

General Meeting Minutes

Monday February 13, 2023 6:30 pm Location: Shepardson Media Center

Meeting called to order: 6:39 pm

In attendance: Wayne Thornes, Britt Mactavish, Travis Hitt, Nicole “loves PTO” Booker, Kelli Wallace, Marisa Williams, Heidi Habbinga, David Worford, Katie Brayden, Becky Woodcox, Sarah Waible, Lindsey Jones, Laura Sutton

Welcome

Minutes - January General Meeting minutes were presented, Sarah Waible pointed out a correction to the minutes. The Science Fair required participation for the 4th grade should be removed. Sarah Waible motioned to approve the February General Meeting minutes with this edit, Marisa Williams seconded the motion, the motion was put to a vote, the motion was approved unanimously.

Officers' Reports

President's Report— Britt MacTavish

- ★ **Trivia Night** was a success and thank you to Nicole!!
- ★ **Classified Brunch** - updated to Friday, February 17th.
 - Sign-up genius coming out tonight
- ★ **Recruiting for PTO** - invite a friend or two!
 - Every parent is part of the parent teacher organization.
 - Encourage participation

Principal's Report - Wayne Thornes

- ★ Trivia Night was wonderful!
 - Wayne Thornes and his team are training for next year's comeback win!
 - It does a lot for the staff having the staff tables available and funded.
Builds community.
- ★ CMAS is coming up the week of March 27th. Same timing as last year.
- ★ District enrollment numbers are declining.
 - The school has been staffed expecting 420+ students for the next 3-5 years. That is not what the school is going to see.
 - Shepardson is already discussing the budget outlay and reductions in staffing for next year. Possibility of combined classes.

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.

- Shepardson has 49 kindergarteners registered for next year.
- Reasons for declines:
 - More charter schools than before in Fort Collins.
 - 20 of 21 elementary schools are seeing a decline.
- Shepardson is planning the budget based on the numbers they are given by the district. Choose a high or low number and get funding for that number. Hoping for the higher number.

Treasurer's Report - Kelli Wallace

★ Status of taxes and audit –

- Taxes are done
- Kelli reviewed an audit print out of Q & A feedback

★ Special Request: Autism/Jen Randall

- Computer software that is accessible for all students
- Was funded in the past through district funds that are going away
- What happens after the three year fund?
 - Depends on what state funding is in the future
 - Possibly new software to use as an option
- The requested amount of money is available in the budget special fund
- Katie Brayden motioned to approve the special fund request. Nicole Booker seconded the motion. The motion was put to a vote and approved. The special fund request was approved.

★ Treasurer's report

- Income from Benevity and PayPal giving fund, Box Tops, Family Nights, Amazon Smile, Urban Air, Trivia Night, and King Soopers
- Expenses included HABIC dogs, Trivia Night, Teacher/Classroom Fund, and Tax Prep.

SAC Report – David Worford

★ Last meeting had difficult discussions

- Staff at Shepardson - Certified 70%, Classified 16% of budget

★ Most important issues

- Facilities were lower on the list of priorities
- Personnel was more of the focus
- List for the administration to look at that was ranked by the members of the community
- Outside of the box ideas sourced

- Combined K and 1st class – historically bad experience and caution on how to run in the future.
 - Can PTO help bridge? – supplement of the budget during covid and possibility of doing that again.
 - Ideas proposed to assist in the facility needs
 - What can we help with and put fundraising goals towards?
 - Parents and community members need to stay informed and know what's going on in the district.
 - Get engaged at the district and state level
 - Work to try and make the changes
- ★ Shepardson is working to keep it as what we see everyday will stay the same and to not change the students experience next year

Staff Report - Becky Woodcox

- ★ Encouraging teachers to submit their receipts by April 1
- ★ Staff appreciates all PTO does
- ★ **Science Fair**
 - Still need volunteer judges
- ★ **Science Special**
 - Squishy Circuits the month of February

Committee Highlights

- ★ **Trivia night recap - Nicole Booker**
 - 24 teams, ~235 people attended, profit after 9777 – 3500 to music special ask
 - 54 teachers and staff got half price tickets
 - Plenty of sponsorships
 - Some technical snafus
 - Distributing auction items currently
 - Ran out of wine for the wine pull
 - Requested more from the distributor, possibly buying more
 - Online and live auction feedback
 - More people bidding than come to trivia night, creating more traffic
 - Suggestion to have the end of the auction during trivia night and opportunity to play up the auction items during trivia night event
 - Maybe the big-ticket items
 - Asking Taylor Calmus (Dude Dad) to be the MC next year

- Nicole sending out previews for questions she will be asking for input
- What timeline do we need to have enough time to respond to an email request for input? Consensus = one week
- First time back in three years and it went really well!
- Start the sponsor search earlier and have things arranged earlier.
- ★ **Book Fair** updates from Kelli Wallace & Cassie Stanfield
 - Flier going out this week
 - Volunteer Signup genius out for the week
 - GRAND breakfast is Monday, March 8 in the cafeteria. Breakfast is \$2.35

New/Old Business

- ★ **Bylaw change** vote
 - Time given to review the proposed updates
 - Updates proposed and included in the January 2023 meeting minutes and on the PTO website
 - Time given for review during the February 2023 meeting
 - Vote to approve all updates as a slate and not individually, vote approved
 - Travis Hitt motioned to approve the proposed Bylaw Changes and Updates. Sarah Waible seconded the motion. The motion was put to a vote and approved. The motion passed and all Bylaw changes were approved.
- ★ **PTO involvement** for next year, now is the time to recruit!
 - Key board and committee positions that will need to be filled for 2023-24
- ★ **Urban Air Spirit Night** – Heidi Habbinga
 - The first night in January was a success
 - Suggested to schedule another Spirit Night for April
 - When asked 86% of participants in school survey said they want to go to Rollerland
- ★ **Family Nights** - Dickey's Barbecue was a success and we are now at 89% to our fundraising goal for Family Nights
 - February - Snack Attack
 - Two months Modern Market
 - Indian Restaurant in May

Meeting Adjourned at 8:07 pm



Proposed update to Bylaws:

- **Article VIII Finances > Section 2. Banking.** Add the following:
 - a. Digital Wallets: All authorized check signers shall have access to Shepardson Elementary PTO digital wallets, such as Venmo and Paypal.

- **Article VIII > Section 7. Money Handling Policies.** Add the following:
 - k. The treasurer shall transfer funds from Shepardson Elementary PTO digital wallets into the bank account immediately following major fundraisers and events, or intermittently as needed. The Treasurer shall document each transfer with a detailed transaction report from the respective digital wallet system.

 - l. All copies of checks made for PTO record keeping purposes shall have the bank account routing number and account number redacted.

Proposed updates to Standing Rules: Add a NEW #9, shift remaining numbers.

- **9. Digital Wallet Policy**
 - a. Paypal: The current Treasurer's name shall serve as the Contact Name on the PayPal account. The email address, phone number, and mailing address shall remain as: ShepardsonPTO@gmail.com | (970) 488-4525 | 1501 Springwood Drive, Fort Collins, CO 80525.

 - b. Venmo: The current Treasurer's cell phone number shall be attached to the Venmo account. The email address shall remain: ShepardsonPTO@gmail.com

Additional Notes:

- Current Bylaws - under Article XIV Revision History, an entry needs to be added for December 2021 with respective description.
- *Standing Rules relate to the details of the administration of the organization.*

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- *Bylaws contain the basic rules of the organization. They supersede all other rules except the corporate charter if there is one. They are adopted to supplement and interpret the bylaws.*

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