



## Board Meeting Minutes

**Monday February 7, 2022**

**5:30 pm**

**Location: Shepardson  
Media Center**

**Meeting called to order:** April Price, 5:37 pm

**In attendance:** April Price, Wayne Thornes, Britt MacTavish, Laura Sutton, Nicole Booker, Sarah Putman, Kelli Wallace, Heidi Habbinga, Pam Rice, Chelsea Hill, Becky Woodcox, Marisa Williams, Corinne Disterhoft

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### **Call to Order and Welcome**

**Approval of January 2022 Minutes** - Kelli Wallace moved to approve the minutes, Nicole Booker seconded, motion put to a vote, the minutes were approved.

### **Officer's Reports**

#### **Presidents' Report - April Price**

- ★ **Welcome to the Board Meeting Open house**
- ★ Review of the rest of the school year
  - March meeting we will discuss the Star Stampede which is held in April
  - There are three more meetings as we finish out the school year
  - There are opportunities to shadow if there is interest in taking over committee positions
  - Board positions that will be opening up will be discussed later in the meeting

#### **Principal's Report - Wayne Thornes**

- ★ **Mask Mandate**
  - Masks will be optional for students and staff at Shepardson beginning Monday, February 14, 2022

- Nothing else is changing regarding health protocol, quarantine requirements for testing positive with Covid and return to learn requirements, and volunteers
- They will be discussing these changes in the future
- Shepardson school focus is to make sure everyone feels comfortable with the new situation
- The school population embodies the full gambit of emotions regarding the change
- The mask situation will be address in a manner similar to clothing choices and both are okay and are a personal choice at this point
- ★ Assessments are going on at school. Students are enjoying them?!
- ★ Excited about Valentine's Day
- ★ The 4/5 playground slide cracked
  - The district caulked it and it is closed and surrounded by caution tape
  - It is under warranty and a new slide has been ordered and is on its way

## **New Business**

- ★ **Trivia Night Silent Auction** - Nicole Booker
  - As of the beginning of the meeting the auction met its \$4000 goal!
  - Thank you for the help marketing the auction and collecting donations
  - Lesson Learned - next year will offer the number of slots available for immediate purchase for participants for an experience group prize - bidding process is not filling the slots available the way intended
  - So far the auction is going well and there is good feedback on the software
- ★ **Movie Night** - April Price
  - Specifications were presented and pricing examples for both the projector and inflatable screen - both were approximately \$180
  - Goal to purchase for a possible April movie night and have put through a trial run
  - Becky Woodcox recommended further research. Read reviews, and find out how much to replace bulbs, and the cost and availability of the bulbs, and check the maximum size of projection
  - **Motions** -
    - Pam Rice moved to approve up to \$250 to come from the PTO Special Requests Fund for the projector. Sarah Putman seconded the motion. Motion put to a vote. Motion approved.

- Sarah Putman moved to approve up to \$250 to come from the PTO Special Requests Fund for the inflatable screen. Pam Rice seconded the motion. Motion put to a vote. Motion approved.

## Open House Discussion

### ★ **What positions make up the Board?** - April and current and past board members

- **President** - 3 year process - Positions held in sequence, Vice President to President to Past President
  - Runs meetings
  - Part of all committees
  - Delegates and Manages
- **Vice President** (President Elect)
  - Shadows the President
  - Helps to carry over information and business from the past school year
- **Note: President and Vice President positions can be held by two people in co-governing**
- **2nd Vice President** - position is held by the Principal
- **Treasurer** - Two year position
  - Rewarding because things add up. Very organized system.
  - ~1 hour a week work load
    - check PTO mailbox
    - cut checks
    - make deposits
  - Reconcile the books once a month
  - Money Minder software used
  - Get taxes done once a year (outside resource)
  - Maintain charitable organization paperwork
- **Secretary** -
  - Take notes at the Board and General Meetings
  - Post the notes on the PTO Google Drive
    - The notes are the official record of the PTO meetings
- **Ways and Means** - Verify Treasurer's documents
- **VIPS Coordinator** - Position required by the District
  - Work with Laura Sutton and Dawnel Meyers coordinating volunteers, volunteer registration and school needs for volunteers.

- **SAC Representative (School Accountability Committee)** - Appointed by the Principal
  - Attend SAC meetings and takes notes and report back to the PTO
  - Learn specifics of the how the school is run
  - 4 meetings a year, ~1.5 hours per meeting
- **Two Members-at-Large** -
  - Fill in for other board members at meetings if unable to attend
  - Attend meetings
  - They are the voice of the school community
  - Offer a perspective
- **Staff Representative** - Appointed by the Principal
  - Report back from the school staff any feedback, special requests, happenings, etc.

**Meeting adjourned at 6:26 PM**  
**Habbinga**

**Meeting Minutes compiled by Heidi**