

# SHEPARDSON PTO

**Monday October 14, 2019      5:30 pm      Location: School Library**

**Meeting called to order:** Kelli Wallace, 5:37 pm

**In attendance:** Sarah Putman, Alissa Poduska, David Worford, April Price, Nicole Booker, Kelli Wallace, Caitlin Yates, Milena Rodionov, Pam Rice

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**Minutes:** Presented and approved

## **Welcome and Introductions**

## **Officers' Reports**

### **President's Report, Kelli Wallace**

- Hosted a jewelry party with Teghan Decker
- Raised approximately \$200 cash
- \$500 worth of jewelry donated for Trivia Night (4 full sets)

### **Principal's Report, Alissa Poduska**

- New logo has been approved
  - Will get appropriate formats to Caitlin for Shepardson gear orders

## **New Business**

### **Audit, Sarah Putman**

- Audit is complete
- Met with Milena to review findings
  - Lots of missing documentation items
    - Checks
    - Special request paperwork
  - Need to do better documentation during fundraisers
  - Trying to stay more up to date so we don't get months behind
  - Need to copy deposited checks and receipts as the originals fade
- Talked to the CPA about taxes
  - Our budget has grown too large to qualify for simple filing
  - Will need to pay and file, estimating \$450-\$750 which takes us over budget on prep and taxes

### **Fall Grant, Kelli Wallace**

- Recommend reviewing items to see if they might be covered by District grants or other funds
- So far we have been doing things under budget, but will keep money in each section for future use
- School has been finding grants this year which is helping us have small excesses in each line item

### **STEM Night, Caitlin Yates**

- Becky Woodcox is requesting PTO's help with STEM Night
  - Would like PTO to either help her, take over completely, or form a committee
  - This year she would really appreciate help cleaning up and tearing down
- Brainstormed how to help, how to make it easier in the future
- At this time will offer a "STEM Night Parent Rep" to see how to best help

### **PTO Facebook Posts, Nicole Booker**

- Suggest a FB post advertising Primary.com
  - Haven't promoted this site which gives us a percentage in a while
  - Their basics would be great for Halloween
- Suggest a FB post about the Read-A-Thon
  - Offer tips on how to post to peoples' own social media accounts
    - Videos of their kiddos
    - How to explain what it's for
    - Outline an email or social media post

### **Old Business**

#### **4<sup>th</sup>/5<sup>th</sup> Playground, Sarah Putman**

- Received a donation from a neighbor who scanned the QR code from the sign
- A second grade student donated \$2 from his pocket
- Milena is working on a grant through the City

**Meeting Adjourned: 6:23 pm**

**Minutes compiled by Pam Rice**