



**September 11, 2017**

**7pm**

**Location: School Library**

**Meeting called to order:** Chelsea Hill 7:05pm

**In attendance:** Sarah Putman, Wayne Thornes, Dixie Gormley, Heather Morrison, Jerica Ritchie, Kristee Jones, April Price, Kelli Wallace, Becky Woodcox, Mary Jackson, Belinda Daniels, Heather Castañeda, Milena Rodionov, Lauren McPherson, Nicole Booker, Caitlin Yeates, Leentja Stokes, Pam Rice

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It was moved and seconded to accept the May 2017 minutes as written. Motion carried.

Introductions were made.

### **Officer's Reports**

#### **President's Report--** Chelsea Hill

- Nothing to carry over from last year. Everything will be addressed in New Business

#### **Principal's Report—**Wayne Thornes for Alissa Poduska

- CMAT scores were released and Shepardson had marked improvement. We were even featured in an article in The Coloradoan. (More details in Board Meeting Minutes August 2017)
- Enrichment Program Coordinator is needed.
  - The program is well established and has gone electric for sign ups and the fees are paid directly to the instructors.
  - Teachers have offered to take turns staying in the building, just need a parent coordinator to get it running.

#### **Treasurer's Report—**Belinda Daniels

- Money from last year is still coming in and is being set aside to be deposited.
- Sales tax license is due for renewal.
- Movie license fee is also due this year.
- Audit—report by Chelsea, previous Treasurer
  - Sherelle and Milena Rodionov performed the required audit over the summer.
  - Found some documentation difficulties (missing invoices)
  - Committees are being requested to submit an itemized deposit slip of checks, preferably in Excel or similar

## **Committee Reports**

### **Box Tops**—Chelsea for Natalie Wooley

- Similar format for awards: \$50 for class that turns in the most Box Tops and \$25 for the class with the most participation.
- These awards will be used for STEM items rather than food rewards.
- Box Tops will run through Friday October 6, 2017

### **Classified Breakfast**—Kelli Wallace

- Still trying to pin down the date. It's traditionally been held the first week of October, but last year the district scheduled it a week later due to conflicts. Have not been able to get the date from the district, yet.
- Will utilize Sign Up Genius
- Have received requests for more gluten-free and nut-free options

### **Directory**—Sarah Putman

- Deadline to enter families into the directory was last Friday, 9/8. It was the deadline to purchase, as well.
- Only have 108 families entered this year
  - Previously: 2016—107 families; 2015—149 families
  - Might need to discuss if this is something we still want to continue or if there are new ideas?
- Proof going to Sharon in the office next week, to the printers the last week of September.
- Hope to deliver them the first week of October.

### **Family Nights**—Kelli for John Wallace

- First family night at Garlic Knot raised approximately \$230
- Also looking at Lark Burger and Chipotle

### **King Soopers Grocery Cards**—Chelsea for Cara Fleckenstein

- Soopers has given us our latest check for approximately \$457 that Cara will put in the treasurer's mailbox tomorrow.
- There have been requests for eight new cards and those have been mailed out.
- That leaves us with 12 cards available for distribution.
- Requests for new cards have not been overwhelming so we do not need to order more cards at this time. Further, the turnaround time for an order for new cards is approximately two days to one week, depending on the King Soopers inter-office mail, which happens once or twice a week, so not a long wait.
- Kelli Wallace helped get the forms updated and these are available on the website and will go out in Shepardson monthly newsletters with Sharon's help in the front office.

### **New Parent Social**—Heather Morrison

- Went well, good showing from PTO, new parents, etc.
- Attendance was approximately 50 parents plus some littles.

### **Read-A-Thon**—Sarah Putman

- Committee has met four times, next meeting tomorrow night.
- For returning families of Shepardson: The committee unanimously agreed to change up some things and try a few new things. For new families: We hope your students will enjoy the month-long fundraiser which is super fun because you get to dress up at the end for Halloween!
  - All students, teachers, and staff that donate a minimum of \$25 will get a specially designed Read-A-Thon shirt, trying to increase the school spirit.
  - Shirts will have business sponsors on the back.
  - Prize awarding has changed. There will be prize levels so each student will have a better idea of what prize they have earned based upon the amount of money they turn in.
  - Prizes themselves have changed: stay tuned for the packets to come home on September 28 with a description of the prizes.
  - Envelopes are being printed, similar to the Star Stampede.
  - Money will be due on Halloween, Tuesday, October 31 by 9am.
- We have received checks or donations from 10 companies (so far) as business sponsors. Each of these donations is \$150 or more.
- The committee has been working hard on collecting donations. If you have a company or know of a company that would like to donate \$150 or more to be on the t-shirts, please talk to Sarah after the meeting.

### **Room Parents**—Leentja Stokes

- Every class has at least one parent signed up.
- Some classes have three or even more.
- Have discovered that parents are more inclined to sign up if they are able to partner up.

### **VIPS**—Mary Jackson

- Volunteers In Poudre Schools
- Dawnel Meyer in the front office is doing a great deal of work for this
- Reminder that all people who want to come in the building at any point during the year (parents, grandparents, etc) for volunteering, class parties, or any activity, must register with VIPS.

### **Shepardson Shirts**—Sarah Putman

- Information will be coming out on Friday via the school email and also in Friday Folders with information about shirts and how to order.
- There are several options, including PTO shirts.
- The price of the items is only what it costs us to get them from GoJo's; this is not a fundraiser.
- PTO nor the school order extra, so once orders are placed and delivered, there are no more shirts. There might be another order placed in the spring, but nothing until that time.
- Orders will be delivered in mid-October

### **Trivia Night**—Nicole Booker for Jayme Halsey

- The committee has reached out to CSU to investigate the possibility of having the event at the new stadium in their conference center. Will be meeting with their representative in the morning.
- The back-up location is the Rio. However, it is unavailable for Friday Jan 25, so we do have it tentatively reserved for Friday Jan 18 (6-10) if the stadium falls through.
- The committee has been brainstorming ideas to lower the cost of the night so we can have this be a successful fundraiser, rather than just breaking even, or even taking a loss.
  - The goal is 300 tickets sold; trying to keep prices at or around \$20 per person , eliminate the discount for couples
  - First 10 tickets sold will include free babysitting for the evening provided by experienced, CPR certified young adults, provided by Arsenal Soccer.
  - Remove the live auction and prepare a silent auction that will have items ending and closing at various times throughout the evening. Hopefully this will bring in more money.
  - Hiring "Geeks Who Drink" live trivia night company to administer the game. It's completely electronic, easy and everyone can relax and have fun.
    - [https://www.geekswhodrink.com/?gclid=EAIaIQobChMIslr4IMqd1gIVAZRpCh0dPw0BEAAYASAAEgKA5vD\\_BwE](https://www.geekswhodrink.com/?gclid=EAIaIQobChMIslr4IMqd1gIVAZRpCh0dPw0BEAAYASAAEgKA5vD_BwE)
  - Go to a menu of heavy appetizers (possibly donated so the cost for food will be low). Also, local food trucks are eager to get their name out more especially in the winter months. Unsure if this will be possible at the stadium.
  - Have beer donated by Odells and other local establishments
  - Wine and beer tastings in between trivia rounds (all money goes to our cause)
  - Two or three signature "cocktails" for the night that will be both fun and appealing to guests, i.e. "The Alyssa-tini" or "The Cosmo 'Thorne' atin"
  - Photo booth so everyone can take home a souvenir
  - Continue the 50/50 raffle (excellent and easy way to bring in \$\$)
  - Have each team dress up in costume to reflect their name. Winner of the contest receive a prize
  - Little prizes/games throughout the night (example: list an obscure item and if someone can produce it out of their wallet or purse they win a prize. )
- What's nice about the location is besides being new and awesome (we're hoping that will attract people) it's cheaper than the Rio! Plus the MAX is right there.

### **Movie Night**—Chelsea for Jaime Gray

- Scheduled for Friday, October 13. Unsure of what the movie will be at this time.

### **School Supply Kits—Heather Castañeda**

- All the kits have finally arrived
- Have had quite a few problems with current company with delivery dates, completeness, lack of communication and responsiveness.
- Have been told we will receive a refund of some sort
- Have been contacted by a new company and will be meeting with them.

### **New Business**

#### **Teacher Special Requests**

- Chelsea and Kelli Wallace are developing both an online and hard copy form
- Teachers each get \$100 per class and anything in excess of \$100 or their annual allotment requires a Special Request.
- Budget change for a special request
  - A line item of \$5000 has been proposed to be added to the annual budget
  - Sarah Putman reports there is money “left over” from last year, so this can easily be done this year, but unsure if we will always have \$5000 for Special Requests
  - The PTO’s goal is to spend the money we earn, putting it directly back into the school and teachers, rather than save it.
  - It was moved and seconded to add a line item of \$5000 to the annual budget for the Special Request Fund. Motion approved unanimously.
- Whitlock request
  - Request for \$685 for 2 high powered oscillating fans for the autism rooms. The fans need to be mounted high on the walls near the ceilings for safety concerns.
  - Work order was submitted to be able to get an accurate cost of installation and equipment.
  - It was moved and seconded to give \$685 for the purchase and installation of the requested fans. The motion passed unanimously.

#### **Board Member Change**

- Vanessa Wilhem was elected to be the Ways and Means representative at the end of the 2016-2017 for this school year. Due to family demands, Vanessa moved over the summer, leaving the position empty.
- Milena Rodionov offered to fill the position.
- It was moved and seconded to have Milena fill the vacant Ways and Means position. It passed unanimously.

#### **PTO Fundraising Goals 2017-2018**

- Previous goal was funding for the implementation of the Maker Space, the learning pods, and the hydration stations
  - The Maker Space has been renamed the IDEA lab by the students
- What is our new goal? Ideas
  - Cubbies to replace hangers and shelves
  - New bike racks

- Alissa is asking the school leadership team for needs and ideas.

**Lego Team**—Becky Woodcox

- Received a grant from Lego Robotics
- Have three Lego teams at a cost of \$350/team plus some extra pieces.
  - 28 kids, six coaches
  - 4<sup>th</sup>/5<sup>th</sup> graders submitted applications; had to be responsible and self-starting
  - Charging \$25/kid to impress upon the commitment necessary
- Junior teams @ \$75/team
  - Younger kids (2<sup>nd</sup>/3<sup>rd</sup> grade, possibly 1<sup>st</sup>)
  - No competition, just an expo to show what was learned
  - Expected to start in January
  - Anticipate six kids/team and have three teams

Chelsea thanked everyone for coming, meeting adjourned at 8:36pm

Minutes compiled by Pam Rice