

Heritage Elementary PTCO General Board Meeting

April 15, 2024

Executive Board Meeting Minutes

Meeting Time: 8-9 a.m. MST

Attendance: Amy Preyer, Amanda Maxwell, Amanda Chafin, Meredith Halstead, Debi McDonald, Meghan Minter, Rachel Haeger, Jamie Simenson, Nadia Wilson,

Parent/Staff Attendee(s): Kira Vander ploeg

Absent: Amber Jackson

A. Welcome/Roll Call (Amy and Meredith)

B. Budget 2024-2025 - needs to be posted to website 4/15/2024

1. Move coin drive to fall and only brought in a bit over \$100 in coins (coin drive budget line item \$500)
2. Explore corporate sponsorship, etc
3. Fall fundraisers try to windle down to 1 big fundraiser instead of 2.
4. Saved \$3200 in read for funds for not using an outside agency.
5. Butter braids falls under misc. fundraising bumped up to \$4000
6. No longer paying for librarian and no longer paying for field trips (school budget).
7. PTCO budget pays for TA hours.
8. King Soopers - \$4000 line items
9. Kindergarten roundup will do a slide on how to sign up for all the different fundraising items like King Soopers, box tops, Mabel's Labels, Longmont Dairy, etc.
10. Kindergarten graduation isn't occurring anymore so \$0 line item.
11. Increase TA line item to allow to support 3 Tas per year which will be close to \$51,000 (\$5800 overage TA)
12. Membership toolkit \$850 and delete quickbooks line item.

13. Soar into summer line item \$1250.

C. Treasurer Report (Jamie)

1. **Current Budget Report** (appended below) –
2. **P&L** (appended below) –

D. Run/Read for Funds (Amanda C and Debi)

- **Read for Funds**- total brought in: \$14,137
- **Company fees** - \$989.59
- **Pay it forward from donors:** \$668.97
- **Total Check:** \$13,816.38
- * still submitting receipts for pizza parties, prizes, etc but we are hoping this i under \$1000 in cost.
- * check will be to the school is 5-10 business days
- 2% was all of our credit card fees because of the pay it forward
- Need to confirm Blakley's chik-fil-a date with Barb's class and her
- Taking it in house next year however we may want to look at using them still for the DIY program with the fee only being 2% which will be less than our program
- We can still do an a la carte anything from them, t shirts, prizes, etc.

E. Volunteer Coordinators (Amanda C and Rachel)

1. **Teacher Appreciation Week Funds** (Jessica Sebold)
 - \$570 left after food for the parent/teacher conferences and budgeted \$500 line item
2. **Gift cards for teacher end of year party** \$5-10 gift cards packs.
3. **End of year gifts for teachers** – email will go out the first or second week from room parents.
4. **Soar Into Summer**- May 17, 2024

- 360 Photo booth, bounce house, DIY photo booth, activity ideas: preference to have the bounce house and maybe a DIY photo booth if funds limited.
- Likely use a pizza partner, drinks and chips
- Will be right after Barb Porters retirement party- Blakley mentioned we may be able to use the put putt that they have put out for her party for our party, can we confirm?
- Ting wants to sponsor Soar Into Summer event – Amanda and Rachel follow up

F. Communications (Amanda M)

1. **Newsletter**- any additions to Amanda M by EOD Tuesday
2. Post budget today 4/15/2024
3. Staff e-mail about butter braids

G. Fundraising (Amber and Nadia)

1. Totally Terrific Teacher Time-

Timeline of events

- April 1st (or before!) - Teachers submit raffle activity information
- Fridays, April 5th, April 12th and April 19th – Blank raffle tickets sent home in Friday Folders and communicated in the Heritage Highlights email newsletter
- Monday, April 22nd – Friday, April 26th – students submit raffle tickets
- April 29-30th – raffle winners are finalized and announced
- May 1st-May 17th – raffle prize activities redeemed

2. Butter Braids for Mother's Day – Sell dates 4/15-5/3/2024

- 5/8/2024 delivery and pick 5/9 and 5/10/2024.
- Freezer request form to store it.

3. Dine Out Update-

Bad Daddy's submitted a check, but now only doing shortened period of time and for dine in only and have to state there for Heritage.

Upcoming dates:

- April 25 Parry's
- May 9 Bad Daddy's
- May Ice cream Sales

4. **Explore parent's day out** – Brews with Blakely over the summer June? at Resolute Brewery.

H. Other Business

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

- **President** - Meghan Minter
- **President Elect** – OPEN
- **Secretary** – Amanda Bennett
- **Treasurer** – Debi McDonald
- **Treasurer Elect** – OPEN
- **Fundraising Chairs** – Amy Preyer and Ryla
- **Volunteer Coordinators** – Kristina Likiss and Ruthie Wilson
- **Communications** – Amanda Maxwell

Upcoming Dates:

Totally Terrific Teacher Time- April 22-26 2024 for submitting tickets

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

April 14, 2024

Bank Acct Balances (as of 11/14/23)

Checking: \$28, 326.27

Savings:
\$15,110.17

Teacher Assistant Grant:

Paid to Date: \$32, 221

TA Grant Outstanding:

Teacher Grants:

Financial Update:

Year to Date

1. Interest: \$2.40

New Income:

1. Bad Daddy's: \$3027.31
2. Chipotle: \$175.16
3. Coin Drive: \$147.81

Expenses:

1. Bank fees \$2.00
2. Magnets: \$345.03 (not in quickbooks yet)
3. Read\$Funds: \$115.85 to Debi McDonald, \$464 to Amanda Chafin (not cleared)