

WELCOME  
BACK!

SHEPHERD PTO MEETING  
September 18, 2024

# AGENDA

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& Introductions;  
LSAT Introduction

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# PTO Purpose

Enriching the school experience for all students of SES by conducting activities and raising funds to:

- Provide support and resources for the benefit and educational growth of SES students
- Promote family and community engagement
- Develop parent leadership and volunteerism
- Engage the community to secure the physical, mental and emotional and social well-being of SES Students
- Facilitate communication and collaboration

# PTO EXECUTIVE BOARD MEMBERS

- Co-Presidents:
  - **Amber Romine**
  - **Lauren Okonkwo**
- Vice President: **Amy Zettle**
- Treasurer: **Paige Johnson**
- Assistant Treasurer: **Liz Daly**
- Recording Secretary: **Candace Mainor**
- Corresponding Secretary: **Artemis Benedetti**

## Important Contact Information:

- General School Info: [Info@Shepherd-Elementary.org](mailto:Info@Shepherd-Elementary.org)
- PTO email: [PTO@Shepherd-Elementary.org](mailto:PTO@Shepherd-Elementary.org)
- Treasurers: [PTOTreasurer@Shepherd-Elementary.org](mailto:PTOTreasurer@Shepherd-Elementary.org)

# LSAT MEMBERS

- Parent Representatives:

- **Jessica Caola**
- **Dominic Ju**
- **Julia DeAngelo**
- **Kate Snyder (Co-Chair)**

- Community Rep: **Gayle Upson**

- Washington Teachers' Union (WTU) Building Representative: **Promithious Denmark-Lawal**

- Teacher Representatives:

- **Anne Marie Pereira (Co-Chair)**
- **Jamie Weng**
- **Denise Hector**
- **Sabrina Trotter**

- Non-classroom Staff Representative:

- **Vacant**

- PTO Representative: **Amber Romine**

# SESSA Update

shepherd  
STAR  
ACHIEVERS





# Administrative Update



# PTO Business

TAP & I80 Fund, Budget Approval





# TAP & 180 FUND

## TAP Fund: Teacher Appreciation Program (TAP)

- The Teacher Appreciation Program, or TAP, gives parents an opportunity to recognize a teacher at Shepherd for their great work and dedication.
- TAP invites parents to write a letter of appreciation recognizing a teacher who has been especially helpful or admirable in the classroom.
- Once a month, a special teacher will be selected from the nominations to receive a Wishlist fund bonus. The recognition letters will also be shared with the selected teacher and school community.
- TAP a teacher today by submitting a nomination [here](#).

## 180 Fund

- Help the Shepherd PTO fund lots of great events, initiatives, and extra curricular efforts at Shepherd this year by donation to the 180 Fund
- It's called the 180 Fund because there are 180 instructional days in the school year and your donation of a dollar a day per student helps the PTO support sending students on off site field trips, funding teacher educational wishlists, putting on school plays and concerts, updating outdoor playground equipment, funding additional academic supports and hosting school wide events. This budget really helps us give our students even more unique, meaningful and enriching opportunities each year.
- Any contribution is always much appreciated and your contribution is 100% tax deductible.

# BUDGET APPROVAL

Detailed proposed 2024-2025 Budget can be found [here](#).

- We are fortunate in SY 2024-25 to be working with a surplus of funds carried over from SY 2023-24.
- This year's proposed budget has been developed to maximize funds going directly to classroom enrichment, school events and staff support, with an aim to carryover no more than \$50K in rollover funds to start the next school year operating budget.
- While our line-items through December are fixed, specific line-items and committee activities beginning January 2025 may be flexible and will depend on incoming revenue, as we want to make sure we are putting on activities that best serve the community, and are harvesting your creativity and energy and desire to make the most of the PTO this year.

# Budget Detail for Approval and End of July Financials Summary

REVENUES	Planned Budget	YTD (as of 31JUL)
180 Fund	18,000.00	44.25
Gear Sales	15,000.00	0.00
Shopping for Shepherd Program	100.00	0.00
Yearbooks	3,400.00	0.00
Fall Fest	15,000.00	0.00
Restaurant Nights	500.00	0.00
Fall Photo Fundraiser	5,000.00	0.00
Holiday Bazaar and Sale	3,000.00	0.00
Spring Gala and Auction	70,000.00	0.00
Faculty-Parent Softball and Kickball Games	200.00	0.00
Cheerleading Fundraising	0.00	324.00
Drama Club Fundraising	0.00	0.00
Other Club Fundraising	0.00	0.00

EXPENSES	Planned Budget	YTD (as of 31JUL)
School Operational Support Fund	20,000.00	0.00
Principal's Fund	2,000.00	0.00
Staff Discretionary Classroom Supplies (Wishlist)	17,102.39	(75.02)
Staff Professional Development	2,100.00	0.00
Staff Appreciation	4,300.00	0.00
Room Parent Fund	9,150.00	0.00
School Fieldtrips	22,100.00	350.02
IB Program Support	12,000.00	0.00
Library Program Support	1,000.00	0.00
French Program Support	1,000.00	0.00
Spanish Program Support	1,000.00	0.00
Art Program Support	1,000.00	0.00
Phys. Ed. Program Support	1,000.00	0.00
Music Program Support	1,000.00	0.00
Field Day	5,200.00	0.00
5th Grade Promotion	1,300.00	40.00
Prek4 Promotion	500.00	0.00
Parking Permits for Staff	750.00	0.00
CAPE/ACCESS Testing Snacks	1,000.00	0.00

EXPENSES (CONT'D)	Planned Budget	YTD (as of 31JUL)
Walk/Bike to School Day	60.00	0.00
Fall Fest	9,000.00	0.00
Fall Photo Fundraiser (Photog Fees)	2,000.00	0.00
Holiday Bazaar and Sale	1,800.00	0.00
Spring Gala/Auction	30,000.00	0.00
Gear Procurement	12,500.00	0.00
Yearbook Purchase	3,000.00	0.00
Beautification Day(s)	900.00	0.00
Miscellaneous Enhancements	500.00	0.00
Cheerleading Team (Earmarked from fundraising)	164.54	0.00
Drama Club (Earmarked from fundraising)	1,026.10	0.00

# Budget Detail for Approval and End of July Financials Summary (cont'd)

EXPENSES (CONT'D)	Planned Budget	YTD (as of 31JUL)
Donuts with Grownups/Walk with Me day	1,000.00	0.00
"Welcome to Shepherd" Summer Playdate	110.00	0.00
Boo-Hoo Breakfast	500.00	0.00
Restaurant Nights	100.00	0.00
Faculty-Parent Softball and Kickball Games	600.00	0.00
Game/Movie Nights	300.00	0.00
Bereavement/Other Donations	200.00	0.00

EXPENSES (CONT'D)	Planned Budget	YTD (as of 31JUL)
DC Business License (DCRA)	80.00	0.00
Insurance	500.00	0.00
Professional Services (Tax/Audit)	1,000.00	0.00
Web Site Maintenance (Intrepid and Google Suite)	2,000.00	76.32
Banking/Merchant Fees	5,000.00	2.26
Election Buddy Software	100.00	0.00
Groups.io Software	240.00	0.00
PlanHero Volunteer Management Software	150.00	0.00
Slack	87.00	0.00
Miscellaneous PTO Supplies and Expenses	300.00	0.00

ROLL-UP SUMMARY	Planned Budget	YTD (as of 31JUL)
<b>STARTING BALANCE (PNC and PAYPAL)</b>	<b>85,808.27</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>130,000.00</b>	<b>44.25</b>
<b>TOTAL EXPENSES</b>	<b>(176,620.07)</b>	<b>(1,106.08)</b>
<b>NET CHANGE FOR YEAR</b>	<b>(46,620.00)</b>	<b>(1,061.83)</b>



# Room Parent Network

## Goal

The goal of the Room Parent Network is to build community amongst Shepherd parents and guardians at the classroom-level, facilitate class events, and encourage parent participation in class and school events.

Room parents can support classroom teachers in all kinds of ways, including, but not limited to:

- Reminding parents about school events, classroom happenings; encouraging attendance and participation
- Organizing classroom holiday and/or learning celebrations/parties
- Organizing classroom snack donations
- Prep work for class activities (e.g., cutting items for centers, organizing files, etc.)
- Gathering donations for classroom activities (e.g., material donations; assisting with teacher wishlist, etc.)
- Community building: connecting parents; organizing classroom social gatherings outside of the school day if desired (e.g., playground meet-ups on the weekends, etc.)

Room parents are also a PTO Liaison, supporting initiatives such as:

- Monthly staff grade level-sponsored breakfasts; general fundraising
- Targeted fundraising events like Fall Fest and the spring gala
- Encouraging parent participation in class and school events
- Encouraging parent attendance at monthly PTO meetings
- Encouraging parents to contribute to the 180 Fund
- General communication updates to parents from PTO

In addition, room parents at milestone years can support teachers with end of year celebrations. For example, Pre-K "Moving Up" ceremony and 5th grade graduation.



# Room Parent Network

## **New for 2024-2025 School Year**

In an effort to support the room parents in focusing on community building, the PTO has proposed a \$400 budget per class. This budget will be managed by the room parents and used as needed throughout the year, in lieu of asking for regular donations and/or class dues from parents. Instead, we will focus on encouraging families to contribute to the 180 Fund, which supports the overall PTO budget.

## **Room Parent Vacancies**

We are still in need of room parents for the following classes:

- **All CES Classes**
- **4th Grade Classroom - 2 Room Parent Positions Vacant**

# PTO COMMITTEE CHAIRS

**Our goal for 2023-2024 is to have 2 chairs for each committee**

- Fundraising and Grants: **OPEN POSITION (Seeking two co-chairs)**
- Family Engagement: **Stephanie Bingham & Kimberly Hague**
- Curriculum and Staff Support: **OPEN POSITION (Seeking two co-chairs)**
- Health, Wellness and Sustainability: **Jessie Caola**
- Communications, Advocacy and Community Relations: **Dana Ju**
- Facilities Improvement: **Daniel Stevens & Chris Woods**
- Room Parent Network Coordinator: **Jodi Arellano & Lyly Rijmen**
- Nominating Committee: **Michelle Toussaint & Sharee Richardson**
- Audit Committee: **OPEN POSITION (Seeking two co-chairs)**



# Upcoming Events





## Upcoming Events

- Weed Wrangle Beautification Day - Sunday September 21st at 2pm - 4pm
- Family Photo Fundraiser - September 28th & 29th - Registration Open
- National Walk/Bike to School Day - Wednesday, October 9th
- Parent Chat & Chew - Wednesday, October 9th from 8:00am - 9:00am
- Family/Faculty Kickball Game - Thursday, October 17th from 4:00pm - 5:30pm
- No School - October 10th, 11th & 14th (SESSA Registration Open for 10th & 11th)
- Fall Fest - Sunday, October 20th from 12pm - 4pm

# Fall Family Photo Shoot Fundraiser

We are partnering once again with the AMAZING Katie Jett Walls for morning and afternoon mini-sessions on September 28th & 29th. Mini-sessions will be offered at the following dates & times.



- Saturday 9/28
  - Morning Session 9am - 11am at Dale Drive Neighborhood Park - **9 Slots Remaining**
  - Afternoon Session 4:30pm - 6:30pm at Walter Reed Rose Garden - **9 Slots Remaining**
- Sunday 9/29
  - Morning Session 9am - 11am Dale Drive Neighborhood Park - **9 Slots Remaining**
  - Afternoon Session 4:30-6:30pm at Walter Reed Rose Garden - **7 Slots Remaining**
- \$125 fee will secure a spot, with \$50 of the fee applied to any photo package (digital or print) purchased.

# Fall Fest!



- **Mark your Calendars for Sunday, October 20th.**
- Fall Fest is fun for everyone! It's an annual event that brings the Shepherd community with fun games, bounce houses, delicious food and more.
- During Fall Fest 2023 we raised over \$10K in Profit. To be successful again this 16 year, we need your help!
- We will need volunteers, volunteers and more volunteers! Your room parents will likely reach out about specific grade-level opportunities, but the PTO will also need support with setup/cleanup

# A SAMPLING OF PTO-SPONSORED EVENTS IN THE YEAR AHEAD...

*Key events for the beginning of the year include Fall Fest, the Family Photo Fundraiser, and the Spring Gala. Additional family engagement and fundraising activities will be announced throughout the year.*

## OCTOBER

- 9<sup>th</sup> - National Walk./Bike to School Day
- 9<sup>th</sup> - Family Coffee & Conversations
- 16<sup>th</sup> - October PTO Meeting
- 17<sup>th</sup> - Family/Faculty Kickball Game
- 20<sup>th</sup> - Fall Fest

## NOVEMBER

- 20<sup>th</sup> - November PTO Meeting

## DECEMBER

- 11<sup>th</sup> - ECE Holiday Concert at SES
- 12<sup>th</sup> - Winter Concert K-5 at UDC
- 13<sup>th</sup> - Shepherd Staff Holiday Appreciation Event
- 18<sup>th</sup> - PTO Meeting

## JANUARY

- 19<sup>th</sup> - January PTO Meeting

## FEBRUARY

- 19<sup>th</sup> - February PTO Meeting
- 27<sup>th</sup> - Black History Month Celebration at UDC

## MARCH

- 19<sup>th</sup> - March PTO Meeting
- TBD - Spring Musical!

## APRIL

- 23<sup>rd</sup> - April PTO Meeting
- Date TBD – 20<sup>th</sup> Annual Spring Gala and Auction

## MAY

- TBD - Teacher Appreciation Week
- 14<sup>th</sup> - May PTO Meeting
- 29<sup>th</sup> - Parent/Teacher Game
- 30<sup>th</sup> – Annual Camping Trip

## JUNE

- 10<sup>th</sup> - PK Promotion
- 11<sup>th</sup> - June PTO Meeting
- 12<sup>th</sup> - 5<sup>th</sup> Grade Graduation
- 13<sup>th</sup> - Field Day

# Shepherd ES Parents Group

## What?

- Share info, connect parents and encourage involvement in school initiatives
- Facilitate Room Parents Network communication
- Sponsored by the PTO

## Who?

Parents, grandparents, guardians, future parents.

## How?

- Join the main group ([shepherd-es.groups.io](https://shepherd-es.groups.io))
- Join your kid(s) grade level subgroup(s)
- Encourage fellow parents to join the group and subgroups
- Participate in the discussion (be nice and respectful at all time)
- Sign your messages (Kid's name(s), Grade level(s) and teacher's name(s))
- If you see something inappropriate, say something!
- Email [main+owner@shepherd-es.groups.io](mailto:main+owner@shepherd-es.groups.io) to be added to any group



THANK YOU FOR PARTICIPATING!

NEXT PTO MEETING WILL BE HELD ON OCTOBER 16<sup>TH</sup>!