

## **Board Meeting Minutes**

**Monday, February 13, 2023 5:45pm Location: Shepardson Media Center**

**Meeting called to order:** Riley Madsen on behalf of Britt Mactavish, 5:50 PM

**In attendance:** Wayne Thornes, Britt Mactavish, Travis Hitt, Nicole Booker, Kelli Wallace, Heidi Habbinga, David Worford, April Price, Becky Woodcox, Sarah Waible, Marisa Williams, Laura Sutton

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**Approval of January 2023 Minutes** - April Price made a motion to approve the January minutes as presented. The motion was seconded by Wayne Thornes. There was no discussion, the motion was put to a vote and passed unanimously. Minutes approved.

### **Officer's Reports**

#### **Presidents' Report** - Britt Mactavish

- ★ Trivia Night was a big success. Thank you to Nicole Booker!! – she received a standing ovation
- ★ Classified Brunch – moved to Friday, February 17th, sign-up coming out
- ★ Database proposed for future donor connections – Can PTO create an overall donor database that goes through the years?
  - Transferable.
  - External community members are included in the database to notify them when events are happening.
  - Opportunity to reconnect with people.
  - The importance was noted of the need to ensure privacy
  - PTO is interested in finding parents and school community members that own businesses
  - Idea proposed to set up databases and use tags to identify different members.
  - Should the databases be managed as a board role?
  - Different databases based on donor element vs community element.
  - There could be a cost involved for software to keep the databases. Can be budgeted similar to the accounting software in the PTO budget.
  - Travis Hitt will do some research on programs and costs and the different elements.
  - Add a new position to the PTO Board

### **Principal's Report**

- ★ Staffing discussions happening for 23/24 school year – 418 students enrolled this year, lower than expected. 388 is next year's student enrollment expectation.

- ★ Trivia Night was phenomenal. Appreciate the PTO willingness to support staff tables. It is a wonderful bonding experience for the staff. It makes a huge difference. Looking for the opportunity to offer fun events with the students.
- ★ Valentine's Day parties are tomorrow.
- ★ CMATs starting earlier this year. Beginning the week after spring break.

### New Business

- ★ **Trivia night recap** – Nicole Booker
  - Next year PTO will change the auctioneer. Nicole wants to ask Taylor Calmus (Dude Dad) to be the MC.
  - Feedback about the event has been good so far!.
  - Continuing to collect payments and working to distribute auction items to people.
  - 240+ people attend. 54 teachers and staff.
  - Everything went well despite the breakdown of Nicole's computer. "Shimmery Blue" is the new fabulous computer!
  - \$6700 counted as fundraised to this point, not including the special asks.
  - Some issues with the staffing and set-up through CSU. Nicole is considering a change to the venue for next year.
  - PTO will post the trivia winners and donors on the FB and website
- ★ **Book Fair** – Kelli Wallace
  - Holding meetings with Cassie Stanfield as co-chair
  - Sign-up genius has been sent out for book fair week volunteer shifts
  - Committee is working on figuring out the registers with Scholastic. Support high traffic times to connect the registers and reduce delays.
    - Possibly setting up the registers outside to avoid the back-up
    - Open Monday afterschool. Will run through the PTO meeting – meeting will be held in a classroom, Monday, March 6th.
  - Need double counters on the end of the night shifts for counting.
  - G.R.A.N.D Breakfast is back on March 8th.
- ★ **Invite a friend to PTO!** Growing PTO and filling next year's open positions – Britt
  - Think of 2 people to ask to fill the opening positions – personal word-of-mouth

### Old Business

- ★ Bylaw vote in General meeting
- ★ **Committee reports** - how do best organize these?
  - Box Tops
  - King Soopers
  - School Supplies
  - Room Parent Coordinator
  - Committees that have regular updates to report monthly, other committees report twice a year
  - When will the committee chairs be asked to come to PTO to do updates?
  - Questions regarding 2023 Decades Dance and Star Stampede

*The Shepardson PTO mission is to promote the welfare of the students in the home, school, and community and to help build a close relationship between the student, parents and school staff/faculty.*

- Who are the committee chairs and when are they being held?

### **Open Discussion**

Meeting adjourned at 6:36 pm