



**General Session Meeting Minutes**  
**January 8, 2024 @ 6:30pm**

**Meeting was held via Zoom:**

Join Zoom Meeting

<https://us02web.zoom.us/j/84764017048?pwd=TkV6ZDlxbkRqb3hEaC9hbThTN3YwQT09>

Meeting ID: 847 6401 7048

Passcode: 425788

**In Attendance** - Travis Hitt, Nicole Booker, Marisa Williams, Becky Woodcox, Sarah Waible, Kelli Wallace, Julie Pignataro, Lauren Johnson, Katie Brayden, Corinne Disterhoft, Chelsea Hill, Kyle Clanney

**Call to Order 6:36 pm**

**Welcome & Introductions**

- ★ Approval of minutes - Kelli Wallace motioned to approve the December 2023 General Meeting Minutes, Julie Pignataro seconded the motion. The motion was put to a vote and unanimously approved. December 2023 General Meeting Minutes were approved.

**Presidents' Report** - Travis Hitt

- ★ Mail Chimp newsletter - [Sign Up](#)
  - Presentation of newsletter draft
  - Automated and sign-up or opt-out
  - Once a month sent out
  - Thank you Katie for Volunteer information language!
  - Upcoming meeting information if people see something that interests them and they can come to the meeting to learn more
  - Katie Brayden asked about adding Shepardson Spirit Wear to the website
- ★ New layout for general session
  - Ideas to make the session more hands on
  - Beginning report out and updates
  - Second half break-out sessions to discuss events and activities in small groups and rotate through the year
    - See example below for break-out groups - well received

**Principal's Report** - Becky Woodcox for Wayne Thornes

- ★ Teachers working on report cards

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- posted on ParentVue on Friday, January 12th
- ★ Pushing teachers to use their teacher funds
- ★ Science Fair coming up
  - Proposals due on Friday, January 12th
- ★ Nine new student teachers
  - 2 in each Kindergarten, 1st, and 2nd grades
  - 1 in each 3rd, 4th
  - Ms. Langwell, is subbing for Mrs. Torgerson and working on her teaching certificate as sub and student teacher
  - Mrs. Withrow is student teaching with Mrs. Hufnagel and working on her Masters

#### **Treasurer's Report - Marisa Williams**

- ★ Direct donation from Motorola - Habbinga family
- ★ Fix to double pay for Mrs. Beese's conference fee
- ★ Two more teacher fund requests
  - Thank you Becky for continuing to encourage teachers, still lots of money to be distributed
- ★ Insurance is updated
- ★ City taxes and exempt status renewed
- ★ Secretary of State not-for-profit status renewing
- ★ Taxes complete and need to be signed and filed

#### **Staff Report - Becky Woodcox**

- ★ See notes above

#### **Upcoming Events & Volunteer Opportunities**

- ★ January 19th - Roller Land
- ★ February 12-16 - Classified Appreciation Week
- ★ February 16th - Classified Appreciation Brunch
- ★ February 24th - Trivia Night

#### **Breakouts**

- ★ Trivia Night - Nicole Booker
  - Flier going out Friday, January 12th to families
  - Registration is open
  - Distributed to teachers and staff on Monday, January 8th
  - Ask letter for auction items and sponsorship
    - Went out before break
    - Ask Nicole for color copies
  - Many sponsors already and a handful of silent auction items
  - Have the trivia quiz
  - Looking for a volunteer to hang up fliers around school on the outside doors
  - Mr. Thornes and Becky Woodcox working on the video for the furniture special ask

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- Past Shepardson students to show how old the furniture is
- Nicole looking for volunteers to help with the trivia questions
- Still looking for donations for the silent auction
- The Agave Room is charging for linens, what are other options
  - Are we required to use theirs
  - Can we rent or ask for linen donations from other event vendors?
  - Corinne Disterhoft may be able to loan out linens from an event she hosted recently
  - Will also send link to the website/distributor
- Each grade or class could make something for auction items
  - Ask room parents to add a class craft to the Valentine's class party?
  - Kelli Wallace will contact Hailey/Room Parent Organizer
- Next Trivia Night organizing committee meeting is Wednesday, January 17th
- ★ Recruiting
  - Travis will connect Julie and Hailey (room parent coordinator)
- ★ Spirit Wear - Katie Brayden
  - PTO is getting our first \$236 fundraising quarterly distribution this month
  - Can we use it for Trivia Night somehow to advertise?
  - Katie will attend the Trivia Night committee meeting to further discuss

### **Open Discussion**

**Meeting adjourned at 7:24 pm**

**Next meeting:** February 12th

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