



**Monday October 11, 2021**

**6:30 pm**

**Location: Shepardson  
Media Center**

**Meeting called to order:** April Price, 6:33 pm

**In attendance:** Wayne Thornes, April Price, Sarah Putman, Heidi Habbinga, Chelsea Hill, Nicole Booker, David Worford, Pam Rice, Laura Sutton, Whitney DeMercurio, Katie Federer, Corinne Disterhoft, Josh Klenk, Marisa Williams, Cara Fleckenstein, Sami Gunnufson, Travis Hitt, Kelli Wallace, Ashley Anderson, Becky Woodcox, Brit Mactavish

### **Welcome and introductions**

**Minutes**—September Minutes were presented, Pam Rice motioned to approve the minutes, Nicole Booker seconded the motion, minutes were approved.

### **Officers' Reports**

**President's Report**— April Price

- Shepardson Families and PTO Communication -
  - PTO wants to encourage family involvement and education by making meeting notes, committee information, By Laws and Standing Rules known to families. PTO will make this information available on the PTO website and let families know
- Committee Spotlight
  - Decades Dance - April 29, 2022
    - April read the description of Decades Dance which can be found in the Standing Rules on the PTO website
    - Volunteers needed for the event. Responsibilities include:
      - Organizing
      - Advertising

- getting donations for snacks and decorations
  - event budget is \$200
- There is a discrepancy with the name of Decades Dance vs Sock Hop between the Standing Rules and By Laws. Will be address and change
- Yearbook - Erica Selby
  - Erica is taking over for Pam Rice. Thank you Pam!
  - Erica is looking for volunteers
  - There is a yearbook email on the PTO website where families can please send pictures that are take around school and at events
- Movie Night - Wayne and Laura for Kori and Jaime Karr (not present)
  - Screen was on loan from O'Dea Elementary School
  - There will be another Movie Night in the Spring
  - Should PTO purchase a screen?
- Family Social - Saturday 10/9
  - Small attendance but went well
  - Looking for feedback on the event for future family socials
- Shepardson Family Survey -
  - Sign up to be a parent buddy, fill out to apply for a mentor buddy or to be a mentor buddy

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

- Noted there were 200+ in attendance at Movie Night
- The school lunch program is having supply issues.
  - Be aware that the choices for a given day may not end up matching the online menu and plan accordingly
- Volunteers
  - We can now have volunteers in the school
    - The teachers are using volunteers in different ways. Check with your child's teacher regarding how you can help
    - Keeping distances - 3' and less than 15 minutes of exposure is the goal for enhanced Covid protocols

- Showed on the PTO website where to find the link to
  - PSD Volunteer Registration site - must be registered here before volunteering in the school
  - PSD Community Portal Covid Screener - this is required each time a volunteer comes into the building. Please try to complete before coming to the school
  - Return to Learn and Covid Protocols
- PBL is starting back up
  - Fall semester - teachers are creating the problems for their students to work on. It is also a shorter project time
  - Spring semester will be a full length project.
  - An email will be sent soon looking for problems for projects from the community
- PSD is looking for Substitutes and Bus Drivers- apply with the district if interested
  - The school has felt the need for substitutes

### **Treasurer's Report—Kelli Wallace**

- Distributed and walked through Income and Expense report
  - Changes this month
    - Coffee Cart and reimbursements deducted from Pool Party profits.
    - Family Movie Night profit of \$88.56 (used Venmo and cash only) - offered snacks for sale
    - Read-A-Thon sponsorships received \$1,200
    - Family Nights - Modern Market - profit \$361.33
    - Fall Grants to School - highlights the areas the PTO supports at Shepardson
    - Teacher and Classroom Fund
      - Specials, I.S., and Classroom teachers (36 total) are eligible for a \$100 reimbursement each for classroom supplies
      - Note to make sure PTO does not reimburse for sales tax on purchases. PTO is sales tax exempt.
    - Printing - PTO committee chairs need to check their committee budget before going to an outside printer. We only have \$85.50 left in D. PTO Admin > Misc. that could be used to cover printing cost overages.
- Audit Report presented - Completed by Sherelle Reed and Libby D'Aquila
  - Report is a binder from 20/21 school year, well compiled by Sarah Putman
  - Six findings noted and commented on
  - 1. Skillman Photography does not give invoices

- 2. Check was not deposited, Kelli will follow-up with the teacher
- 4. Happened during school Covid closure
- 5. PTO will keep an eye on the sales tax reimbursements finding. No specific examples were identified in the audit.
- 6. Information requested was added to the documentation
- Kelli will pull any reports and answer any questions
- Currently going through the tax process, preparing PTO taxes, due in November
  - PTO hires a professional tax consultant

**Staff Report** - New representative - Becky Woodcox

- Staff loves the new workroom!
- Eco Week (Day) was a lot of fun
  - Becky's first time attending
  - CSU team did a good job facilitating and keeping participants safe

**SAC Report** - David Worford (PTO representative on SAC)

- School Accountability Committee
  - The committee needs another parent member
  - Committee meets four times a year
  - The meetings are open to all
- Notes from the recent meeting -
  - Discussion of Unified Improvement Plan - focus on Literacy, Math, Writing, and Wellness
  - Literacy - Scores are currently at 65% with a goal set at 85%
    - Focus on site based training for teachers
    - Increasing contact time with students
    - Work on identifying and addressing student needs
  - Writing - The district scores as a whole fell below the state average
    - The goal is to meet or exceed district average
    - Continue using the Lucy Calkins curriculum
    - Work on student reading response, stamina, and writing response
  - Math - Scores are currently 80% - traditionally above average at Shepardson
    - School hired Math Interventionist
    - Increase identifying and supporting students working above and below the school average
    - Provide math for the parents
  - Wellness - Shepardson is considered a Wellness focused school
    - Increase counseling availability and identifying a need for support
    - There has been an uptick in anxiety and stress in everyone in the Shepardson community
    - Offer programs presenting restorative practices
- Question from Whitney - Were Shepardson's drops in averages on par with the district and partially due to Covid?

- o Wayne - Shepardson maintained in Literacy and dropped more in Math, yes, almost everyone had some change due to Covid

## **Committee Reports**

### **King Soopers** - Cara Fleckenstein

- A Google Drive has been set up for PTO Committee note sharing - folder is in place for King Soopers
- King Soopers works by linking KS Shopper Card with the school and KS donates a portion of purchases to Shepardson
- Increases in linked cards = \$100/month at the start of the program, \$1600/quarter donated now
- Budget increase requested for printing expenses. King Soopers, Box Tops, and Morning Fresh Caps are a single budget item
  - Color flyers for these programs are used to encourage family participation
  - 2021 cost of flyers - \$237.90, 2021 budget \$200
  - Request to increase budget to \$500
    - Request will be considered at the November meeting

### **School Supply Kits** - Cara Fleckenstein

- Does PTO want to recommit to 1st Day School Supplies for Fall 2022 kit sales? There is no requirement for minimum kits to sell, PTO earns no money from sales.
- Cara Fleckenstein submitted a motion to recommit to 1st Day School Supplies. The motion was seconded by Kelli Wallace. The motion was put to vote. The motion was approved

### **Directory** - Cara Fleckenstein

- PTO is not doing anymore
- It does have a possibility of making money for PTO
- Can be resurrected in the future

### **Morning Fresh Milk Caps** - representative Sarah Abernathy or Julie Wenzel? Need confirmation

- Budget income is correct for this year
- Shepardson earns \$0.05/cap
- Current cap drop off location is under the reception desk in the school lobby. Morning Fresh has displays to encourage participation if the school would like and has space for one

### **Box Tops** - Cara Fleckenstein

- Running a promotion through November, link is on their website
- Becky and Brit - the app is glitchy and frustrating. Comments from members who reported not be correctly credited
- Who is the owner of the PTO account? Natalie Wolff?

\* All of these programs will be added to the Kindergarten Packet

\*These programs are all examples of Passive Fundraising by the Shepardson PTO

### **Read-A-Thon** - Heidi Habbinga

- Donation envelopes and information packets went out 10/1
- Looking for Guest Readers - in-person and recorded reading options available
- Email coming out soon to ask for event volunteers

- The parade will be outdoors

**Fall Celebrations** - Wayne Thornes for Leentje Stokes (not present)

- Room parents only will be allowed in the classrooms for the parties
- 35 minutes allowed for the party
- Will be held on 10/29

**Spiritwear (Shepardson gear sale)** - Chelsea Hill

- Sale ends Sunday 10/17
- Orders take 2-3 to arrive
- Becky - Fridays will be spirit wear and theme days. Schedule coming soon
- Cara noted she ordered Spirit wear from the 1st Day School Supplies store and it was good quality

**Family Nights** - John Wallace from emailed report

- Family Nights had a good September turnout at Modern Market Eatery, raising \$361. Two pending requests for November and December in the GroupRaise platform expired with no response back - this is unusual and may relate to staffing shortages. Happily we have a local partnership organized with Snack Attack! in October and look forward to a great event next week. I'll continue to attempt Nov-Dec bookings on GroupRaise, and if the issues continue I will either rebook Modern Market or look elsewhere such as Chipotle, which has always generated good turnouts in the past. If Snack Attack goes well, a repeat there may also be an option!

Date	Status	Venue	Amount	Key
8-Sep	Confirmed	Modern Market Eatery	361.33	Not Received
Oct 19-22	Confirmed	Snack Attack!		Received
10-Nov	Expired	MOD Pizza		Deposited
8-Dec	Expired	Garbonzo		
12-Jan	Unbooked			
9-Feb	Unbooked			
9-Mar	Unbooked			
13-Apr	Unbooked			
11-May	Unbooked			
<b>To Date</b>			\$ 361.33	
<b>Goal</b>			\$ 2,000.00	
<b>% Accomplished</b>			18%	

- A Shepardson family is opening a bakery in Scotch Pines and is interested in being a part of Family Nights. Retreat Bakery and Bar

**New Business**

**Fall Celebration** - See Committee Reports for discussion

**Enrichment** -

- Winter courses sent out last week for registration
- Classes begin 10/25. Classes run from 3:23-4:30 PM
- Always looking for teachers and class suggestions

**Printing** - Wayne Thornes

- Printing by the PTO at the school is allowed by the school in exchange for all that PTO does for the school.
- It is less expensive to print at the school (1 cent per page), more cost effective than a print shop

- As a courtesy check with Sharon and Dawnel before coming in to print large jobs

**Open Discussion**

- The Shepardson monthly newsletter submission deadline is the 5th of each month
- Always try to add the PTO website in the Friday Email
- Picture retakes will be happening this year
  - Parents can contact Skillman directly for multiple retakes if necessary

**Meeting adjourned: 8:12 PM**

**Minutes compiled by Heidi Habbinga**