

# Heritage Elementary PTCO General Board Meeting

September 21, 2022

## Executive Board Meeting Minutes

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

**Attendance:** Amanda Chafin, Rachel Haeger, Katie Rasmussen, Jessica Sebold, Mandy Ahlschwede, Jenny Dolan, Debi McDonald, Jamie Simenson, Amy Preyer

**Parent Attendee(s):** Meg Benedik

**Absent:** Ryan Langdon

### 1. Welcome (Amanda)

- a. *Board Member Emails:* At the parent's council meeting, it was brought up that we should all have generic email addresses. Reasons being: Liability and archiving abilities. Any emails not currently working/accessible will be recreated. Katie and Jessica suggested creating a master list of passwords. Moving forward, the current President will be in charge of the password document.

### 2. Treasurer's Report (Debi)- Full Report attached to end of doc.

- a. *Teacher's Grants/Salary Payments:* We haven't yet paid these- Debi will check with Missy to make sure that the salary payments occur in a timely manner.
- b. *Parent Council Dues and Pen Dues:* Paid

### 3. Fundraising (Katie and Jessica)

- a. *Pledge Drive Numbers:* Katie - this will be closed out at the end of the month as we're waiting for a couple things.
- b. *Run for Funds Final Numbers:* Katie said we are waiting for final number and she will send the info to Debi when she gets it.
- c. *Dine Outs (Mandy and Amanda):*
  - i. *Mod Market:* We haven't received the check yet for that last one.
  - ii. *Upcoming Dates:*
    1. September 28- I.C. Brewhouse
    2. October 6- Bad Daddy's
    3. November 3- Bad Daddy's
    4. November- Parry's (TBD)
    5. December 1- Bad Daddy's
    6. December 130 Mici's (Southglenn)
    7. January 12- Bad Daddy's
    8. February 2- Bad Daddys'
    9. February 22- Fajita Pete's (This will be canceled)
    10. March 9- Bad Daddy's
    11. April 13- Bad Daddy's
    12. May 11- Bad Daddy's
    13. June- Parry's (TBD)

- iii. Working on Parry's in November. Jessica suggested the night before Thanksgiving or as a backup any night Thanksgiving Week- Katie will follow up. We are planning a Parry's date in June as well- the last before we close the books for the school year.
- iv. No date yet for Denver Biscuit -Mandy is working with the owner.
- v. Still working on an I.C. Brewhouse for December date.
- vi. Katie suggested a dine out every week between Thanksgiving and New Years. She will check with Spitz, Tocabe, Chick Fil-A and the wine bar Pindustry is opening. Mandy will reach out to Hapa.
- vii. Overall discussion occurred regarding businesses we won't partner with moving forward because of price or difficulty of partnership.
- d. *Electronic Sign:* Jessica said we are still working on the sign and got a sample brick. She discovered the HOA is not allowed to donate legally so we'll have to sell more bricks and brainstorm some other ideas.
- e. *Gift Basket Auction:* Jessica and Amanda will meet on this.
- f. *Upcoming events:* Katie said there are some ideas to replace mom's night and Amanda said Ryan has some ideas about men's and women's together. We'll circle back on these.

#### **4. Communications (Mandy)**

- a. *Mail Chimp:* Mandy said we have a 50% open rate which is great. We discussed coming up with ways to incentivize people to open the email.
- b. *Texting/App:* Mandy talked to the CCSD comms manager about texting and she gathered some information on schools that use a certain platform to text and build an app. Rachel. Amanda and Mandy will view the demo. Cost is 2k annually. Amanda said we will need a lot of info for Ryan so he will give approval. Homestead uses this app we are checking out and we are hoping that we can get a small school discount. Katie suggests having Ryan ask the principal of Homestead about the app and see if they like it. Meg expressed concerns about cost and if we're putting our money towards the right thing and engaging more parents. We also discuss who will be in charge of updating/scheduling. Jessica brings up the concerns of privacy and not being able to have the private info as PTCO members. More information will be gathered on this option.
- c. *Social Media Updates:* Mandy is populating the IG account and doing a great job. We can't put kid's faces on IG but events, etc. are great. Amanda mentioned doing a teacher/student of the month to send via Wednesday Words emails. We'll circle back on that as well as posting the budget in the first email of the month. Amanda will make the thermometer for the budget goal.

#### **5. Upcoming Events**

- a. *Walk to School Day* changed to October 6 because Yom Kippur is the 5th. No volunteers yet so we will need to solicit for them.

- b. *Barre and Brunch October 9*: Sign up is nearly full. Midici closed so we need a new place for the lunch portion. Amanda will check with Tap and Burger and Los Chingones.
- c. *Field Day October 13*: Need a lot of volunteers. A dedicated email was sent for this. Some parents have expressed concerns about this event being held in the fall as opposed to spring. We will encourage parents to give feedback on the date.. Amanda said she is bringing snacks for kinders since their snacktime is near the end of the event and we want to be sure they are sustained. Next email blast will include a more reader-friendly schedule so parents can find more easily when to volunteer.
- d. *Coin Drive October 10-14*: Jessica said banks are coming soon.
- e. *Trunk or Treat October 28 (Jenny)*:
  - i. Board and parent volunteers needed because parents can't handle cash.
  - ii. Food will be Mile High Popcorn, soda, chips, Parry's Pizza by the slice, etc.
  - iii. Trying to keep it really affordable and simple so there will be no band but music and there will be a lawn game area.
  - iv. Theme is movies this year. 4-5th PG rated movies and K-3rd G rated movies. Classes can combine if they want but don't have to do so.
- f. *Movie Night*: TBD in November
- g. *Parents Day/Night Out*: TBD in November- Ryan has suggested Football Sunday at Sportsbook. Amanda and Katie are going to circle back on this offline.

## 6. Old Business:

- a. *Outdoor Education/Lab Survey*:
  - i. 90 parents have responded to the survey about the Estes trip and Ryan has requested an update soon. Meg has a great chance of selling this and said she has all the spreadsheets from last spring. 5th grade parents didn't get the survey unless they have other younger students so some may not have had the option to participate.
- b. *Field Trips and addressing confusing messaging to parents*:
  - i. Messaging to parents explaining why the PTCO isn't paying for field trips has been unclear. The school is still paying for those. Amanda said she had a conversation with Ryan and that each class is doing 3 field trips this year and he is working with Ms. Mellon on those. Meg is checking on grants and pricing them out. Katie has had conversations regarding field trips as well. We need to address confusion on this topic.
  - ii. Katie suggested every week we send out a question/answer standalone message via email that addresses rumors like "why isn't the PTCO paying for field trips?" Clarifying the messaging prior to sending will help eliminate any mis-messaging and confusion. Amanda will discuss w/ Ryan in her Friday meeting and if any board member has a specific question for him to please send them to her. We decided we could solicit parents to submit questions as well.

- iii. Meg mentioned field trip ideas for the CO Symphony Orchestra and the Littleton Museum/Farm.

## 7. Open Forum

- a. *Grants/Maker's Space:*
  - i. Amanda/Kelly Steinke had wanted to submit for a grant for the maker's space up to \$1,200 through CCSF but the request needed to be completed by Monday which wasn't feasible so we are all to be on the lookout for similar opportunities.
  - ii. Katie said we have around \$200 left from the 5th Grade Legacy Fund and could be used for additional supplies and organization of the Maker's Space. Kids voted for the money to be used in that space.
- b. *Families in Need:* Tabled for next meeting
- c. *Impactful Teacher Stories:* Debi suggested getting stories from kids/parents that highlight our awesome teachers. Meg suggests shout-outs. Include in our communications? As the board, we agreed we need to find more ways to lift our teachers up.
- d. *CCSD Day Program Building:* Tabled for next meeting
  - i. Serves around 80 students currently
  - ii. K-12
  - iii. Great resource for families

Meeting adjourned at 7:07pm  
Treasurer's Report Below

# Heritage Elementary PTCO Treasurer's Report

September 21, 2022 - Debra McDonald

## **Bank Acct Balances (as of 9/21/22)**

Checking: \$22,421.27

Savings: \$15,064.11

## **Teacher Assistant Grant:**

Paid to Date: \$0

TA Grant Outstanding: \$37,000.00

Librarian Outstanding: \$11,500.00

## **Financial Update:**

### New Income:

1. Pledge Drive: \$11,090.30
2. Run4Fund\$: 375.00
3. Kroger: \$1061.60
4. Amazon Smile: \$ 83.92
5. Dine Outs: \$
6. Corporate Sponsors: 2200.00 (+400.00 pending deposit)
7. Misc:

### Expenses:

1. Debit Card – Oriental Trading Trunk or Treat \$311.91
2. Check to CCSD PIN - \$50 (pending)
3. Check to Parent Council for Dues-\$65

## **Other Items:**

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