



# General Meeting Minutes

**August 29, 2016**

**7pm**

**Location: School Library**

**Meeting called to order:** Heather Castañeda, Sarah Putman, Co-Presidents 7pm

**In attendance:** David Worford, Heather Castañeda, Sarah Putman, Dixie Gormley, Chelsea Hill, Mary Jackson, Jayme Harper, Stephanie Powers, Nicole Booker, Aisha Thomas, Mary Laffey, Vanessa Wilhelm, Kelly Kettler, Cara Fleckenstein, Julie Wenzel, Kelli Wallace, Nicole Kruh-Garcia, Sarah Coleman, Ashlin Pickle, Jerica Ritchie, Cristin Kisiday, Jenny Luttes, Cheri Clark, Pam Rice, Alissa Poduska, Wayne Thornes

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It was moved and seconded to accept the May 2016 minutes as written. Motion carried.

Introductions were made and a welcome activity was completed.

## **Officer's Reports**

### **President's Report-Heather Castañeda and Sarah Putman**

- Heather reported a good initial return on volunteer forms, distributed both in hard-copy and on-line. Added section for Office Help. Need to add section for Yearbook help.
- Discussed Trivia Night. Aisha Thomas is the chair and needs a committee. The needs leading up to the event, including gathering donations, arranging baskets, and much help needed the day of the event were explained.
- Heather thanked Aisha for heading up the School Kits project, Mary Laffey and Julie Wenzel for well received ice cream social that required last minute changes due to weather, Kelli Wallace for updating the website.
- Sarah presented the FAQ sheet that was distributed and is on the website. Asked for any further suggestions for the website; Kelli is working hard to update the site and get all information posted and easy to find.

### **Principal's Report-Mrs. Poduska**

- The move to Problem Based Learning (PBL) was explained
  - 12 staff members went to train the trainer type event in June
  - Many teachers already have ideas; 1<sup>st</sup> grade is already working on their first module
  - A community/business partner breakfast will be held next week. Almost 60 invitations have been extended and have at least 12 reservations.
  - Parent meeting will be held 9/22 at 6:30 in the gym. All are welcome
- New traffic/community safety solutions in place for this year. A new "Yield" sign is placed outside during pick up/drop off. Reviewed process for Kiss and Go and the drop off lane.
- Vandalism in the garden has continued. The most recent incident was last Friday night, caught on camera, but too dark to see anything useful. Custom signs were stolen, believe it to be HS

students. The district is involved and will be increasing night surveillance/security, adding solar lights on elevated poles, adding signs about surveillance, have asked us to move the shed so the door is facing the school.

- Back to School nights are new this year, happening this week.
- Thanked the PTO for the generous support of the new Maker Space, pods (already being well used), water stations.

#### **Treasurer's Report-Chelsea Hill**

- The budget report was distributed and discussed. At the May meeting, it was voted to give a large amount of money to the Maker Space, the pods and the water stations. It was known going into the fall that there would be cuts in the Fall Grant (coffee, field trips, media supplies and ECO Week). The first fundraiser of the year, ABC, begins next week and it is hoped to raise enough money to be able to fulfill the Grant.
- An audit was completed, thanks to Aisha Thomas. Aisha gave Chelsea kudos for very well kept records making the audit very easy.
- Taxes are being sent to an accountant

#### **School Accountability Committee-David Worford**

- David explained the SAC is made up of staff, parents, community partners and reviews curriculum changes and goals, budget reviews, major purchases, facilities improvement, etc.
- The last meeting was last school year where they reviewed the progress and growth made by each grade. Also discussed the new math curriculum being implemented this year.

#### **Committee Reports**

##### **Room Parents-David Worford**

- All teachers have their sign up sheets and should be finalized tomorrow. There will be a meeting mid-September for all the room parents, party dates and times will be set at that time.

##### **VIPS (Volunteers in Poudre Schools)-Mary Jackson**

- Every person who wants to come to any event or activity MUST register as a volunteer. This includes grandparents, extended family. It is a one-time registration; request that profile is updated every year, but registration/background check is only done once. The link is on the PTO website.
- It was asked if lunch visitors needed to register. Mary clarified that they do not, but they are not allowed to go anywhere in the school beyond the lunchroom.
- A guest speaker (a single event) is considered a "visitor" and will be escorted, but anyone who comes to present or speak more than once must register as a volunteer.

##### **Ice Cream Social-Julie Wenzel, Mary Laffey**

- Very well attended. Julie reported they planned for 400 students, with approximately 800 frozen treats, which were donated.
- Inclement weather forced the last minute move inside to the Flex Room.

##### **School Supply Kits-Aisha Thomas**

- Ordering and distribution went well. Need to decide if we want to offer them again next year. Committing by Aug. 31 gets a 10% discount.
- Sarah P explained the kits to the new parents: full kits of all teachers' school supply lists. Parents order and pay through PTO (not a fundraiser, just a service) and they are delivered to the school in time for supply drop off.
- Teacher feedback is that they are not specific enough. Suggestion made to use GoogleDoc for teachers to edit their lists.
- It was moved and seconded to offer the kits again. Motion passed.

#### **New Parent Social- Jayme Harper for Heather Morrison**

- Friday, September 9 at 9:00 right after student drop off. To be held on the kindergarten playground. All parents are invited and younger children are welcome.

#### **Classified Staff Breakfast-Jayme Harper**

- A treat/thank you to the classified staff. To be held Thursday, Oct. 6
- Need volunteers to bring food, supplies and to set up/clean up. A Sign-Up Genius will be sent out mid-September

#### **Directory-Sarah Putman**

- Forms have been distributed to collect information and for orders for this year's directory. Can be submitted both in hard copy or online.
- PTO, school and teacher information is included. Class lists and calendars are also included. Student and family information is included only if submitted by the family.

#### **Website-Kelli Wallace**

- Website is being updated, please send along any suggestions

#### **ABC Fundraiser-Chelsea Hill and Vanessa Wilhelm**

- Begins the Tuesday after Labor Day with a kick-off assembly. Products delivered early October
- Second biggest fundraiser of the year, although not always everyone's favorite. If we want to get away from ABC, need to replace it with an equally profitable event (approx. \$7500)
- Class competition for participation, pig races

#### **Family Nights-Vanessa Wilhelm**

- Very worthwhile, last year raised approximately \$3000.
- Will continue to follow Mary's plan from last year with Garlic Knot. Will also add Lark Burger, Chick-fil-A, Culvers.

#### **Box Tops-Cheri Clark**

- Class competition 9/12-10/7. Two parties will be offered: pizza party for the class that raises the most money and an ice cream party for the class with the most participation.
- Collection sheets are available (50 box tops/sheet) at the front office
- It was noted that Labels for Education (offers soccer balls, etc) ended in August and Morning Fresh caps are still being collected by the front office.

### **King Soopers Grocery Cards-Cara Fleckenstein**

- Use a specially designated gift card bought from PTO (Cara) and Shepardson gets 5% back. There is no cost to the parent, no cost to PTO, card comes with \$2.50 already loaded on it. Can be used at any Kroger
- store or for fuel, just not to purchase other gift cards. Over the summer, the program has earned \$989.

### **Read-a-thon-Jayme Harper**

- Just 9 weeks away! Begins Oct. 1 with packets out Sept. 30.
- Biggest fundraiser of the year, goal of \$15,000 this year.
- Have gotten in-kind donations, coupons, other items/incentive prizes to be given to all participants. Class prizes also awarded.
- Culminates on Oct. 31, kids are asked to dress as their favorite literary character for the day. Parade of characters in the morning, guest readers throughout the day. Will need volunteers.
- Pledge packets will be turned in early this year to decrease the chaos.
- Sarah P advised will be raising money for more water stations, mileage club, field trips, teacher requests, etc.

### **Bylaws and Standing Rules**

- Standing rules were voted on and approved by the board.
- Bylaws were revised in the spring, including new committees, updates on finance, improved wording. Bylaws must be voted on by the general membership.
- After discussion, it was agreed that the proposed updated bylaws will be posted on the PTO website and available for comment and input from new families and a vote will be held at the October PTO meeting.

### **New Business**

#### **Conference Food**

- It was suggested to provide food for teachers one day during conferences so they can grab a hot meal between meetings.
- A Sign-Up Genius will be going out for October 10, asking people to bring in food by 3:30

#### **Sock Hop**

- Need to move to Friday, April 14

#### **Childcare at PTO meetings?**

- Is this an option (liability)? Is it necessary? Would it encourage more parents to attend? Parent would pay if used.

Sarah and Heather thanked everyone for coming, meeting adjourned at 8:26pm

Minutes compiled by Pam Rice