

Board Meeting Minutes

Monday December 11, 2023 5:45 pm Location: Shepardson Media Center

Meeting called to order: 5:56 pm

In attendance: Wayne Thornes, Travis Hitt, Britt Mactavish, Marisa Williams, David Worford, Chelsea Hill, Nicole Booker, Heidi Habbinga

Welcome

Minutes

- ★ November 2023 Board Meeting minutes were presented. Wayne Thornes motioned to approve the minutes, Nicole Booker seconded the motion. The motion was put to a vote and unanimously approved. November 2023 Board Meeting Minutes approved.

Officers' Reports

Principal's Report— Wayne Thornes

- ★ **Testing is ongoing** – Dibels and MAPS
- ★ **Spelling Bee** – went 35 rounds
 - 5th graders were the final three competitors
- ★ **Caroling** - Wednesday 12/20/2023 at 6 pm
- ★ **19 families on giving tree** – teachers and staff are wrapping presents on Tuesday
 - Thank you to the school community for donating!
- ★ **Gifted Ed Assessment team** –
 - Colorado Gem – came through and looked at the school program and were impressed
- ★ **Attendance** – averaging 85%
 - All time low
 - 15% is chronically absent (more than 10% of the school year)
 - Attendance policy shifting
 - Taking a child on vacation is not an excused absence

President's Report— Travis Hitt

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.

- ★ Shifting **volunteer sign ups** to centralized Sign Up Genius on the PTO website
 - Still working on the website and will bring in Volunteer Coordinator
- ★ **Trivia Night** – Nicole Booker
 - See more detail below
 - Finalized date/time
 - Looking for auction items & sponsorships (new request letter format)
 - Pro's & Con's with previous ticket/auction process vs new platform
 - Fundraising video from kids, still trying to recruit previous Shepardson parents
 - No response from Friday email
 - Going to try one-on-one contacts
 - Wayne Thornes will help with the video
- ★ **New Volunteer Coordinator** - Julie Pingataro (thank you!)

Treasurer's Report— Marisa Williams

- ★ See General Meeting Minutes for full report

Staff Report— Becky Woodcox

- ★ Not present and covered in Principal's report

Upcoming Events -

- ★ **Family Night** - John Wallace
 - Tuesday, 12/12 @ Panera (S. College)
- ★ **Caroling Night** - Britt Mactavish
 - Wednesday, 12/13 at 6 pm in the school gym
 - PTO providing hot cocoa – parent donating hot cocoa mix
 - Schedule - Caroling then cocoa then choir performance
- ★ **Trivia Night** - Nicole Booker
 - Saturday 2/24 @ 6:00pm
 - Agave Room at the Rio (old town Fort Collins)
 - Burrito Bar and Cash Bar - refreshments
 - Next step is MC, working on layout

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.

- New sponsor letter - being approved
- Do we want to do credit cards or a QR code - both
- 233 people max occupancy – 7 volunteers
- Travis presented the webpage for Trivia Night (thank you Kelli!)
- Check, Venmo, then Paypal options
- Sending Sponsorship request out in Friday Email and in Friday Folders
- Opening registration after the Winter Break – 1/8

Open Discussion

★ Recruiting efforts

- Open to ideas
- What happens if we are unable to fill open PTO board positions?
 - Will they end up being two year positions?
- Idea floated to restructure meeting - start with a group meeting and then break out groups
- Take time to figure out how to condense the meetings and make the meeting more time for producing action.

Meeting Adjourned at 6:34 pm