

# SHEPARDSON PTO

**Monday September 10, 2018**

**6:00pm**

**Location: School Library**

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

**In attendance:** Heather Castañeda, Angela Mitchell, Alissa Poduska, Sarah Putman, April Price, Caitlin Yates, Chelsea Hill, David Worford, Kelli Wallace, Belinda Daniels, Milena Rodionov, Pam Rice

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**Minutes:** Approved with edits (name spelling corrections made)

## **Officers' Reports**

### **President's Report, David Worford**

- Introductions made
- Welcome to the year, going well
- Yearbook committee has undergone some changes
  - Committee chair stepped down
  - A new committee has been formed with everyone agreeing to compile work together rather than having a single chair

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

- Nothing Board specific, table to General Meeting

## **New Business**

### **Budget, David Worford**

- PBL Breakfasts—Alissa Poduska
  - Requesting PTO to add funding the PBL Partnership Breakfasts to the budget
  - The Breakfast is held in the Fall and Spring to introduce possible partners to Shepardson and the PBL project
  - A grant has always funded the Breakfast, but this year the grant is not covering it
  - It is catered by The Egg & I, makes a positive welcoming introduction to people we are asking to partner with us and donate their time, expertise, experience, etc.
  - Past RSVPs

- 45 in the Fall at a cost of \$330
    - More in the Spring, cost of \$450
    - Cost includes food, plates, etc
  - Discussion
    - PTO budget vs Special Request fund
    - How to rearrange funds
    - Split funding with the school
  - Approved \$200 from the Special Request fund for this year
- Audit--Belinda Daniels
  - A full presentation will be given at the General Meeting
  - Discussion about transactions found that included sales tax
    - PTO will only reimburse the subtotal, not the sales tax

### **Special Requests**

- Alissa Poduska, Red Carpet Welcome
  - This year we welcomed the students back with a Red Carpet Welcome
  - Extremely well received, would like to do every year for all students, including the kindergartners who don't come on the first day
  - Carpet was rented for one day for \$50
  - Could buy one at a discount for \$236.61
    - 32"X24'
  - After discussion, tabled until Spring to add to the budget
    - Alissa to check on lead time to make sure there is enough time to add to budget, purchase and receive in time for August start.
- Erin Sullivan, Odyssey of the Mind—David Worford
  - Requesting \$250 for OM
  - Have \$100 in budget
  - Discussion about past line items in budget, such as OM
    - Amount allotted, participation, not being used
  - Erin will be at the General Meeting to formally present, further discussion at that time
- Erin Sullivan, 3<sup>rd</sup> Grade—Alissa Poduska
  - Requesting a mailbox system to help with classroom organization, \$154.99
  - Discussion
    - Classroom fund (\$100), consumables vs major item that can stay with the classroom, etc
  - Approved up to \$160 from Special Request fund

### **Fall Enrichment, David Worford**

- Ariel Witt is ready to get started
- Discussion about if enrichment is a PTO event. Unsure

- Kirsten Wood and Alex DeValk are staff co-sponsoring

**Committee Oversight/Communication, David Worford**

- Have had some lapses in communication
  - Example of sales tax, yearbook orders
- Request committee chairs come to meetings to give their report when their committee is active, at the minimum email a report
  - Bylaws do outline this requirement
- Discussion about committee expectation, chair expectations

**PTO Goals, 2018-2019, David Worford**

- Tabled to General Meeting due to time constraints

**Meeting Adjourned: 6:55 pm**

**Minutes compiled by Pam Rice**