.
Manages Facebook Page & Facebook Group.
Manages Directory.
Attends monthly SPG meetings.



FINANCE COMMITTEE

ONE YEAR POSITION

Attends monthly FC meeting to review requests for funding.
Reviews requests and makes recommendations.
Attends monthly SPG meetings.



FUNDRAISING COMMITTEE

ONE YEAR POSITION (MULTIPLE POSITIONS)

Plans fundraising activities for 2020 school year.
Attends monthly SPG meetings.





Parent Group Reports

Our funds at work!



New Business



Steller
PARENT
GROUP



2020-2021 Budgeting Process



Budgeting Process



Budgeting Process



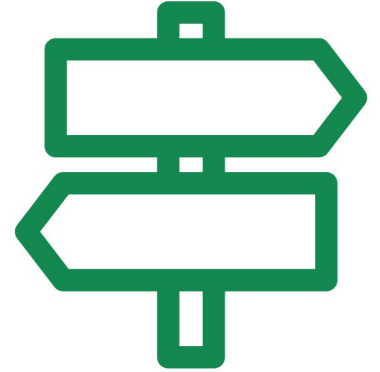
Budgeting Process



Budgeting Process



Budgeting Process



Budgeting Process





Budgeting Process: Income



Budgeting Process



**Operational
Expenses**



**School
Hosted
Events**



**SPG Hosted
Events**



Grants

Budgeting Process Grants



**Travel
Intensives**



Intensives



**Program
Support**



**Special
Projects
Passages**



Budgeting Process: Income



SPG Proposed Income 2020-2021

Income Stream	Proposed Total 2020-2021 Income	Income to Date	Difference
Carry Over from 2019-2020			
Amazon Smile	\$200.00		
Fred Meyer	\$1,000.00		
Individual donations	\$600.00		
Steller Auction	\$10,000.00		
Other Fundraising Activities	\$200.00		
Totals	\$12,000.00		



Steller

PARENT GROUP

Expense	Proposed Budget for 2020-2021	Comments
SPG Fixed Operational Expenses		
Website and Domain Hosting	\$ 15.00	
MailChimp Email Manager (Flash)	\$ 240.00	
Directory	\$ 300.00	
SPG Meeting Expenses	\$ 150.00	
Admin Expenses (photocopies etc)	\$ 150.00	
Miscellaneous	\$ 145.00	
Fundraising expenses	\$ 500.00	
Total Fixed Fees	\$ 1,500.00	
SPG Hosted Community Event Expenses		
Back to School BBQ	\$ -	
Staff Appreciation Fall	\$ 500.00	
Staff Appreciation Spring	\$ 300.00	
Ice Cream Social	\$ 150.00	
Community event tba	\$ 500.00	
Miscellaneous	\$ 50.00	
Total SPG Event Expenses	\$ 1,500.00	
School Hosted Events & Activities		
Souper Steller	\$ 500.00	
All School Community Meeting	\$ 150.00	
Sophmore Breakfast	\$ 150.00	
Senior Graduation	\$ 500.00	
Whole School Activity Day	\$ 150.00	
Steller Olympics	\$ -	
End of School Picnic	\$ 400.00	
Miscellaneous	\$ 150.00	
Total School Hosted Event Expenses	\$ 2,000.00	
Grants (requested by Staff, Students, Parents)		
Travel intensive Scholarships	\$ -	Provide a scholarship for individual student(s) to be able to participate
Intensive support term 1	\$ -	
Intensive support term 2	\$ 3,000.00	Reduce overall expenses for members of a large group
Program support (ie music/art/science)	\$ 2,000.00	Fee offsets for program participation/supplies
Special Projects/Passages	\$ 1,000.00	One time events, activities, supplies
Total Grant Expenses	\$ 6,000.00	
Subtotal		
Miscellaneous Expenses (10% of budget)	\$ 1,000.00	
Budget Total	\$ 12,000.00	



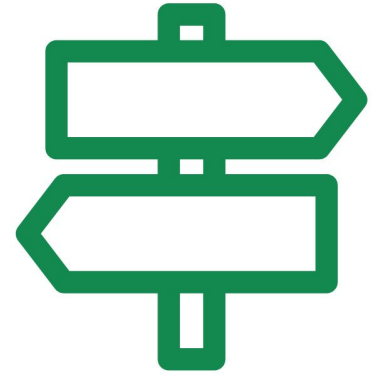


Budget Proposal



Operational Expenses:	\$ 1500
School Hosted Events:	\$ 2000
SPG Hosted Events:	\$ 1500
Grants:	\$ 6000
- Intensives	\$3000
- Program support	\$2000
- Special Projects & Passages	\$1000
Miscellaneous	\$ 1000
Total	\$12000

Budgeting Process





Budgeting Process



Questions & Answers

Email stellerparentgroup@gmail.com



New Business

Amendments to bylaws



Bylaw Amendments

Chair/Vice-Chair

- Three officers have cheque signing and signatures on file at the bank
- Appoints a Budget Committee
- Financial review at the end of the year (3 people NOT on banking)
- Establishes ad-hoc committees



Bylaw Amendments

Treasurer

- Main point of contact except in exigent circumstances
- Updates banking information
- Chairs Budget Committee
- Reviews requests for funding
- Prepares for financial review
- Files all documentation



New Business

Directory Decision



Directory Decision

Background – MySchoolAnywhere was bought out by Membership Toolkit.

- * Fees at \$290 year – increased to \$450 year
- * Not user friendly
- * Poorly promoted

Thank you to Dee Dee for researching options

- DirectorySpot \$450
- A to Z connect \$250 year – good option
- Run PTO \$299 year – good option



Directory Decision

Ptboard

- \$49.00 for 250 Users /Free with referral
- Online Directory with PDF option
- Volunteer Sign Ups
- Calendar with automated reminders
- School & Group Announcements
- Sales, forms fundraising



Directory Decision

Recommendation

- Sign up for the \$49.00 version and then get a free referral.
- It does limit us to 250 but we could suggest families only sign up one person or just see what happens
- Actively Promote the use this year
- Review our numbers in May and make a decision for next year



New Business

Giving Tuesday Campaign



Giving Tuesday Campaign



What: GivingTuesday is a global day of generosity.

- Promote acts of generosity, volunteerism.
- Promote donations

When: December 1, 2020.

How: Donate on the button via our webpage, via cheque to SPG.

Who: Steller families, staff and students

Where: Via Facebook, Instagram and webpage and email. #GivingTuesday #StellerGives

- One/week post encouraging donations
- Special projects SPG has funded
- Sharing volunteerism from our community



New Business

Request for Funding/Staff Appreciation



Staff Appreciation

Cafe D'Arte Coffee Gift Cards

\$12 X 28 = \$336



Staff Appreciation

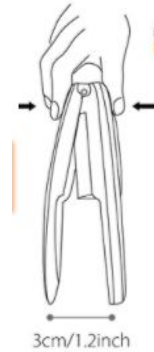
Sweet Cariboo Gift Boxes (Macaroons)

\$12/box of 6 X 28 = \$336



Staff Appreciation

Selfie Ring Light
 $\$12 \times 28 = 336$



Compatible With Multiple Applications

WIDE AND STRONG CLIP
Provide soft and evenly lighting Easily



School Spirit



50" X 60"

Gromets at each corner,
tied around the top beam
and the poles

\$125





New Business



Calendar

Steller Parent Group Meeting

Tuesday, October 13
6:00 Via Zoom

No School:

Wednesday, October 14
Friday, October 16
Friday, October 23

Second Quarter Open House

Wednesday, October 21
6:00 Advisory
6:15 to 6:25 Period 1
6:30 to 6:40 Period 2
6:45 to 6:55 Period 3

Parent-Teacher-Student Conferences

are by invitation. Help our teachers focus on students that need it by only booking an appointment if you need to.



Steller Parent Group



Tuesday, November 10
6:00 to 7:30pm



SPG Proposed Income 2020-2021

Income Stream	Proposed Total 2020-2021 Income	Income to Date	Difference	Comments
Carry Over from 2019-2020				
Amazon Smile	\$200.00			
Fred Meyer	\$1,000.00			
Individual donations	\$600.00			
Steller Auction	\$10,000.00			
Other Fundraising Activities	\$200.00			
Totals	\$12,000.00			

Cancelled Winter 2020
Possible Spring 2021

[September budget - art supplies](#)

Actual Earned - Spent to Date =

SPG Proposed Expenditures 2020-2021

Expense	Proposed Budget for 2020-2021	Comments
SPG Fixed Operational Expenses		
Website and Domain Hosting	\$ 15.99	
MailChimp Email Manager (Flash)	\$ 240.00	
Directory	\$ 300.00	
SPG Meeting Expenses	\$ 150.00	
Admin Expenses (photocopies etc)	\$ 150.00	
Miscellaneous	\$ 145.00	
Fundraising expenses	\$ 500.00	
Total Fixed Fees	\$ 1,500.99	
SPG Hosted Community Event Expenses		
Back to School BBQ	\$ -	
Staff Appreciation Fall	\$ 500.00	
Staff Appreciation Spring	\$ 300.00	
Ice Cream Social	\$ 150.00	
Community event tba	\$ 500.00	
Miscellaneous	\$ 50.00	
Total SPG Event Expenses	\$ 1,500.00	
School Hosted Events & Activities		
Souper Steller	\$ 500.00	
All School Community Meeting	\$ 150.00	
Sophomore Breakfast	\$ 150.00	
Senior Graduation	\$ 500.00	le Senior Plaques and Tiles given in spring of 2020
Whole School Activity Day	\$ 150.00	
Steller Olympics	\$ -	
End of School Picnic	\$ 400.00	
Miscellaneous	\$ 150.00	
Total School Hosted Event Expenses	\$ 2,000.00	
Grants (requested by Staff, Students, Parents)		
Travel intensive Scholarships	\$ -	Provide a scholarship for individual student(s) to be able to participate
Intensive support term 1	\$ -	
Intensive support term 2	\$ 3,000.00	Reduce overall expenses for members of a large group
Program support (ie music/art/science)	\$ 2,000.00	Fee offsets for program participation/supplies
Special Projects/Passages	\$ 1,000.00	One time events, activities, supplies
Total Grant Expenses	\$ 6,000.00	
Subtotal		
Miscellaneous Expenses (10% of budget)	\$ 1,000.00	
Budget Total	\$ 12,000.99	

Steller Parent Group

STATEMENT OF FINANCIAL POSITION

As of October 12, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Paypal	216.32
Wells Fargo Bank	25,966.10
Total Bank Accounts	\$26,182.42
Total Current Assets	\$26,182.42
TOTAL ASSETS	\$26,182.42
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Fixed Yearly Operation Costs	
MailChimp Email Manager (Flash)	240.00
PG Meeting Expenses	150.00
Website Domain & Hosting	15.99
Total Fixed Yearly Operation Costs	405.99
Placeholders - Upcoming Events	
Intensives and Fee Offsets	1,200.00
School Hosted Events	
Senior Breakfast (May)	350.00
Sophomore Day Lunch (April)	150.00
Souper Steller Operation	500.00
Travel Scholarships	5,000.00
Total School Hosted Events	6,000.00
SPG Hosted Community Expenses	
Back to School BBQ (Fall)	650.00
Ice Cream Social - Open House (Spring)	200.00
Teacher Appreciation Lunch	150.00
Total SPG Hosted Community Expenses	1,000.00
Total Placeholders - Upcoming Events	8,200.00
Total Other Current Liabilities	\$8,605.99
Total Current Liabilities	\$8,605.99
Total Liabilities	\$8,605.99
Equity	
Unrestricted Net Assets	17,604.14
Net Revenue	-27.71
Total Equity	\$17,576.43
TOTAL LIABILITIES AND EQUITY	\$26,182.42