

General Meeting Minutes

Monday October 13, 2023 6:30 pm **Location: Shepardson Media Center**

Meeting called to order: 6:30 pm

In attendance: Travis Hitt, Wayne Thornes, Britt Mactavish, Marisa Williams, Heidi Habbinga, Sarah Waible, Kelli Wallace, Katie Brayden, Ashley ??

Welcome

Minutes

- ★ October General Meeting Minutes were presented for review. Kelli Wallace motioned to approve the minutes. Britt MacTavish seconded the approval. The motion was put to a vote and unanimously passed.

Officers' Reports

President's Report - Travis Hitt

- ★ Website, volunteering & recruiting (PTO [Sign Up Genius](#))
 - How to revamp the website and recruit volunteers
 - Updated website presented to the meeting group
 - PTO sign-up geniuses all in one spot on the website
 - Each individual event has a separate sign up genius
 - Places for common knowledge of how to run events, Google Docs or on the website? Links?
- ★ Spirit Wear
 - Thank you Heidi Habbinga & Katie Brayden!
 - Up and running
 - We need to decide how to receive the 5% back from sales
 - Idea for using profits to buy for new or milestone teachers
- ★ Volunteer Coordinator
 - Julie Pignataro is volunteering for the 23/24 school year

Principal's Report— Wayne Thornes

- ★ STEM Night
 - Big thank you to Becky Woodcox for STEM night!!
 - 250+ participants
 - One presenter said they had 350+ people at their station

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.

- One presenter said it was the best STEM night they've been to
- Some stations that were too hard to get into
 - Reptiles and Star Lab
 - How to give the opportunity to more students next year?
- Reptile room was impressed with the student's behavior
- ★ Food Drive - ends Wednesday, November 15
 - Need more donations
- ★ Turkey Drive
 - Thursday, November 16th, before and after school
 - Mrs. Durkin runs and does the pick up and delivery
- ★ Construction in the Garden
 - New shed and new fence gate
 - New concrete pad for a new shed and fence with a door to drive through
- ★ Lockdown drill
 - Required by law, one the 1st 30 days of the semester
 - 2nd is a surprise within a given week
 - District will come in and call the drill
 - Mr. Thornes clearly communicates to the school what is happening
 - Hard and emotional, parents and caregivers please call and ask if you have questions
- ★ Lots of illness in the school
 - Averaging approximately 10 staff and 60 students out per day
 - Thankful slowing down
- ★ New student registration is happening and school of choice
 - School gives tours of Shepardson
 - Kindergarten has a higher school of choice kids
 - If you know of anyone, please talk to them about Shepardson

Treasurer's Report— Marisa Williams

- ★ All tax paperwork is submitted
- ★ Second audit is underway
- ★ Income -
 - Urban Air Spirit Night
 - Read-A-Thon
 - Ripple Effect donated all their registration fees from Fall Enrichment back to PTO
- ★ Expenses
 - Laura Beese reimbursement for Music Conference
 - Teacher Classroom Fund distributions
 - Enrichment Facilities Fees

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.

- ★ Upcoming Expenses
 - Insurance, State License Fees, Tax Fee
 - Fall Grant for the school

Staff Report— Becky Woodcox

- ★ STEM Night report given in Principal's Report

Committee Highlights

- ★ Read-a-Thon - Heidi Habbinga
 - 226 students participated
 - 178 turned in "What we are reading" sheets
 - \$19, 209.30 from students and families
 - \$20, 939.30 with sponsors!
 - Prizes organized and t-shirts on order
 - Distributed after thanksgiving break
 - 4th grade x2 winners
 - Next year Heidi will need shadows. How to is outlined and set up well and it's super fun!
- ★ Family Nights – Kelli Wallace for John Wallace
 - Chipotle on Wednesday 11/15
 - \$262.27 made from Urban Air Spirit Night
 - 25% of the year fundraising goal for family nights has been accomplished
- ★ Trivia Night: update - Sarah Waible for Nicole Booker
 - February 24th in the Agave Room at the Rio
 - Hilton 2nd choice
 - Lindsay Jones is taking over the chair role next year
- ★ STAR Stampede – Laura Johnson and Susie Bender
 - Looking for a shadow – Travis Hitt
 - Hard time of the year to host, a lot going on in May
 - How advertised and marketed - Send home flyers and do fitness Wednesdays
 - Held during the track and field unit in PE
 - How else to promote?
 - Need a competitive element?

Upcoming Events

- ★ November 15 - Family Night @ Chipotle
- ★ December 12 - Family Night @ Panera
- ★ December 13 - All School Caroling Night

- Britt Mactavish volunteering to do the hot chocolate
- Asked for feedback on how to distribute hot chocolate and timing distribution
 - Multiple stations with multiple hot water sources
 - Keep it as after the caroling – normal timeline
 - Hot water choices – looking into how to have enough hot water on hand

New Business

- ★ Gym sound system fundraising
 - Putting a pause on the idea
 - Quotes have been \$21,000 - 30,000
 - A new system will do a lot more than the old system did, would meet needs of all the uses
 - PSD district recognizes there are schools that have a need for a new sound system
 - District is putting together a lot of proposals and seeing if they can get a bundled deal
 - Don't know if it will get funded by the district budget
 - Shepardson has a portable sound system – good substitute right now
 - Been around for a long time
 - Replacement would be \$3800
- ★ Need to replace devices in the computer lab
 - 8 years old and no longer supported by the district
 - \$18k to replace the machines
 - Can be rolled into a district bulk buy
- ★ Jacks on the headphones for the new Chromebooks are failing
 - District knows this is a problem and fixes them
 - USB headphones are recommended

Meeting Adjourned at 7:35 pm