



## General Meeting Minutes

**Monday September 13, 2021      6:30 pm      Location: Shepardson Library**

**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, Chandra Elkins, Kevin Cullen, Adam Federer, Corinne Disterhoft, Jeff Bella, Josh Klenk, Christin Kisiday, Ashley Withrow, Marisa Williams, Cara Fleckenstein, Kory Karr, Jamie Karr

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### **Welcome and introductions**

**Minutes**—May Minutes were presented, Sarah Putman motioned to approve the minutes, motion seconded, minutes were approved.

### **Officers' Reports**

**President's Report**— April Price

- Open Committee Chair Positions
  - Decades Dance - Spring
- Parent Communication -
  - Open, two-way communication encouraged
- Goals for the year
  - Growth and Involvement

**Principal's Report**—Wayne Thornes

- We are off to a great start to the school year!
- Currently the school has 430 students
  - Small 5th grade class

- 23-25 students per class is the goal
- New Staff and old staff in new positions
  - New Math Intervention position - Trena Frieauf
  - New Kindergarten paraprofessional - Renee Bash
  - Two new autism paraprofessionals
  - Hiring for one more IS in-room paraprofessional
- STEM night has been cancelled this year
- 4K held on Sunday, September 12th was one of the school's largest at 245 participants
- Rollerland held on Friday, September 10th was successful and fun
- Staff Lounge - finished thanks to Sarah Putman and the PTO
- Shade Structures
  - It's been a hot start to the school year
  - Shade structures were researched and presented five years ago in a PBL study by Shepardson students
  - Page of three example drawings shared - see attached
    - District is checking with the state for clarification on 145 mph wind resistance requirement
  - Shade structures would cover the patio areas
  - They cost \$10,000- 20,000 installed
  - Install goal is next summer
  - Discussion regarding need for more trees on campus
    - multipurpose field needs to remain clear
    - trees closer to the school is a good option, but need to consider not allowing access to the roof
    - planting is based on waterline access and leaving blacktop clear for plows in the winter
  - \$20,000 seed money has already been earmarked for first structure

**Treasurer's Report**—Kelli Wallace (*following notes from emailed notes from Kelli on September 12th, 2021*), following Sarah Putman for Kelli Wallace

- **Audit**
  - *The annual audit is being conducted by Libby D'Aquila and Sherelle Reed. Libby has completed her audit and Sherelle is currently reviewing. Their final report will be ready to review at the next General Meeting.*
  
- **Pool Party**
  - *Added as a new Budget Line Item.*
  - *Note that the Pool Rental Fee will not show on the 2021-2022 budget. Reimbursement for the \$400 rental fee occurred on 5/18/2021 and was taken out of Misc in the 2020-2021 budget.*
  - **Important:** *We need reimbursement requests + receipts for the pizza and drinks so we can account for those expenses.*
  
- **Printing**
  - **Important:** *Committee chairs need to check their respective budgets before using Mail N Copy, we have had some overages. In fairness, toner at the school has been low so some committees have needed to send flyers to Mail N Copy for printing.*
  - *King Soopers Community Program - full expense budget has been used, over by \$37.90 [total \$237.90].*
  - *Family Nights - printing from Misc account, school toner was too low to run the copies [\$30.50].*
  - *Kindergarten Packets - these packets were accidentally assigned to the school Mail N Copy account vs the PTO account. That invoice hasn't been paid yet. It will need to come from the Misc account [\$84.00]. That will leave \$85.50 in the Misc account for the remainder of the year.*
  
- **Fall Grant - Motion:** *I met with Sharon and they would like to adjust the Fall Grant line items slightly, per the bullet points below. I will make a motion at the meeting to make these adjustments. Note that at the end of the year we can vote to have any unused funds transferred into the Shade Structures account.*
  - *Decrease ECO Week by \$1000 so it is: \$1,343.00 (less \$1,000)*
  - *Increase "STEM Supplies for IDEA Center" by \$500 so it is: \$1,500*
  - *Increase "Media/Genl Instructional Supply" by \$500 so it is: \$1,500*
  - *(Additional notes from PTO General Meeting) Pam Rice made the motion to approve the adjustment to the Fall Grant money distribution, motion*

was seconded, motion was approved. \$1,000 from the ECO Week Fall Grant line will be redistributed as follows: \$500 to STEM Supplies for IDEA Center, and \$500 to Media/Genl Instructional Supplies

- Family Nights - First Family Night held at Modern Market last week
- PBL - Problem Based Learning
  - PTO funds a breakfast for all the community participants at the end of the project and the students present at this time
  - Two PBL projects will be done in each class this year

**Staff Report**—representative Carlos Meikel

- No Comments

**SAC Report**—representative David Worford

- No Comments

**VIPS** - Sarah Putman

- Link to building volunteer opportunities sent out about two weeks ago. Link will be sent out again
- Remember all volunteers need to be signed up with the district volunteer office
- There was a request for possible one-time volunteer opportunities

**New Business**

**Workroom** - Sarah Putman

- Sarah designed and built the drawers and cabinets and everything needed for workroom organization!
- \$680 was requested for supplies from PTO budget
- Nicole Booker motioned to approve \$680 for the renovation to the workroom, there was a second and the motion was approved.
- Everyone enjoyed a tour of the new workroom and teacher's lounge after the PTO meeting

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

- Wayne would like to start spirit days on Fridays
  - Spirit days will start after the spirit wear sale
- Sale will be opened up in the next few weeks and be open for 2-3 weeks allowing for delivery before mid-November
  - Requested additions to the previous year's items for sale
    - hats - ball caps and beanies
    - kid's hoodies
    - water bottles
    - masks
      - Chelsea noted that the company requires a large number of masks for an order.
      - Wayne noted and modeled a mask that comes from a different vendor with the Shepardson logo

- o These masks would be a separate order

### **Movie Night - Kori and Jamie Karr**

- First movie night will be October 1st at 6:30 PM
- Movie will be shown outdoors - there will be no rain plan
- Asking to borrow a screen from O'Dea Elementary School
  - o Prospect of purchasing a screen was brought up as well
- Wayne confirmed the sound system will work outside. Becky Woodcox will be the contact for technical set-up
- Popcorn and Snacks -
  - o Guidelines -
    - will ask but probably can't get a donation from a local theater under current health guidelines
    - Can provide single serve/pre-packaged snacks, can be created by the committee if they meet the current guidelines

### **Parent Social - Nicole Booker**

- Saturday, October 9th at 10AM
- More information is coming soon!

### **Conference Dinners - Sarah Putman**

- Wayne and Laura confirmed parent/teacher conferences will be two days virtual and one day in person. Conference dinners will be offered on in person day, Monday, October 11th.
- Sarah will decide a theme and send a sign-up to contribute to the dinner
  - o items can be homemade
  - o needs items by 3 PM on the day off the dinner
  - o plan for 60 teachers

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

- Event date is October 29th
- Informational envelopes and donation collection envelopes will go out October 2nd
- What is Read-A-Thon?
  - o Literary dress up and outdoor parade this year
  - o Guest readers will present to the students on the day of
    - virtual, outside, or pre-recorded
  - o Prizes given for donations and reading
    - possibility to decline or donate prizes discussed

### **Committee Reports**

#### **Room Parent Coordinator - April Price for Leentje Stokes**

- First meeting is September 21st over ZOOM

#### **Family Nights - April Price for John Wallace**

- Modern Market was the first night, September 8, well attended

### **King Soopers Community Rewards Program - April Price for Cara Fleckenstein**

- Online sign-up is easy, directions are posted on the PTO website

### **Website - April Price for Kelli Wallace**

- Any additions can be sent to Kelli or April

### **Open Discussion**

- Sarah clarified that the PTO buys for the school, not for the staff
  - Wayne confirmed the Red Carpet is still at school
- April encouraged new attendees to continue coming to the PTO meetings and participate.
  - Talk to any PTO member for information
  - April and Heidi will send out regular communications
  - Time commitment is as much as you want
  - You can come to meetings and just find out what is happening or get more involved and join a committee or the board
- September is childhood cancer awareness month and the question was brought up if PTO could raise funds to support causes of this type
  - Laura said the idea can be presented to the student Star Squad run by Mrs. Woodcox as this is their type of focus throughout the year
  - They are currently forming the Squad
- Nicole requested \$375 for a mobile coffee cart for the teachers
  - David Worford motioned to approve the money to be used for the coffee cart, the motion was seconded, and approved.

**Meeting adjourned: 8:08 PM**

**Minutes compiled by Heidi Habbinga**