

General Meeting Minutes

Monday May 9, 2022 6:30 pm Location: Shepardson Media Center

Meeting called to order: April Price, 6:32 pm

In attendance: Wayne Thornes, Laura Sutton, April Price, Nicole Booker, Kelli Wallace, Corrinne Disterhoft, Sarah Putman, Brit MacTavish, Pam Rice, Sarah Waible, Becky Woodcox, Cara Fleckenstein, Chelsea Hill, Travis Hitt, Ashley Anderson

Welcome and introductions

Minutes - April General Meeting minutes were presented, Kelli Wallace motioned to approve the April minutes, Wayne Thornes seconded the motion, the motion was put to a vote, the motion was approved.

Officers' Reports

President's Report— April Price

- ★ "Thank you to everyone who showed up and helped to make this year great!"

Principal's Report - Wayne Thornes

- ★ Thank you for the teacher appreciation and classified brunches
- ★ Thank you for organizing those events
- ★ Thank you all!
- ★ And Thank you to Cara Fleckenstein, Sarah Putman, and Pam Rice who are graduating from Shepardson for all your years of volunteering and help!
- ★ Testing is wrapping up - Great job Laura Sutton
- ★ Hiring is done
 - Dr. Stevenson is going to be a full-time interventionist in addition to Mrs Nicholas (part time)
 - 6th Special - Mrs Woodcox, average student meetings - every other week, focus time for science and STEM
 - Mr. Rumbold retiring, new teacher from Bennett
 - Additional staff movement and new hires not discussed

Treasurer's Report - Kelli Wallace

- ★ \$7147.51 Star Stampede funds raised! - second highest ever!
- ★ Income - King Soopers, Family Movie Night, Family Night, Box Tops
- ★ Expenses - Family Movie Night, Teacher/Classroom Fund, Teacher Appreciation BBQ, Yearbooks (PTO buys yearbooks for the counselors to distribute)
- ★ Budget Review discussed below - also refer to budget review notes enclosure at the end of these meeting notes.

Staff Report - Becky Woodcox

- ★ Kindergarten PBL today, went well
- ★ Kelli and Becky working to make sure staff use their fund

Committee Highlights

- ★ Family Nights - April Price
 - Very successful this year
 - May family nights are at Retreat Bakery Bar! - 3 day event - May 18-20
 - Income over budgeted amount!
- ★ Classified Brunch - Kelli Wallace
 - Went very well, parents signed up for dishes, etc
- ★ STAR Stampede - April Price for Lauren Johnson (not present)
 - The class schedule was changed between all school email and the flyers sent home, caused some confusion
- ★ Decades Dance - April Price
 - Add to the flyer, "parents are required to stay", some concern regarding students being left alone during the event
 - Implement a ticketed process for the root beer floats and add multiple float stations
 - A parent generously went out to buy more ice cream, Thank you!
 - Is Jade Maxwell taking over next year?
- ★ Teacher Appreciation BBQ - Wayne Thornes
 - Wallace family ran this year
 - Set up a sign-up genius to send out to parents next year to add more food variety
- ★ King Soopers - Cara Fleckenstein
 - Passing on to Sarah Waible
 - Promotion is happening in Friday emails, school website, on the website

- Add schedule for a table to promote at the Back to School Night and Kindergarten Night again
 - information will be in the Kindergarten packet for Fall

New Business

★ Budget review

- Trivia Night - proposed event date Friday, February 3, 2023
- Approval of budget addition for 5th grade ECO Week support
- Added \$2 additional per student for Field Trips
- Discussion of how much to transfer to the school fund from the PTO account
 - We can fund all three shade structures
 - How much do we want to move and allocate? - \$32k to move
 - **Nicole Booker motioned to move \$32,000 from the Shepardson PTO reserve to the Shepardson school fund for the shade structures, *Discussion* - Wayne Thornes asked how much will remain in the PTO account? There will be ~\$25,000 left in PTO account. Britt seconded the motion, motion put to vote, motion approved**
 - Movie Night license - change to \$1300
 - **Sarah Putman motioned to approve budget with changes, Pam Rice seconded the motion, motion put to a vote, the motion is approved**
 - **The 2022/2023 budget is approved with changes**

Open Discussion

★ Volunteer Committee Opportunities available and filled

Bridge Books - Cassie Stanfield

Caroling Night - open

Classified Brunch - Britt Mactavish

Conference Dinner Coordinator - April Price

Homeroom Parent Coordinator - Leentje Stokes

STEM Night Parent Coordinator - open

Enrichment Coordinator - Holly German

Family Social - Britt MacTavish and April Price



Ice Cream Social - Britt MacTavish and Travis Hitt

Movie Nights - open

Decades Dance - open

Spirit Wear - open

Teacher Appreciation BBQ - open

Family Nights - open

Meeting adjourned at 7:45 PM

Minutes compiled by Heidi Habbinga

Enclosure from Email dated May 7, 2022, from Kelli Wallace, Treasurer

FY 2022 Budget Notes:

- **Beginning Balance:** Please ignore this line item, we will not have our beginning balance until 7/1/22 so right now this reads \$0. See below for current bank balance.
- **Box Tops:** Reduced Budgeted Income from \$400.00 to \$100.00.
- **Family Nights:** Added new \$100.00 Budgeted Expense.
 - This allows for up to 3 print jobs at Mail N Copy in the event the school is low on toner and the flyers can't be printed at the school.
- **STAR Stampede:** Increased Budgeted Expense from \$160.00 to \$250.00 to more accurately account for cost of printing envelopes.
- **Fall Grant:**
 - **Eco Week:**
 - § This line item was originally \$2,434 when we started FY 2021. Since ECO Week was cancelled, we reduced it by \$1,000 and temporarily moved \$500 into Media/Genl Instructional Supply + \$500 into STEM Supplies for IDEA Center.
 - § The cost of Eco Week has gone up *significantly* for next year. It now costs **\$140/person**.
 - § In previous years, PTO offset the cost by \$22/student which as best as we could remember brought the cost down for parents into the \$70/\$80 range.
 - § The attached budget reflects increasing the PTO offset cost to **\$32/student**. With 77 students, that brings the student portion to \$2,464. After adding in 10 adults (\$1,400), the total ECO week line item comes in at \$3,864.00.
 - § **We could consider further increasing the offset** per student to reduce the burden on parents. Scenarios:
 - § Offset the cost by **\$40/student**. This would bring the student portion of the offset to \$3,080 and the total ECO Week line item

to \$4,480. The budget would still be in the black, with a Budget Net of \$2,024.00.

§ Offset the cost by **\$50/student**. This would bring the student portion of the offset to \$3,850 and the total ECO Week line item to \$5,250. The budget would still be in the black, with a Budget Net of \$1,254.00.

§ Offset the cost by **\$60/student**. This would bring the student portion of the offset to \$4,620 and the total ECO Week line item to \$6,020. The budget would still be in the black, with a Budget Net of \$484. *This is the offset amount that would bring the cost to parents closer to pre-pandemic range.*

- **Field Trips:** Entered at \$16/442 students, so the total is \$7,072.00.

- § Increased line item to reflect pre-pandemic field trip activity levels.

- § The estimate of 442 students is based on the current student count #'s for K-4th Grade and then 77 students for 5th Grade. *** Wayne, let me know if the student count should be adjusted and I can do that prior to the Monday meeting. ***

- § Used https://www.bls.gov/data/inflation_calculator.htm to arrive at \$16.00.

- § For reference, here are the Field Trip line items for 2017 through 2021:

- § FY 2021 (\$8/410): \$3,280.00

- § FY 2020 (\$8/410): \$3,280.00

- § FY 2019: \$4,397.00

- § FY 2018 (\$14/415): \$5,810.00

- § FY 2017 (\$14/390): \$5,460.00

- **Media/Genl Instructional Supply:** Set back to \$1,000 Budgeted Expense.

- **STEM Supplies for IDEA Center:** Set back to \$1,000 Budgeted Expense.

- **New Parent Social:** Renamed Family Social.

- **Shade Structures:** Entered at \$0 with a note that the goal is \$75,000.

- **Teacher/Classroom Fund:** The Budgeted Expense now reflects \$100x42 for a total of \$4,200.

- This includes Classroom Teachers (18), ELD/Literacy (2), New Literacy/Math Interventionist (1), GT (1), Counselors (2), Psychologist (1), Early Childhood (1), Specials (8) - accounts for new 6th special, STEM/PBL Coordinator (1), Integrated Services (4), Itinerants (2), Instructional Paraprofessional (1).

- **Accounting Software Fee:** The cost of MoneyMinder is increasing by \$20 for next year. The Budgeted Expense line item is now \$179.00.

- **Treasurer Supplies/PTO Printing Costs:** Increased Budgeted Expense by \$100, the line item is now \$150.



○ This allows for the Kindergarten Packets to be printed at Mail n Copy in the event the school printer is low on toner. A typical run for these packets is \$85.00.

Considerations/Discussion Items:

- **King Soopers Community Program:** Increase Budgeted Income by \$1000 so it comes in at \$5,500?
- **Current Shade Structures Account Balance:** \$20,000.00
 - § This account is held in the school bank account.
- **Current PTO KeyBank Account Balance (as of 5/7/22):** \$57,931.61
 - § Withdrawals that have not cleared bank: \$902.26
 - § Anticipated Income: Family Nights, Others?
 - § Anticipated Expense: Classroom/Teacher Fund, Decades Dance, Others?
 - § Should we do a bulk transfer of funds into the Shade Structures account?