

# General Meeting Minutes

**Monday September 12, 2022 6:30 pm Location: Shepardson Media Center**

**Meeting called to order: 6:32 pm**

**In attendance:** Wayne Thornes, Britt MacTavish, April Price, Nicole Booker, Kelli Wallace, Corinne Disterhoft, Becky Woodcox, Marisa Williams, Katie Brayden, Laura Beese, Leentje Stokes, Heidi Habbinga, David Worford, Josh Klenk, Caryn Gillman, Jamie Karr, Pam Gundlach, Cassie Stanfield

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## **Welcome and introductions**

**Minutes** - May General Meeting minutes were presented, Marisa Williams motioned to approve the May General Meeting minutes, Kelli Wallace seconded the motion, the motion was put to a vote, the motion was approved.

## **Officers' Reports**

**President's Report— Britt Mactavish**

- ★ **What we do** - The PTO supports the school and builds community
  - Trivia Night fundraiser
  - Read-A-Thon
  - Support teachers
  - Family Dinner nights
  - Movie Nights
  - Etc
- ★ **Open and/or confirmation of Committee Chair Positions**
  - Most committee opportunities are available in the Spring
  - Asks coming soon to fill these positions
  - Key committee chair positions have been filled for the year
- ★ **Fundraising goal for the year - New classroom Furniture!**
  - The PTO completed our fundraising efforts for the three sunshades
  - PTO will begin raising money to support a unified look for the classrooms and to update the classroom furniture (some has served through multiple student generations).

## Principal's Report - Wayne Thornes

### ★ Eco Week

- First school overnight trip since 2019
- Thank you for the PTO support in offsetting the cost to families and sending staff
  - Additional scholarship funding is also made available through the Shepardson families
- Bohemian foundation is no longer funding the trips
- Idea presented for an ECO t-shirt designed by the 5th grade. Idea is to make it available from the Shepardson gear store and have a portion of the sales help to fund ECO week in future years.

### ★ Great start to the school year

- Discipline is down
- Academic growth reported for all grades

## Treasurer's Report - Kelli Wallace

### ★ Taxes have been submitted

### ★ Audit process

- Marissa is doing a formal audit of the books as Chair of Ways and Means
  - Gave a brief description of audit process
- Looking for two volunteers, not on the PTO board, to audit the books
  - Timeline - Done during the summer usually
    - Katie Brayden volunteered

### ★ Fall Grant -

- Included in the \$15,520.00 grant:
  - Classroom Playground Equipment
  - ECO week (\$60/77 students and \$140/10 Adults)
  - Field Trips (\$16/425 students)
  - Media/General Instructional Supply
  - STEM Supplies for IDEA Center
  - Testing Support

### ★ Air filter expense request

- \$495 approved from Trivia Night - approved from specific donation auction item during 2022 Trivia Night. Included in the Trivia Night earnings report

- (\$619.85) additional funds need to be approved to cover the full cost of replacing the classroom air purifier filters
  - **April Price moved to approve the additional \$619.85 be paid to the school operations out of the Special Request budget to pay for the air filters. Marisa Williams seconded the motion. The motion was put to a group vote, motion approved**
  - Comes out of Special Request in the budget
- Question was raised : Is this a yearly fund that we need to make a line item for?
  - It will be Bi-annual replacement of the air filters
  - The staff still feel they are a benefit to the classrooms
    - Kelli Wallace will add the air filters to the 2023-2024 budget for approval
- ★ **Income and Expenses Compared to Annual Budget 07/01/2022 - 6/30/2022**
  - Income - Direct Donations (paypal Giving Fund), King Soopers Community Rewards, Morning Fresh Milk Caps, Pool Party, 2022-2023 Special Requests (Projector), Teacher/Classroom Fund, Yearbooks
  - Expenses - Trivia Night, Fall Grant, Ice Cream Social, Teacher/Classroom Fund, Treasurer Supplies/PTO Printing Costs (Mail N Copy)
- ★ **Special Request- New Sound Board for Music - Laura Beese**
  - Internal drive card was broken on existing one at the beginning of the school year
  - The sound board had be earned by previous music teacher
  - Used for all classes, assemblies, Rock Band, etc
  - New Sound Board requested includes:
    - Capabilities to work with 4 different mics, computer sound, 2 different instruments, it is portable
  - Cost is \$1060 for replacement - two replacement options presented to the meeting
  - Would be paid for fro the Special Request Fund in the PTO account
    - There is \$2000 currently in the account
    - Mindful of needing to be used by all the students - goal for funds spent from the Special Request Fund - request meets this goal
  - **Nicole Booker motioned that \$1049.99 be approved from the Special Request Fund for a new sound board for the music department, Marissa Williams seconded the motion. Motion put to the group for a vote. Motion approved**

★ **Proposed language for the update to the Bylaws and updates to Standing Rules** - Kelli Wallace

- Proposed update to Bylaws:
  - Article VIII Finances > Section 2. Banking. *Add the following:*
    - a. Digital Wallets: All authorized check signers 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 back 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.
- 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 #, and mailing address shall remain as: Shepardson [PTO@gmail.com](mailto:PTO@gmail.com) | (970) 488-4525 | 1501 Springwood Dr, 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](mailto:shepardsonpto@gmail.com).
- *Standing Rules relate to the details of the administration of the organization. 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.*

**Staff Report** - Becky Woodcox

- ★ Star Squad is starting again this fall-
  - 97 students applied
    - Many 3rd graders applied
    - Meetings will be held during lunch recess
    - Mrs. Woodcox may split the group and each group will serve on Star Squad for half the year, to keep the numbers manageable

*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.*

- The 5th graders will be the leaders and mentors to the 4th and 3rd grade members
- Smaller group of 4th and 5th graders applied
- ★ Teacher/Classroom Fund - Classroom list fund was reviewed and revised and is up-to-date
  - Becky will continue to work with the teachers to get funds distributed
- ★ Science Special -
  - New special this year
  - Activities will follow the grade level curriculum
  - Amazon wishlist available for hands-on activities and will be added to throughout the year. Great response to fulfillment so far
- ★ STEM night is not planned for this school year
  - There will be STEM celebrations in November and February in lieu of a STEM night
- ★ **Volunteer Coordinator-**
  - Is a volunteer Coordinator needed as an outside member of the school?
  - There is no longer a VIPS Coordinator position
- ★ **Music volunteer support - Laura Beese**
  - The Google form in the Friday email is working and helping to find volunteers for the staff

## **New Business**

- ★ **Spirit wear store -**
  - Request to offer again this fall
  - Gojos is the business PTO works with and who carries the products
  - April Price volunteered to run the store
  - Incorporate the design from the 5th grader's fundraiser shirt idea
  - PTO will also offer a spirit wear swap at the movie night
    - Shepardson community members can bring Shepardson gear to give away and swap with "new" gear
- ★ **Movie Night 10/7/2022 - new date - Jamie Karr**
  - Start time - 6:45 PM
  - Will still use the school projector
    - Projector purchased by PTO last year was returned as it was not powerful enough
  - Concessions - hot chocolate, popcorn, and glow sticks

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- Corrine Disterhoft and Jaime Karr looking for glow sticks
- Star Squad will help sell concessions
- Movie will be “Encanto”
  - Licensing software update questions - do we have a current license and when is it due to be renewed
- Volunteers requested for teardown
- The event will be cancelled if the weather is bad
- ★ **Read-a-thon - Heidi Habbinga**
  - The main event will be held on Monday, October 31st
  - Committee has begun submitting funding requests
  - A SignUp Genius request will come out soon for volunteers to help with the Read-A-Thon
  - Asking for recommendations for guest readers and business donors

## **Committee Reports:**

- ★ **Pool party recap - Nicole Booker**
  - \$860.77 made before the rains came
  - Short but fun and successful
- ★ **Family Nights – John Wallace (or Kelli Wallace)**
  - Wednesday night - Modern Market
  - More dates and restaurants to come
- ★ **King Soopers Community Rewards Program – Sarah Waible**
  - 152 households participate and \$2000 donated by King Soopers
  - Adding the information to sign up for families to the October newsletter
- ★ **Milk Caps - Julie Wenzel**

## **Open Discussion**

- ★ **1st day of school supplies - Heidi Habbinga**
  - Continue offering for the 23/24 school year
- ★ **Urban air - Heidi Habbinga**
  - Opportunity to offer a family night
  - 20% of profits donated back to the school
  - We will try it and see how it is received. Set up for the winter months
- ★ **Room parent coordinator - Lentji Stokes**
  - Birthday gift cards for Staff

- Do we want to continue?
- Idea of doing it as a pot and the staff member decides where they want a giftcard from
- Becky Woodcox and Wayne Thornes decided to not continue the birthday giftcards for staff
- Room Parents donated fans at the beginning of the school year
- PTO will report regarding how many parents will be allowed at classroom parties

**Adjourned at 8:11 PM**