

# General Meeting Minutes

**Monday December 11, 2023 6:30 pm Location: Shepardson Media Center**

**Meeting called to order: 6:35 pm**

**In attendance:** Wayne Thornes, Travis Hitt, Kelli Wallace, David Worford, Nicole Booker, Sarah Waible, Marisa Williams, Katie Brayden, Whitney DeMercurio, Britt Mactavish, Julie Pignataro, Kyle Clanney, Ashley Ray

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## Welcome

## Minutes

- ★ The November 2023 General Meeting Minutes were presented. Nicole Booker motioned to approve the meeting minutes, Britt Mactavish seconded the motion. The motion was put to a vote and unanimously approved. The November 2023 General Meeting Minutes were approved.

## Officers' Reports

### **President's Report—** Travis Hitt

- ★ Shifting **volunteer sign ups** to centralized Sign Up Genius
- ★ **Trivia Night**
  - 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
  - Mr. Thornes will organize the video and help with production
- ★ New Volunteer Coordinator - Julie Pignataro (thank you!)

### **Principal's Report—** Wayne Thornes

- ★ **Benchmarking mid-year testing**
  - MAPS this week and Dibels last week
  - Provides insights to how students are progressing
- ★ **Attendance** at school – national struggle
  - 15% absent – 60 students more than 10% of the school year
  - State guidelines do not allow excused absences for travel

*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.*

- “Anytime your child is gone from school for something other than not being sick”
- ★ **Spelling Bee** went 35 rounds today!
  - Three - 5<sup>th</sup> graders in the final three – past the memorized list into the secondary list
  - Congratulations to Miles, Brooklyn, and Thomas!
- ★ **Caroling Night** -12/20/2023 (school) and **Gift wrapping** (teachers)
- ★ 19 families on our gift giving list
- ★ **School of choice and kindergarten enrollment** ongoing
  - School of choice requests have to be in by 12/15
- ★ More than 30 families for the **kindergarten informational night**
- ★ Class **Winter Celebrations** on 12/22

## **Treasurer’s Report—** Marisa Williams

- ★ General report
  - Income
    - Morning Fresh Milk Caps
    - Read-A-Thon, Enrichment Facility Fees (Ripple Effect Martial Arts)
  - Expenses
    - Read-A-Thon
    - Fall Grant
    - Special Request (Laura Beese conference fee)
    - PTO insurance
    - State License Fee
- ★ Fall Grant check written
  - Just under \$19,000 back to the school
- ★ Thank you to Kyle Clanney and Katie Brayden for auditing
- ★ One more piece of information needed for the tax accountant
- ★ Spirit Wear kick 5% back from sales
  - Direct Deposit form submitted for proceeds

## Staff Report— Becky Woodcox

- ★ Continuing to encourage teachers to submit for their reimbursements
- ★ Thank you for the community support on the Star Squad Thanksgiving Food Drive

## Committee Highlights

### ★ Family Night - John Wallace

- Panera 4-8pm 11/12 on college

### ★ Caroling Night - Britt Mactavish

- Serving hot cocoa – donated by a Shepardson parent, thank you!
- still open volunteer spots
- Two big containers of hot water

### ★ Trivia Night Sat, 2/24/2024 - Nicole Booker

- Burrito bar
- Agave Room at the Rio in Old Town Fort Collins
- Special ask and auction fundraising
- Cash Bar
- Registration will open 1/8/2024
- Event sponsorship request form flier going out this week
- Looking for donation items

## Open Discussion

### ★ Recruiting new members

### ★ Question out to new members – what do you want to know about our fundraising enterprises?

- Ashley – agenda so far is beneficial
  - Good to hear about and go out and recruit more new people as well
- Room parents – meet for 30 minutes and then plan events for 30 minutes
  - Like that structure for a meeting
- New person perspective meeting; do name tags, snack sponsor, or dinner
  - Whitney – idea for trying to figure out how to get more people here?

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- Can sometimes be intimidating when showing up and being asked to do a lot – feel like PTO has a stigma as being a clique
- ★ Britt – how do we get people to do things?
  - Katie – hard to know what is what (activities/events, ways to help, etc) and how to get involved
- ★ Britt – How should we sell PTO at events (trivia night) and let them know what we do and invite Shepardson community members to join?
- ★ Nicole – Invite people to the meetings with special focus on the meeting - focus on events, etc
  - Sarah – “This is what we’re talking about, please come.”
  - Kelli – have volunteer sheets and information for what is going on
  - Wayne – offer childcare?
- ★ Travis – should we offer a Zoom option?
- ★ Whitney – invite room parents and try to engage?
  - Focus on inviting kindergarten room parents
  - Katie – have a more experienced room parent reach out and greet the new member
- ★ Heidi – what is done with the names and email addresses from the sign in sheets?
- ★ Nicole – We’re stretched thin and how can we get all the things done and keep building PTO?
- ★ Ashley – have a name tag at the events and talk to people and help give information
  - Name tags at meetings
  - Pass around opportunities in the meetings to sign up to volunteer for – bite size or micro volunteer
- ★ Heidi – email to people who have expressed interest in volunteering and room parents and PTO attendees (make a group email) – send out once a month – rebuild every year
  - Travis – we can build through Mail Chimp – 5000 contacts for free
  - Build contact list and **offer ability to unsubscribe**

**Meeting Adjourned at 7:45 pm**