

PTA Community Meeting Minutes

4.17.2026

Attendees: Gretchen Minekime, Brittany Armstrong, Nichole Hart, Steph Hauser, Luisa Rosen, Allison Domlovil, Juliene Lecky Liz Morrison, Chandra Valenza, Susan Connaly, Anne Badger, Jon Kutas, Noelle H, Danielle Wiese, Sam Pugh, Alexa Cares, Ashlee Armenti, Millie Smith, Erin Moriearty, Jess Marston, Sarah Dunbar, Shannon Mihaly, Sarah Randow, Austin Lammers, Jen Bryan, Lauren Skaare, Katie Hanel, Jeff VanIwarden, Sara Remington

1. Welcome

2. Volunteer update

- a. Fun and Fitness: We still need three more people to help with setup; 4th grade is first for the day so if you have a 4th grader, please consider setting up and staying to watch your student.
- b. Carnival: still need more volunteers; please sign up at HelpAtSchools.

3. Silent auction

- a. The silent auction is really important this year so that we can go into next year with adequate funds.
- b. If you or someone you know have access to a donation, please let us know and we will add it to the list. Also, be sure to review and bid on any items you are interested in. The auction will start around May 1.

4. Principal's update

- a. The declining enrollment session at Monarch High School is already full; in theory, there could be no-shows so you could try to attend but you may not have a spot. There is also a session tomorrow and one on Monday at Broomfield High School. Consider thinking about the student experience for all students, rather than just your own student(s).
- b. Changes to 4th grade
 - i. One FTE was cut across the 4th and 5th grades. The possibilities were to have: 1) a 4th grade class, a 5th grade class and a combined 4th/5th class; 2) three combined 4th/5th grade classes; or 3) a large 4th grade class and two regular 5th grade classes.
 - ii. The plan is move forward with the bigger 4th grade class. At the end of the summer, Jeff will review the enrollment numbers, but he doesn't anticipate having enough move-ins to be able to hire a second 4th grade teacher.

5. Budget

- a. For next year, we are hoping to raise \$58,000, rather than the \$63,000 raised this year. The biggest fundraising efforts are Jogathon, corporate sponsorships, Dining for Dollars, the money provided by King Soopers, etc.
- b. Spending for next year
 - i. Teacher development
 - ii. Classroom needs

- iii. Fundraising expenses
- iv. Dues
- v. Specials
- c. Next year, we will likely spend \$57,000. We have about \$63,000 that we are carrying over from this year, and any leftover money may not go back to the school if there are school-wide changes for the 2027-28 school year due to declining enrollment.
- d. The money raised next year will be for next year.
- e. Expenditures for para back-filling
 - i. The contract language is for 33 students, and we are currently at 36 students.
 - ii. One parent asked about the average class size; Jeff said the average is around 21-22 students.
 - iii. We have a para-educator who is a certified teacher. We lost FTE in 4th grade, so to get us back to where we need to be, we will use \$14,000 plus \$30,000 to back-fill the para position. We will then still have the same support that we are used to.
 - iv. Teacher ratios will change throughout the day for the 4th grade, but there needs to be an instructional para when the full class is present.
 - v. This also makes it so that Jeff doesn't have to eliminate a para from a reading group in another grade.
 - vi. We want to hire them now rather than wait until the end of the summer so that we have staff in place going into the 2026-27 school year.
- f. Fundraising
 - i. We still don't have other fundraisers (e.g., the silent auction or gala) included in the budget for next year, but those events would also increase our available funds.
 - ii. Jen thinks we could also build up corporate sponsorships.
- g. The budget will go out for vote and is a yes/no vote. There is still time to become a PTA member so that you can vote on next year's budget.

6. 2026-27 PTA Board Candidates

- a. Review of board candidates for next year:
 - i. Liz Morrison – candidate for President
 - ii. Jess Marston – candidate for Treasurer
 - iii. Jen Bryan – candidate for Marketing/Fundraising Chair
 - iv. Chandra Valenza – candidate for Social Chair
 - v. Allison Domlovil – candidate for Secretary
 - vi. Sarah Randow – candidate for Volunteer Coordinator
- b. In addition, Steph Hauser will be the Parent Partner; there are 54 incoming Kindergarten families (7 from open enrollment).
- c. The new board candidates will go out for a vote along with the budget.

7. Community Engagement Session

- a. If you are attending, you can expect to sit with a small group of parents plus a facilitator and note-taker
- b. Agenda:

- i. Student reflection
- ii. Understanding the current state
- iii. Day in the life reflection
- iv. Prioritizing student/teacher experience
- v. Sustainable shifts to consider
 - 1. Adding a focus program
 - 2. Relocating a focus school within another school
 - 3. Grade reconfiguration (K-2 and 3-5 instead of two K-5 schools) or (K-5 and 6-8 instead of two K-8 schools)
 - 4. Reconfiguration
 - 5. Closure – redrawing the boundary lines
- vi. Closing and next steps
- c. The district will review all the feedback and then there will a conversation in September to respond. Then after any revisions or changes, the final decision will be shared by the board in October.
- d. Jeff’s perspective is that having a full K-5 school with full-time specials, counselors, and support staff is ideal and he would love to welcome other students into our school, which is a great facility. If we were at risk of being split between schools, he would prefer a K-2 and 3-5 school split into two schools; but there would be a lot of transitions.

8. Upcoming events and activities

- a. Walk/Bike/Roll to School (Apr 22)
- b. Kindee Orientation (Apr 23)
- c. CCAT meeting (Apr 28)
- d. Dining for Dollars: Old Santa Fe (Apr 29)
- e. Fun & Fitness (May 7)
- f. Volunteer Appreciation Breakfast (May 15)
- g. PTA Community Meeting (May 15)
- h. Carnival (May 15)
- i. Last day of school/5th grade promotion (May 21)

9. Data highlights and action steps from the PTA feedback survey

- a. There were 44 survey responses (21% response rate)
- b. Methods: PTA and CCE newsletters, CCE school-wide text message, grade-level WhatsApp groups (when applicable), and flyers
- c. Respondents had an opportunity to enter a drawing for one of five \$10 gift cards to Pete’s Coffee or Bittersweet.
- d. Key findings:
 - i. **Communication preferences:** Grade-level WhatsApp groups are the most effective communication method among those with access to the groups, followed by flyers in Friday folders and the biweekly PTA newsletter.
 - ii. **Amount of information:** Most respondents (93%) said the amount of information they receive is “about right”.

- iii. **Volunteer preferences:** Respondents are most interested in volunteering at classroom parties (69%), field trips (62%), and in the classroom for reading, math, etc. (39%).
 - iv. **Barriers to volunteering:** Respondents said the top barriers include not having enough time (46%), the opportunities don't fit with their schedules (41%), and they haven't completed the required paperwork or fingerprinting (10%).
 - v. **Attending PTA meetings:** Nearly two-thirds of respondents (62%) said they "never" attend PTA Community Meetings, 27% said they attend "once every few months" and 12% attend once or twice during the school year.
 - vi. **Barriers to attending PTA meetings:** The main barriers are the time of day (8:00-9:00 AM) (65%) and day of the week (third Friday of the month) (32%).
 - vii. **Most important CCE events:** Carnival (91%); Jogathon (55%); silent disco for adults (27%) and silent disco for families (24%).
 - viii. **Comfort sharing feedback:** Twenty-nine percent of respondents said they are "extremely comfortable" and 38% said they are "very comfortable" sharing feedback about CCE to the PTA.
 - ix. **Forums for sharing feedback:** Respondents would prefer to share feedback via an anonymous feedback survey like this one (81%), with PTA board members (47%), by completing an anonymous feedback form that can be accessed at any time (34%), and by sharing at PTA community meetings (28%).
 - x. **Connection to CCE:** Respondents were asked how connected they feel to the CCE community on a five-point scale (from "Not at connected" to "Extremely connected"); the mean score was 3.63.
- e. Some areas for improvement and action steps (the PTA is continuing to review findings and identify action steps):
- i. Feedback: Diversify how the PTA newsletter is delivered
 - 1. Action steps: Explore leveraging the CCE text message platform and grade-specific WhatsApp groups for newsletter delivery
 - ii. Feedback: Ensure all grades have established WhatsApp groups and consistent messaging
 - 1. Action steps:
 - a. Have a point-person for every grade who can communicate about important PTA- and school-related info
 - b. Ensure all grades know how to sign up for WhatsApp groups and specifically share info at Kindergarten Night (4/23/26), Back to School Night, etc.
 - iii. Feedback: Make it easier and more enticing to volunteer at CCE
 - 1. Action steps:
 - a. Leverage teachers, WhatsApp groups and newsletters to promote volunteer opportunities
 - b. Organize more volunteer appreciation events to socialize with other volunteers
 - c. Provide gifts to crossing guards and options for volunteers to split shifts
 - iv. Feedback: Make it easier and more enticing to attend PTA community meetings
 - 1. Action steps:

- a. Add a virtual option and record the meeting to increase access
 - b. Add informal evening gatherings to share PTA updates and socialize
 - c. Communicate the purpose of PTA “membership” and that meetings are for everyone, not just “members”
 - d. Rebrand to emphasize that meetings also include updates from the principal
 - e. Provide more coffee and treats
- v. Feedback: Organize more family oriented and adults only events
- 1. Action steps:
 - a. The PTA board will consider adding more events for the whole family (e.g., game nights, service projects, gardening, etc.) and more events that are adults only (e.g., pickle ball, parent book club, etc.) and look into more childcare options