

General Meeting Minutes

Monday October 10, 2022 6:30 pm

Location: Shepardson Media Center

Meeting called to order: 6:36 pm

In attendance: Wayne Thornes, Britt MacTavish, Travis Hitt, April Price, Nicole Booker, Kelli Wallace, Corinne Disterhoft, Becky Woodcox, Marisa Williams, Heidi Habbinga, David Worford, Chandra Elkins, Katie Brayden

Welcome and introductions

Minutes - September General Meeting minutes were presented, Marisa Williams motioned to approve the September General Meeting minutes, Corinne Disterhoft seconded the motion, the motion was put to a vote, the motion was approved.

Officers' Reports

President's Report— Britt Mactavish

- ★ **Movie Night** was canceled because of the weather
 - Hot Chocolate from Movie Night will be made available for Caroling Night in December
- ★ **Read-A-Thon kicked off October 1st**
- ★ **Conference Dinner**
 - PTO is providing soups and salads for October 10th conferences
 - Thank you April Price! And everyone who contributed.
 - Very much appreciated by the staff

Principal's Report - Wayne Thornes

- ★ **Universal Improvement Plan (UIP)**
 - Includes the following focuses for students-
 - Literacy
 - Math
 - Writing
 - Staff and Student Mental Health

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 did well enough on their goals last year, that they got an exemption this year from the state
- Improving, not at 85% yet. 85% achievement is the goal.
- ★ **Connectedness**
 - Is measured in fourth and fifth grade
 - The administration will put together a survey for the whole school to take
- ★ **Shade Structures** came in on budget
- ★ **Read-A-Thon**
 - Note about costumes – will have in-person costume parade
- ★ **Safe Routes to Schools**
 - Their staff were very impressed with the number of bikes at school on a recent visit
 - Impressive participation in Bike and Walk to school month in October so far!

Treasurer's Report - Kelli Wallace

- ★ **Audit**
 - We're still looking for one more person to do an audit
 - Feedback from Katie Brayden – it was good to see the inner workings of the PTO budget
 - Where money goes. Where it comes from. What gets requested.
 - Chandra Elkins volunteered to be the third auditor
- ★ **Budget Report –**
 - Income
 - Reimbursement from the City of Fort Collins for the Pool Party
 - Read-A-Thon sponsor deposits
 - Direct Donation from OtterCares
 - Enrichment Fees (Listed under Miscellaneous)
 - Expenses
 - Pool Party reimbursements
 - Trivia Night (Air Filters and CSU Room Reservation)
 - 2022-2023 Special Requests (Sound System and Air Filters)
 - Family Social
 - Teacher/Classroom Fund
 - Enrichment money
 - Facilities fee needs to be passed back to the school

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★ Family Night

- Retreat payment coming
- September Family Night at Modern Market had a good turn-out
- John Wallace uses an app that offers a list restaurants – prefers the ease of use to organize and schedule and receive payments for Family Night

Staff Report – Becky Woodcox

★ **Teacher/Classroom Fund** – encouraging the teachers to use it

★ **Thank you** for the conference dinner!

★ **Coffee Cart** - Nicole Booker

- Would like to arrange a coffee cart to come to the school
- Permission requested to arrange for during the week after Halloween as a Thank You
- Motion to approve money made over budget from the pool party + \$100 from misc, Kelli Wallace motioned to approve, Travis Hitt seconded the motion, the motion was put to a vote, the motion was unanimously approved
- 2023/2024 budget will include a line item for coffee.

SAC Report – David Worford

★ **School Accountability Committee** - includes Parents, staff, and administration

- UIP (see Principal's Report) was the focus of the meeting
 - Literacy, Math, Writing, Mental Health
 - School's data available from Wayne Thornes
 - Discussed how much intervention is needed to meet the goal
 - Building the Connection to the school
 - Enrichment data point, low participation– COVID a possible reason
 - Enrichment fees for programs noted as too expensive
 - History of the Enrichment Program - it used to be more of a community school-based program, age specific, not a money maker. It was a lot of work for staff member running the program
 - Now it is more classes from outside providers versus previously volunteer based

- The conversation will be continued and involve Holly German who runs the program through the PTO
 - Shepardson offers a lot of other activities for kids to do that create a connection to the school
 - Possibility of sending a survey out to the school community in a Friday email for feedback
- ★ Becky Woodcox is looking for parent volunteers to help with PBL
- Trying to set up a spreadsheet of parent experts on different topics

Old Business

- ★ **Spirit Wear from Gojo update** - April Price
- Limiting to one design. Regarding the ECO Week t-shirt. Gojo is worried about their screen printer not getting more than one design done well
 - Concerned about supply chain issues
 - Goal is to open the store on October 31st and close November 7th
 - Hope to have the delivery before winter break
- ★ **Spiritwear Swap**, planned for Movie Night
- What do we want to do with donated items?
 - Donate to the school nurse
 - Reschedule the swap to the Book Fair in March
- ★ **Movie Night** - canceled - do we reschedule?
- PTO will hold another in April 2023
 - Implement a weather related contingency plan to offer tickets for a limited seating inside event if necessary

New Business

- ★ **Read-A-Thon** - Heidi Habbinga
- Donations coming in from businesses
 - Many volunteers for guest readers
 - working on the guest reader schedule for the day
 - Sign-Up Genius volunteer request is filled for the day of the event counting
- ★ **Urban Air Family Night** - Heidi Habbinga
- Wednesday, January 11, 2023

- ★ **Device Check-out** - Becky Woodcox and Wayne Thornes
 - Students will be given laptops to take home this week
 - Make sure it works with your internet
 - To be used for events like Virtual Snow Day
 - Each device issued is assigned to a specific student
- ★ **Possible Grant opportunities for 2023-24 school year**
 - The school is interested in them
 - Looking for volunteers to research possible grants
 - Shepardson Staff will help write the grants

Adjourned at 7:40 PM