

# Heritage Elementary PTCO General Board Meeting

February 12, 2024

Executive Board Meeting Minutes

Meeting Time: 8-9 a.m. MST

**Attendance:** Amy Preyer (Virtually), Amber Jackson, Amanda Maxwell, Amanda Chafin, Meredith Halstead, Debi McDonald, Meghan Minter

Parent/Staff Attendee(s): none

Absent: Jamie Simenson, Nadia Wilson, Rachel Haeger,

## A. Welcome/Roll Call (Meredith)

## B. Treasurer Report (Jamie)

### 1. Current Budget Report (appended below)

- Amy or Jamie needs to reach out to the school to ensure PTCO pays for the teachers/TAs. \$38,000
- \$210 Barre fundraising event
- Bad Daddy's hasn't sent in yet
- Kendra Scott came in \$840
- Box Tops \$33.30
- Kroger/King Soopers \$967
- General Mills box tops contact willing to provide steps to sign up for this.

### 2. P&L (appended below)

**3. Budget is \$13k behind where normally would be for fundraising for this time in other years. (down on dine outs, spent more due to fees for run for funds, lower than thought for pledge drive)**

**4. Membership Toolkit** – made for non-profits to handle all communication.

- Does all of the accounting which would allow us to get rid of Quickbooks \$450 or the other option of \$800.
- This would include fundraising. Can help eliminate platform for read for funds and run for funds and pledge drive.
- 5 years of information would have to be manually transferred over
- If people need to opt in how do we ensure that all of the school receives the notifications?
- Not enough board members present to vote. Vote will occur in March 2024 meeting.

5. **Calendar Magnets for next year** – make sure year is printed on the magnet. Explore sending magnets out with letter of welcome from PTCO? April 25, 2024 is new kindergarten welcome. Provide magnets and welcome at this event.

### **C. Volunteer Coordinators (Amanda C and Rachel)**

1. **Teacher Appreciation Week** (Jessica Sebold)
2. **Soar Into Summer-** May 17, 2024
  - exploring food vendors
  - explore bounce house
3. **Winter Dance** – lots of positive feedback about the event 2/9/2024
  - Can call it a “concert” next year

### **D. Communications (Amanda M)**

1. **Newsletter-** any additions to Amanda M by EOD Tuesday
2. **E-mails** - Any one-off emails that need to go out to the school have to be approved before sending through Christine
3. **Sunday E-mail** - Dr. Wallace sends out a Sunday e-mail to the teachers so if PTCO has anything for add or showcase, it can be added through this e-mail. Did PTCO send one out last month?

## **E. Fundraising (Amber and Nadia)**

### **1. Read for Funds – March 1-15, 2024**

- Not moving dates due to overlap with District reading
- 7% credit card fees but pay it forward
- March 1, 2024 is when communication comes in Friday folder
- March 4, 2024 is when it is scheduled, but explore February 26, 2024 for the Assembly
- February 26, 2024 communication electronically blasted
- March 15, 2024 money due
- Prizes will be reading buddy for early bird e-mails for individuals
- Rest of prizes will be class prizes. Most money per student gets a Chick-fila lunch with Dr. Wallace. Class prize trophy that passes based on class with the most minutes read.
- Explore for next year if a prize could be reading to dogs through Arapahoe Library Districts.
- **Kids Heart Challenge** - occurring at the same time and run by the school. Starts 2/15/2025 money due 3/11/2024 to the American Heart Association. Can win prizes.

### **2. Coin Drive – March 25-29, 2024**

- Speak with Ms. Sager about painting paint buckets once she is back 3/4/2024.
- Amanda M. is donating the paint buckets (15 classes)
- Will gage winner based on the weight of coins

### **3. Totally Terrific Teacher Time- (Betsy helping)**

- Teachers turn in information by April 1, 2024 and pick the winner dates
- Tickets on sale week of April 22-26, 2024

- Offer for parents to purchase blank sheets for any students who want to participate but may not be able to afford. Dr. Wallace think about communication on this.

4. **Butter Braids for Mother's Day** – Sell dates 4/15-5/2/2024

- 5/8/2024 delivery and pick 5/9 and 5/10/2024.

5. **Dine Out Update**- Bad Daddy's hasn't given checks since September 2023-December 2023. Currently at \$1600 that has been given back. (guessing \$2800 more) getting around \$700 from all sales 4-9 p.m.

6. **Explore in and out grants and Target Grants**

7. **Explore march madness or a Mom's and Margaritas event**

**Upcoming dates:**

- February 28 Chipotle
- March 14 Bad Daddy's
- March 28 Mod Pizza
- April 11 Bad Daddy's
- April 25 Parry's
- May 9 Bad Daddy's
- May Ice cream Sales

**F. Other Business**

1. **Recruiting for Next Year's Board** –

- **President** - Meghan Minter
- **President Elect** – Open
- **Secretary** – open
- **Treasurer** – Debi McDonald
- **Treasurer elect** - open

- **Fundraising Chairs** – Amy Preyer and Ryla
- **Volunteer Coordinators** – Open
- **Communications** – Amanda Maxwell

3. **Teacher Appreciation Week**- May 6-10- Jessica Sebold

**Upcoming Dates:**

February 19-20- No School

March 7-8- No School

March 11-15- Read for Funds

March 13- PTCO Board Meeting and Round Table with Dr Wallace- 6pm

March 18-22- No School- Spring Break

March 25-29- Coin Drive

April 15- PTCO Board Meeting- 8am in library

Totally Terrific Teacher Time- April 2024

May 3 - No School

May 6-10- Teacher Appreciation Week

May 15- PTCO Board Meeting 6pm

May 17- Soar Into Summer

May 24- Last Day of School

Meeting Adjourned 9 a.m.

Treasurer's Report Below

# Heritage Elementary PTCO Treasurer's Report

February 11, 2024

<p><b><u>Bank Acct Balances (as of 11/14/23)</u></b> Checking: \$55,704.93 Savings: \$15,105.37</p>
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<p><b><u>Teacher Assistant Grant:</u></b>  Paid to Date: 0  TA Grant Outstanding:</p>	<p><b><u>Teacher Grants:</u></b></p>
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<p><b><u>Financial Update:</u></b>  Year to Date     1. Interest: \$2.73  New Income:  1. Barre: \$210  Expenses:     1. Bank fees \$2.00</p>
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