

SHEPARDSON PTO

Monday October 8, 2018

6:00pm

Location: School Library

Meeting called to order: David Worford, President, 6:04pm

In attendance: Heather Castañeda, Angela Mitchell, Sarah Putman, April Price, Caitlin Yates, David Worford, Kelli Wallace, Milena Rodionov, Pam Rice, Chelsea Hill, Wayne Thornes

Minutes: Approved with edits

Officers' Reports

President's Report, David Worford

- Received thank you notes from 5th grade for ECO Week

Principal's Report, Wayne Thornes for Alissa Poduska

- Nothing Board specific, table to General Meeting

New Business

Bank Signatures

- Need to remove past President Chelsea Hill from the authorized signer designation for the bank.
- The bank requires our Board to officially remove Chelsea from office of President, thus removing her from a position of authorized signer
- It was moved, seconded, and unanimously approved to remove Chelsea Hill from the office of President, and official signer of PTO financial documents.
 - Chelsea was thanked for her service as President and welcomed to her official role as Past President this year.

Special Requests

- Barbie Engstrom, 4th Grade
 - Requesting \$159.99 for a portable white board, chart hanger style easel
 - Unsure if she has utilized her \$100 classroom fund, yet
 - Angela Mitchell, as staff liaison, will reach out to Mrs. Engstrom and ask about classroom fund, possibility of finding this item locally to save on shipping.

- Mrs. Mitchell to report back to David so we can vote via email to save time.
 - Reminder about PTO not paying sales tax
- Emily Gilchrist, Preschool/Early Childhood
 - Requesting \$400 for hook and installation of hook for therapy swing
 - Hook + installation by district totals \$500, plans on using \$100 classroom fund to this end, thus the request for \$400
 - Discussion about funding sources for ECE, special needs population at Shepardson
 - Discussion about requesting the District or other fund to match PTO
 - Tabled to General Meeting for further discussion and vote

Sales Tax Reimbursement Wording

- Need to add wording to the standing rules that, as a non-profit, we are a tax exempt organization, and as such, we do not reimburse on sales tax.
- Milena Rodionov offered to draft appropriate wording. Review at next meeting

Old Business

Trivia Night—Caitlin Yates

- We have a contract in hand from CSU to have Trivia Night at the Stadium Club again, on Friday, February 1.
- Need to sign and return the contract with a deposit of \$545 plus a copy of certificate of insurance

4th/5th Playground—Sarah Putman

- A committee meeting was held discussing how to move forward, possible options
 - Request earmarking \$10,000 as seed money, in addition to the \$1000 already designated in the budget as being dedicated to the playground.
 - Suggest leaving Read-A-Thon funds raised, up to \$11,000, as dedicated to general operating budget
 - Timeline from the District
 - If we want the playground installed for next schoolyear, we need the money by March
 - Discussion about opening a separate account just for playground funds vs keeping it earmarked in the primary account with a detailed running tally
 - Decided to keep the money set aside in the primary account with a detailed running tally
 - It was moved, seconded, unanimously approved to set aside \$10,000 as seed money.

Meeting Adjourned: 6:57 pm

Minutes compiled by Pam Rice