Heritage Elementary PTCO General Meeting Minutes

Wednesday, January 27, 2021

6:00 pm- 7:00 pm

Attendance: \* indicates board members

* 1. Katie Rasmussen\*
  2. Ryan Langdon
  3. Jessica Sebold\*
  4. Alicia Edmondson
  5. Jennifer Young\*
  6. Ruthie Wilson\*
  7. Tara McLain\*
  8. Alyssa Stock\*
  9. Kira Vander Ploeg
  10. Rasa Gluosnis
  11. Jeni Lieberman\*
  12. Amber Barnes\*

1. Welcome (Katie)
   1. Inbal unable to attend due to meeting at West. Katie will report for her.
   2. Thank you to the board for all of the hard work this year
2. Kindergarten Round up is underway (Kira)
   1. Ryan, Katie, and the kindergarten teachers met earlier this month to discuss how to promote Heritage to the incoming class to encourage enrollment. The kindergarten teachers are going to promote a virtual tour of the school.
   2. One idea to promote heritage is for families to display signs in their front yard. Maybe the sign will also include the grade(s) of the kids. The kindergarten teachers offered to deliver signs to the kids in their class. Will look into modifying the signs used for 5th grade graduation. Katie will look into the cost for this and will provide information to the board for a vote.
   3. Another suggestion to promote heritage is to provide language for the Heritage Place newsletter - Bill Ogden runs Heritage Place newsletter he could add to next newsletter (language to be approved by Ryan).
   4. Due to COVID some parents held kids back - anticipating slightly larger Kindergarten class
   5. Additionally, we are looking for ways for new parents to be involved in our school and build a sense of community during COVID and PTCO support
      1. Kindergarten parents this year have not been inside the school – virtual tours?
      2. Parents can’t do meet ups or happy hours
      3. Teachers sending seesaw videos of kids to try and bring parents into classroom
3. Treasurer’s Report (Jenni)
   1. 10K was paid to Cherry Creek for TA’s. Final payment of $5,000 is due in May.
   2. Since Heritage has 4 water filling stations will use the money raised through the online auction for classrooms supplies needed due to COVID (i.e. auction money
   3. If a anyone needs a donation letter for tax purposes, please reach out to Jennifer Young
   4. See attached
4. Fundraising Report (Katie on behalf of Inbal)
   1. Mask sale update- $1,356
   2. Online Auction- $1,873
   3. Mable’s Labels- N/A
   4. Kroeger- $2,700
   5. Amazon Smile- $169
   6. Dine Out’s - $1,880
   7. Pledge Drive- as of 1/27/2020 $10,018 in donations
   8. Sponsorship- $3,800
5. Proceeds from Online Auction (vote) –
   1. As requested, and voted upon, the proceeds were meant to purchase a water bottle filling station for the school, but Cherry Creek provided them for all schools. The donation letter used to solicit donations for the auction also included language to use funds to purchase supplies and learning aids so students would not have to share (due to COVID) in the event there was additional funds. Two options on how to allocate the $1872.50 – divide equally or allocate by number of students.
      1. Board voted because the class sizes vary, we will give the teachers an amount based upon the number of kids in the class.  Provided below is the chart.  The 6 ILC kids were not included in their home room count because they spend the majority of their time in ILC – all of their funds were allocated to ILC.
      2. Need teachers to provide a list of what they will be using the funds for, needs to be COVID related. Katie will work on the form and email.
      3. NOTE: there was a target donation of $500 to be allocated as that parent directed to the specials.

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| **Grade/Area** | **Teacher's Name** | **# of Kids** | **Amount for the class** |  | **Grade/Area** | **#** |  |
| Kindergarten | Jodie Davis | 15 x 8.75 | $131.25 |  | Kindergarten | 28 |  |
| Kindergarten | Blower/Kira Vander Ploeg | 13 x 8.75 | $113.75 |  |  |
| 1st Grade | Erin Rapp | 14 x 8.75 | $122.50 |  | 1st Grade | 27 |  |
| 1st Grade | Barb Porter | 13 x 8.75 | $113.75 |  |  |
| 2nd Grade | Cheryl Jaret | 14 x 8.75 | $122.50 |  | 2nd Grade | 44 |  |
| 2nd Grade | Katrina Kirsch | 14 x 8.75 | $122.50 |  |  |
| 2nd Grade | Tracy Schwartz | 16 x 8.75 | $140.00 |  |  |
| 3rd Grade | Rachel Vonhof | 16 x 8.75 | $140.00 |  | 3rd Grade | 32 |  |
| 3rd Grade | Susan Kramer | 16 x 8.75 | $140.00 |  |  |
| 4th Grade | Jane Hutchinson | 23 x 8.75 | $201.25 |  | 4th Grade | 47 |  |
| 4th Grade | Kimberly Zajicek | 24 x 8.75 | $210.00 |  |  |
| 5th Grade | Geoffrey Garrett | 15 x 8.75 | $131.25 |  | 5th Grade | 30 |  |
| 5th Grade | Rachel O'Toole | 15 x 8.75 | $131.25 |  |  |
| ILC Services (combined) | Nicole Johnson | 6 x 8.75 | $52.50 |  | ILC Services (combined) | 6 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **TOTAL** | **$1,872.50** |  | **TOTAL** | **214** |  |

1. Current Fundraiser - Read A Thon updates (Alyssa)
   1. Need to determine where the proceeds from the read4Fund$ will go
      * 1. Teacher grant/ additional funding proposed. Board will vote at next meeting
   2. Opportunity to make money through sponsorship next year
   3. Find out if there is a way to get child’s total minutes
      1. There is no way for parents to access current reading minutes. Company can print report when requested. Alyssa requested a report when fundraiser ends
2. Communications Report (Ruthie)
   1. No email opt outs
   2. All emails successfully delivered
3. Volunteering (Jeni)
   1. Classroom Parents
      1. Most classes are covered. Sent email to Toni to help recruit additional volunteers
   2. Valentine’s Day Parties
      1. There will be a party Friday, February 12th for the last 40 minutes of school
      2. Kids will bring in valentines box/ valentines
      3. Treats will be allowed but need to individually wrapped, nothing home baked
      4. All items need to be in the building 48 hours prior to distribution, Ryan is aiming for Tuesday, February 10th
      5. Communication will go out soon – Ryan and Katie will meet to discuss the details and COVID guidelines.
      6. Jeni will communicate the guidance to the classroom parents. Will need to get sign up genius out soon to allow parents time to prepare
   3. Parent/Teacher Conferences
      1. Teachers loved breakfast burritos so will repeat
      2. Jeni will meet with Ryan and Katie to finalize the details but will likely be the same as the fall
   4. Upcoming - Teacher appreciation week is in May - $1,000 allocated in budget
4. New Business
   1. Upcoming Dine Out’s (Jessica)
      1. Two kindergarten moms (Amanda Chafin and Debi MacDonald) have volunteered to assist with Dine Out’s.
         1. I.C. Brewhouse – February 23 (all day)
         2. Bad Daddy’s- March 24 (all day)
            1. Will give percentage of proceeds from entire day
   2. Totally Terrific Teacher Time (Katie on behalf of Inbal)
      1. Ryan is looking at the calendar for the week in March
      2. Email was sent to the teachers this week asking what activities they wanted to do this year.
      3. Ryan needs to review this list for COVID considerations before finalizing
   3. 5th Grade Graduation (Katie)
      1. 2 parent volunteers already (Inbal Vuletich and Natasha Leleh), looking for 3 more.
      2. Will send Toni an email to send to the 5th grade parents asking for 3 more volunteers.
      3. Katie has information from last year on graduation and will work with the parents to coordinate activities for graduation this year and the 5th grade class gift
   4. Upcoming Elections (Katie & Jessica)
      1. Katie will send Toni an email to send to Heritage families asking if anyone is running to be a PTCO Board member for the 2021/2022 school year.
      2. Open positions for the PTCO Board:
         1. President elect
         2. Treasurer elect
         3. Secretary
         4. Fundraising
         5. Communication
         6. Volunteer
   5. Edukit (Amber)
      1. The supply list for the 2021/2022 school year was finalized this week. We received an email from another vendor – Amber will compare to EduKits to see which would be the best option for the school.
      2. For the first time, Cherry Creek School District put a limit on how much school supplies can cost ($50)
      3. For consideration when discussing the budget next year, we can decrease as it is not huge fundraiser but convivence for parent. 115 purchased this year.
   6. Gators (Jenni on behalf of Inbal)
      1. After the end of the Read4Fund$ will send a reminder to promote selling more Gators. As a reminder we have the golf outing. Additionally, we can promote for other uses (i.e. skiing).
5. The next meeting is a Board Meeting on Monday, February 22nd from 8:00 – 9:00 am

Heritage Elementary PTCO – Roundtable with Ryan

7:00 pm- 8:00 pm

* 1. School life
     1. Staff took time to discuss how they wanted to come back in person
     2. Work to reengage children, focus on emotional learning
     3. Adam Parker is continuing with his lessons
     4. There have been a few COVID cases at heritage
        1. No longer 2 day transition period when class goes remote due to quarantine
           1. Was going against minimum number of school days
           2. Shortened quarantine means too much time was being taken up by transition period
     5. Working on enrollment/ class sizes for next year
        1. Over the last few years class ratios have increased, currently it is 19:1
           1. Does not go towards office staff, admin, special education, etc.
        2. PTCO allows to extend classroom support
        3. Elementary schools will have a different middle school/ high schools next year. Next year the ratio will be lower for elementary schools
        4. Online parents have been surveyed about their thoughts for next year. Some families have expressed interest in staying online
        5. Ryan is waiting on projections and then will set a plan for next year by end of spring break. Then decide who teaches what grade. Heritage had two teachers who went online, they are eligible to come back.
        6. Cherry Creek is offering early separation agreements
        7. No plans to increase special education staffing
     6. Question about making up school hours? Is there any talk about bridging the gap next year
        1. Ryan has not heard of any conversations about it
     7. Superintendent putting forth request to waive CMAS due to missed classroom time
        1. Cherry Creek is working on a better assessment program
        2. CMAS assess what kids know at the end of the year and is only one way of assessing child
        3. 5th graders take universal math test
        4. Colorado Education Department will put schools rating on hold
     8. Calendar for next year has been published. Furlough days will be announced/ scheduled on an annual basis
     9. 5th grade has started using planners this year. Next year 4th graders will start as well
        1. PTCO will reach out to other schools to see what they are doing and see if PTCO can support this effort

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