

Heritage Elementary PTCO General Board Meeting (Round Table w/ Ryan to Follow)

January 24, 2022

Executive Board Meeting Minutes

Meeting Time: 6:00-7:00 pm MST

Attendance: Debi McDonald, Jenny Dolan, Katie Rasmussen, Jamie Simenson, Amy Preyer, Jessica Seabold, Ryan Langdon

Online Attendance: Amanda Chafin, Rachel Haeger, Amy Preyer

Absent: Mandy Alschwede

1. Welcome Roll Call

2. Treasurer Report (Debi McDonald) Report attached at end of doc.

- a. *Tax Receipts:* Working on these
- b. *Other Business:* \$500 should be in budget (Amanda) for expenses that arise. Food Truck discussion. Bounce house is a good deal so maybe \$350 and Jenny and Amanda are waiting for a game type raffle like Soar into School and would need prizes. Hot Dog (min is approx \$650) is the truck we are thinking about and we're deciding on a dessert truck. Maybe Kona Ice?

3. Fundraising Report (Jessica Sebold and Katie Rasmussen)

a. *Dine Outs (Katie)*

- i. February
 1. Bad Daddy's (February 9) *Upstairs Circus also this night
 2. Red Robin (submitted request to secure February 24 from 5-9pm)
- ii. March
 1. Bad Daddy's (March 9)
 2. TBD- trying to get Sportsbook or something else fun.
- iii. April
 1. Bad Daddy's (April 6)
 2. Parry's (April 20)
- iv. May
 1. Bad Daddy's (May 11)
 2. TBD

b. *Family Events (Katie)*

- i. February
 1. Upstairs Circus (February 9)
 2. Candeeland (February 24) *Old Jumpstreet
- ii. March
 1. March Madness Event: TBD
- iii. April
 1. Upstairs Circus (Trying for April 13) (their April calendar is not open yet)
- iv. May

1. Monster Golf - TBD
- c. *Read4Fund\$ (Katie)*
 - i. Emails will be sent out to parents and teachers mid-February/end of February.
 - ii. Key Dates:
 1. 3/1 - Kickoff Assembly
 2. 3/6 – Read Week
 3. 3/16 – Donations Due
 4. 3/31 – Prize Day
- d. *Totally Terrific Teacher Time (March 27-31)* Secured with Ryan- start talking with teachers in mid Feb and info will go home before spring break
- e. *Gift Basket Auction/Silent Auction/Parents Night Out (Jessica)* - April Event- We've had barely any interest in this and we may not need it because of the money we've made in the pledge drive. Amanda's concern is we're coming in under on other things but Jessica said we're doing ok. This might be tabled for another school year if we can't get the interest. Amanda doesn't want to table it yet and wants to do a one off email for it first, but nothing has come of emails yet. Jess said we could do another event. Katie suggested maybe combining it with a March Madness type thing. Jess talks about the ugly toilet fundraiser and tells us the details of this fundraiser. Could also work with different things like flamingos, etc. Might be a good alternative. Dine Outs are close to our goal of 6k and we still have some coming so that's good for the budget bottom line. We'd have to come at budget for the Readathon to be able to scrap the gift basket auction.
4. **Safety Drills-** Ryan said during that week they will intro the automated voices- each day he'll introduce one and practice and learn on the morning announcements. One day will be Evac, Shelter, Hold, etc... and then Thursday, it's a lockdown practice- CCSD wide. It's attended by the security office and Arapahoe deputies.
 - a. February 9th from 1:30-2:30pm
 - b. If parents would like to join, please reach out to Ryan. There is limited space so people interested need to reach out and reserve one of those spaces. Parents go along with the drill, not just observe, and do what a teacher assistant would do. Will this go into the email blast? Ryan said he sent it out in his letter, but there will be a standalone as well as a couple other mentions in parent correspondence.
5. **Welcome Committee**
 - a. *Kindergarten Orientation: April 26 6:30-7:30pm*
 - i. Amy will be leading on this with her President Elect and the rest of the welcome committee.
 - ii. Any other volunteers for this committee for the next year- Amanda led the welcome committee and she will be there next year, but Amy will lead and need a couple more board members- future ones once we get those voted in. Jenny doesn't know if she can help with this yet.
6. **5th Grade Continuation (Katie)-** Shayna Forsythe, Molly Stephens and Trisha are the 3 parent volunteers. No lead chosen yet. Katie will be their liaison, but doesn't know what they want to do yet or what date they need for Bad Daddy's.

- a. Update on parents involved and legacy project.
- b. Separate fundraiser with Bad Daddy's? If so, what date would we need?
- c. Katie mentioned the legacy gift will be chosen by either kids vote or parents will decide.

7. Board members 2023-24 (Amy Preyer/Amanda Chafin)

- a. Recruitment: All people interested need to submit their name and the role they are wanting to do to Amy Preyer by February 10.
 - i. Candidate Posting: Email to school will go out with names as well as it will be posted to the PTCO website February 13.
 - 1. We will no longer be taking people of interest after February 10th, because the names need to be posted for 30 days prior to our General Meeting vote. Mandy has been doing this on socials as well- Thank you Katie for that idea. A couple people (3 or 4 that aren't current board members) are interested so far but looking for a lot more. Fundraising is a tough one- no one is interested so far. Everything else we'll likely be able to fill.
 - ii. Vote: We will vote in our General Board Meeting on March 15
 - 1. We will do this by verbal vote unless there is more than 1 person interested in a role. We will then do a written ballot vote. We were a little late last year so we're trying to be on top of it this year.

8. Upcoming Events: Katie and Jenny

- a. Dine Outs (see fundraising above)
- b. Family Events (see fundraising above)
- c. Talent Show (February 3) Jenny- all taken care of and filled. We have sufficient volunteers.
- d. School Safety Drill (February 9)
- e. Valentines/Friendship parties (February 14) This is solidified. Jenny will get with Shannon to send out the email to the room parents.
- f. School Book Fair (February 27- March 2) We're not doing Bookies because we don't want parents to be split on this and not have the money go to the school.
- g. Read4Funds (see fundraising above)
- h. Movie Night (March 31) Amanda and Jenny need to discuss more as the date was only just solidified. What was the feedback on the last one? Jenny said it was great and it felt much more organized and we sold out popcorn. Do we keep it the same? General consensus is yes.
- i. CMAS Testing (April 10- 28)
- j. Kindergarten Welcome Night April 26)
- k. Teacher Appreciation Week (May 1-5) Amanda has done this the past two years and we can talk about that going forward. She was hoping for parent help with this but she doesn't mind doing it. This brought up conference talk and how we handle the teacher's appreciation for that. Early March? No school Mar 2 and 3 for conferences.
- l. Soar Into Summer (May 24)

Meeting Adjourned at 6:35pm

Round Table w/ Ryan commenced at 7pm (Special Session w/ Heritage Parent Katie Rasmussen, Heritage Teacher Barb Porter and West Middle School Principal Monica Garcia)

Treasurer's Report Below

Heritage Elementary PTCO Treasurer's Report

January 2023 - Debra McDonald

Bank Acct Balances (as of 1/15/23)

Checking: \$ 46,061.42 (+1638.66 deposited 1/17/2023)

Savings: \$15,072.33

Teacher Assistant Grant:

Paid to Date: \$0

TA Grant Outstanding: \$37,000.00

Librarian Outstanding: \$11,500.00

**Spoke with Missy again on 1/11

Teacher Grants:

Financial Update:

New Income:

1. Box tops \$57.70
2. Dine Outs: \$5,577.06
 - Bad Daddy's: \$1246.35
 - Parry's: 108.41
3. Upstairs Circus: 226.20
4. Interest \$3.10

Expenses:

1. Heritage Printing 5th Grade Planners: \$74.30
2. Heritage Printing Directory: \$249.75

- Katie is helping with wording for Tax Receipt
- We have no End of school year celebration in budget