

# Board Meeting Minutes

**Monday October 9, 2023 5:45 pm Location: Shepardson Media Center**

**Meeting called to order: 5:53 pm**

**In attendance:** Travis Hitt, Wayne Thornes, Britt Mactavish, Marisa Williams, Heidi Habbinga, Becky Woodcox, Nicole Booker, David Worford, Sarah Waible, Chelsea Hill, Jess Seufer

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## Welcome

**Minutes:** The September meeting minutes were presented. Wayne Thornes made a change to the online minutes, Marisa Williams moved to approve the September 2023 minutes, Nicole Booker seconded the motion. The motion was put to a vote, the vote was unanimously accepted, the minutes were approved.

## Officers' Reports

### **Principal's Report— Wayne Thornes**

- ★ Finalizing the UIP (Universal Improvement Plan) - focus on
  - Literacy
  - Mathematics
  - Mental Health
  - The Plan is due on Monday
- ★ Awareness around Polaris and Olander merger
  - Does not affect Shepardson this year
  - There are concerns regarding 5 year district financial health
- ★ General meeting with the staff
  - Feedback was a request for class celebrations all to be held at one time
    - Many schools do them this way (time of day)
- ★ Conferences are coming up next week
- ★ Eco-week is this week!
  - PTO contribution is significant as it allows more students to go with this support
- ★ Staffing continues to be an ongoing challenge
  - 2 open positions
- ★ Only 6 elementary schools maintained or increased student population this year in the district

## **President's Report—** Travis Hitt

- ★ Fundraising initiative
  - Furniture - sound system for gym?
    - Table the sound system, waiting on the cost estimates
- ★ Coffee cart proposal from last meeting – Nicole Booker
  - Tabled to the General Meeting
- ★ Committee Chair positions open
  - Vice President
  - Caroling Night
  - Conference Dinner
  - Spirit Wear - Heidi Habbinga will chair
  - Morning Fresh
  - Star Stampede - shadow
  - STEM Night
  - Yearbook – tentative – shadow
- ★ SAC Representative - David Worford
  - Reappointing a Volunteer Coordinator to work as a liaison between the staff, teachers, and school community to coordinate and meet school volunteer needs.

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

- ★ Report will be given at the General Meeting

## **Staff Report—** Becky Woodcox

- ★ STEM Night tentatively scheduled for 11/9/2023
  - Should there be food trucks or have Alphabest sponsor activities in the Flex Room?
  - Becky Woodcox supports no food. Activities over food, having difficulty getting presenters as more and more schools are doing a STEM night and asking/using the same presenters.
  - Becky Woodcox will set up a sign up genius to recruit for helpers to set up and take down on STEM night.

## **Upcoming Events**

- ★ Read-A-Thon – Heidi Habbinga
  - Held during the month of October - happening now!
  - Corporate Sponsorship completed
  - Envelopes and information has gone out to the school population

*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.*

- Announcements are being made in Friday email and Star News
- Coordinating prizes and guest readers
- Will send out a sign up genius for day of event volunteers
- ★ Conference Night: Teacher Dinner Coordination (October 16-18) - **OPEN POSITION**
  - Britt Mactavish will coordinate and will send out a sign up genius.
  - Parents have expressed interest in helping.
- ★ Family Nights - Becky Woodcox for John Wallace
  - Rollerland 11/2
  - Urban Air – 10/25
  - Chipotle 11/15
- ★ Trivia Night - Nicole Booker
  - Event night TBD
  - Jessica Seufer – idea for Trivia Night
    - Ask the students to write the questions with their teachers for a round
    - Idea well accepted

## **Open Discussion**

- ★ Breakdown of larger projects - Committee Chairs
  - Post information on Events
  - Ask for volunteers for smaller parts of events
  - Upload onto Google Docs
- ★ Milk Tops – Britt Mactavish
  - Question regarding different high schools picking them up and concerned that we are not getting full credit for our caps
  - Go back to the original contact to discuss– Nicole may have the contact
  - Should we set up a coordinator
- ★ Spirit Wear - Heidi Habbinga
  - Sending 1st Place Spiritwear the Shepardson Logo
  - Question to the meeting - Should we go ahead with them
- ★ 1st Day of School Supplies - Heidi
  - Will ask at General meeting if we should continue for next year
- ★ Decades Dance - keep or retire?
  - Discussion, some for keeping it and some votes against keeping it
  - Majority votes to retire Decades Dance

**Meeting Adjourned at 6:32 pm**