

## Heritage Elementary PTCO General Board Meeting

October 9, 2023

Executive Board Meeting Minutes

Meeting Time: 8:00 a.m.-9:00 a.m. MST

**Attendance:** Amy Preyer, Amber Jackson, Amanda Maxwell, Meghan Minter, Jamie Simenson, Rachel Haeger, Amanda Chafin, Meredith Halstead, Debi McDonald

Parent/Staff Attendee(s): Dr. Blakely Wallace,

Absent: Nadia Wilson

A. Welcome roll call (Amy and Meredith)

B. Assistant Sub approval for budget item of \$1050: Vote all in favor, none opposed.

C. Treasurer Report (Jamie)

1. Current budget report: see below

D. Volunteer Coordinator (Amanda C and Rachel)

1. Trunk or Treat:

- food truck set up and need to get \$1,200 in sales so PTCO doesn't need to cover a cost. Risk Management indicated food truck is approved and ready to go.

- Amanda M. will create reminder flyers to go out in Friday folder 10/13/2023.

- 16 sign ups for Trunks so far.

2. Book Fair Volunteer needs:

- 10/27/2023 set up 12:00 p.m. – 1:15 p.m. and runs for the whole week next week.

- Only one book fair this week.

3. Winter Dance: TBD Spring/February 2024

4. Holiday Teacher and Staff Gifts:

- Dr. Wallace will ask Greenwood Principal about the gift card system they use.

#### E. Communications (Amanda M)

1. All additions for Friday Newsletter to Amanda by EOD Tuesday
2. Any one off emails that we need to have go out to the school needs to be approved before sending through Christine.

#### F. Fundraising Update (Amber and Nadia)

1. Pledge Drive recap thus far: \$6,694.34 Total (Zelle \$1,870, Square \$2,068.35, Checks \$1,525, Cash \$210, Paypal \$998.99)
2. Run for Funds recap: Hamster Ball and inflatables tentatively scheduled 10/12/2023.
  - Shirts reordered
  - \$24,250 initial total before company takes their share.
3. Dine Outs
  - Dine Out Dates for remainder of 2023
  - October 25, 2023 Wing Stop
  - November 16, 2023 Red Robin (clarify with Nadia November 16 or November 8)
  - November 2, 2023 Bad Daddy's
  - December 7, 2023 Bad Daddy's
  - Thursday, December 14, 2023 4-6 p.m. Mountain man toy shop and Kendra Scott/ NewWest Knifeworks and Mountain Man Toys/Vineyard Vines 20% give back
4. Other Events
  - Urban Air Spirit Night – not going to move forward
  - Monster golf
  - March Madness Event – explore Basketball Social House
5. Read for Fund\$: will occur in Spring
  - will explore not using the vendor and instead having Amanda C. and Debi assisting in setting it up. Meghan will be included in this process.

6. Gift Basket Auction/Silent Auction/Parents Night out: Spring
7. Box Tops – link on website of how to sign up
8. King Soopers – link on website of how to sign up
9. Coin Drive – Spring
10. Butter Braids:
  - starts 10/13/2023 ends 11/3/2023 with delivery 11/10/2023. Explore if delivery can occur on Thursday 11/9/2023.
  - 40% of all sales comes to school. \$15 each braid. Can order online.
  - Facility usage agreement with Christine for school freezer.
11. Canvas and Cocktails – TBD
12. Explore Barre Class – possibly in an open space/outside location (Meghan)
13. Longmont Dairy - \$100 received

G. Other Business (Dr. Wallace):

1. School will be requesting a TA payment of \$6-7K in the upcoming months
2. PTCO will pay for dinner Mod Market 10/30/2023
3. Providing childcare for Parent Teacher Conferences this year – high school sitters. Need 2 more student volunteers for Wednesday 11/1/2023
4. School Board Candidates be really informed with what they are saying. Candidate sessions (Board Forums).

Meeting adjourned at 9:00 a.m.  
Treasurer's Report Below

# Heritage Elementary PTCO Treasurer's Report

October 9, 2023

## Bank Acct Balances (as of 10/7/23)

Checking: \$37,788.01

Savings: \$15,095.11

## Teacher Assistant Grant:

Paid to Date:

TA Grant Outstanding:

## Teacher Grants:

## Financial Update:

Year to Date

New Income:

1. Interest: \$7.52
2. Pledge Drive \$6,694.34
  - Zelle \$1,870
  - Square \$2,068.35
  - Checks \$1,525
  - Cash \$210
  - Paypal \$998.99
3. Ice cream sales: \$272.00
4. Corporate Sponsors \$2,100
5. Edukit \$290.80
6. Run4Funds?

Expenses:

1. 5<sup>th</sup> grade graduation (last years) \$535.00 + 193.05 (current)= 728.05
2. Quickbook Fee \$590.00 (Increased from \$350)
3. PTO Insurance \$370.00
4. Soar into School Event Total: \$970.00
  - a. 360 Photo Booth \$500.00
  - b. Big Sky Bounce \$470.00
5. Domain Name 289.00 for next 3 years
6. Wix website 576.00 for next 3 years
7. CCSD Parent Council Dues 67.92
8. Trunk or Treat:
  - a. Food Truck 187.50
9. Run4Funds \$851.00 (t-shirts)

