

SHEPARDSON PTO

Monday August 28, 2017

6pm

Location: School Library

Meeting called to order: 6:07 by Chelsea Hill; Introductions were made.

In attendance: Chelsea Hill, David Worford, Sarah Putman, Milena Rodionov, Dixie Gormley, Becky Woodcox, Alissa Poduska, Kelli Wallace, Nicole Booker, Pam Rice, Heather Castañeda

Minutes: The minutes from May 1, 2017 were presented and approved as written.

Board Members for School Year 2017-2018:

- Chelsea Hill—President
- David Worford—Vice President
- Pam Rice—Secretary
- Belinda Daniels—Treasurer
- Milena Rodionov—Ways and Means
- Dixie Gormley—Board Member at Large
- Nicole Booker—Board Member at Large
- Sarah Putman—Past President
- Heather Castañeda—Past President
- Becky Woodcox—Staff Representative
- Alissa Poduska—School Principal
- Kelli and John Wallace—Website, SAC

Officers' Reports

President's Report—Chelsea Hill

- Chelsea thanked everyone for volunteering to serve on the PTO Board for this school year.
- Update on Ways and Means position: Vanessa Wilhelm had been appointed to the position, but she and her family ended up moving out of state. Milena Rodionov has volunteered and has been appointed in Vanessa's place, with the Board's thanks.
- The PTO's bank has implemented additional security and will be changing our account signature card. They need the minutes from this Board meeting to identify and verify who will be signing. We will be informing the bank that the authorized signers are Chelsea Hill, David Worford, and Belinda Daniels. Chelsea is already authorized on the account, need to add Belinda and David. These signers are effective as of August 28, 2017 until further written notice.

Principal's Report --Alissa Poduska

- School year is off to a good start. The teachers and students have enjoyed having a short week to start (started on Wednesday, rather than on Monday, like last year).
- Enrollment as of August 28, 2017: 412. (Spring enrollment estimates were at 385)
 - Grades 2 and Kindergarten are the largest
 - Only 4 school-of-choice positions, which had already been offered last February
 - Laura Adleman was able to go full time in the 70% kindergarten class due to the extremely large enrollment, helping to ease the workload (increased enrollment of students allowed for increased staffing of paras).
- Test score reports
 - Math growth showed Shepardson number one out of 31 elementary schools in the district and number seven in the state among elementary schools.
 - Shepardson's growth was so pronounced that the Coloradoan featured it in a story this week.
- Hydration stations were ordered to be installed last spring but somehow fell through the cracks at Facilities. This has been addressed and they should be installed ASAP.
- Bond appeal has been filed again, therefore everything at Facilities (from installations, improvements, to new buildings) has been placed on hold again.

Old Business

School Kits—Sarah Putman, Heather Castañeda

- The order has still not been fulfilled, and might not have been fulfilled at all without Alissa Poduska calling and the company overnighting the order to arrive the morning of the first day of school.
- Multiple problems still being addressed, will give a complete report at the General Meeting on September 11, 2017.

New Business

PTO Fundraising Goals 2017-2018

- Past goals have included large projects and items: Maker Space, Hydration Stations, in addition to regular operating costs.
- Alissa to ask staff for specific needs/requests
 - Ideas mentioned already: cubbies, bike racks

PTO Shirts

- Do we need to order more? Style (shirts, jacket, hat, etc)?
- Order will be placed later after more research and discussion

School Apparel

- Well received, will be offered again after researching item options and timeline.

Process/Forms for Special Requests

- “Classroom Wish Fund” was decreased to \$100 per year per classroom.
 - Have received a few requests, others unsure what the process is.
- Kelli Wallace will design a simple form, to be available both electronically and on paper, to make it easier and more available for all teachers to take advantage of the funds.
- The option to come to PTO Board/General meetings will be available (but not required) to present the request and expedite it’s fulfillment by answering any questions at the time that might arise.
- PTO Board can approve any request less than \$250.
- Any request greater that \$250 must go before the General meeting for a full vote.
- Discussion about Classroom Wish Fund and a separate Special Ask fund for particularly larger items.
 - It was moved and seconded that \$5000 be moved into a Special Ask fund. This will go to a vote at the General meeting on Monday, September 11, 2017.
- Current requests:
 - Engstrom/Ayala
 - Request \$60 per classroom (total \$120) for Spelling City program.
 - Approved unanimously.
 - Whitlock
 - Request a ceiling/high wall mount high-power fan for the autism classroom.
 - The room is extremely hot and desk top fans are inadequate and unsafe.
 - Estimate \$500 cost, due to wiring and mounting hardware.
 - Work order for proper estimate will be placed.
 - It was moved and seconded to send the request to General meeting for approval
 - EcoWeek
 - PTO helps offset the cost for every student.
 - Discussion about cost of adult chaparones, prices to be charged, amount of help available from PTO.

Committee Responsibilities

- The committee chair is expected to either come to the meeting to present a report or send a report to be presented on their behalf if unable to attend.
- Chelsea and David will email all committee chairs to make responsibilities clear.

Trivia Night—Nicole Booker, Pam Rice for Jayme Halsey

- Need to clarify if the date and location are flexible
 - Date had been placed on the calendar as a space holder at a roughly traditional spot, but it is flexible
- Discussion about possibly venues, ticket numbers, ticket prices.
 - Last year had 215 tickets, too many for the current venue (Rio)

PTO Wellness Policy?

- Shepardson is a wellness school with a very active wellness committee
- How should PTO revise incentives for fundraisers, etc?
 - Healthy options provided and promoted
 - Last year a food prize was replaced with the cash equivalent and the winning classes were allowed to choose their own non-food prize (Rubik's cubes), which was very well received.
 - Official policy isn't needed, but should follow the healthy options offered.

Meeting Adjourned: 7:36pm

Minutes compiled by Pam Rice