

## Heritage Elementary PCTO General Board Meeting

November 15, 2023

Executive Board Meeting Minutes

Meeting Time: 6 p.m. – 7 p.m. MST

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

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

Absent: none

### A. Treasurer Report (Jamie)

1. Current budget report: see below
2. Trunk or Treat was a success.
  - i. Candy rations for next year.
  - ii. Costume closet for next year for those students who don't have a costume.
  - iii. Possibly order bulk non-candy items next year.
  - iv. 1.5 hours was a good timeframe.
  - v. Explore possible bounce house next year.
  - vi. SOAR participation for anyone in that program to participate.
  - vii. Need cones for entrance to parking lot next year as people were driving through even at 5 p.m.
  - viii. All trunks by 4:30 p.m. for next year

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

1. Pledge Drive Recap thus far \$6444.34 profit.
  - i. No new profit this month.

ii. Needs to have an end date, but can change end date.

iii. Explore utilizing a thermometer visual to show where we are to the goal.

2. Run for Funds \$14,637.93 profit

3. Directory \$2,614 profit

4. Dine Outs \$1,301.60

5. Butter Braids \$1,723.20

i. Was done previously but in 2014

ii. Success and easy to work with

6. Gift Basket Auction/Silent Auction/Parents Night out – looking into Canvas and Cocktails

7. Coin Drive Date

8. Kendra Scott in Cherry Creek on 12/14/2023

9. Red Robin 11/16/2023 all day

10. Totally Terrific Teacher time/date

11. Amanda C checking on skate city check from last year. Did we ever receive check?

#### C. Communications (Amanda M)

1. Newsletter – all additions for Amanda by EOD Tuesday

2. Any one off e-mails that we need to have go out to the school needs to be approved before sending through Christine.

3. Teacher Highlights - Information about teachers from Dr. Wallace/Natosha to Amanda M. to put out weekly

#### D. Volunteer Coordinators (Amanda and Rachel)

1. Winter Family Dance on February 2 5:30 p.m. – 7 p.m.

i. parent attended

- ii. not a drop off
- iii. No outside food or beverages
- iv. School has to provide water and snack (\$1000 in budget)
- v. Explore if any parents would be willing to lead some dances
- vi. Use school sound system

2. Soar into Summer – May 17

3. Holiday teacher gifts – Amy/Amanda C

- i. Gift cards are too challenging to coordinate this process
- ii. Room parents and others will collect funds and disperse gift cards.
- iii. Amanda C. – front office staff
- iv. Debi – specials
- v. Jamie - SpEd/ILC

E. Other Business

1. Cherry Creek Long Range Planning Committee Donation Drive – Amy

- i. Explore a parents to help spearhead this

2. Heritage Elementary Resource Pantry – Amy

- i. Kendra Scott fundraiser – will get a donation box
- ii. Dry food pantry items always needed
- iii. Need socks/underwear always needed
- iv. Need for gift cards
- v. Megan Benedik will share contact list

3. Field Trip Parent Volunteers – Amanda C

i. Explore an even way to select the volunteers for field trips

4. Class Winter Parties – Amy/Dr. Wallace

i. 12/22/2023 end of the day for students and may or may not need parent volunteers and will last 30 minutes to 1 hour in length.

5. Recruiting for next year's Board – Amy/Meghan

6. Communication to teachers about all fundraising efforts – they don't always read the newsletter, so targeted communication to ensure teachers have the information.

7. Read for Funds Date?:

i. Amanda C and Debi, Amy talking with another parent from another school who runs it at your school 11/16/2023

ii. Ensure a way to record student's minutes

8. Run for Funds next year

9. Barre Class in January 2024

10. Other

F. From the Principal (Blakely)

G. Upcoming Dates

November 22-24 – No School

December 11 – PTCO Board Meeting – 8 a.m.

December 14 – Kendra Scott Give Back Event Cherry Creek 4-6 p.m.

December 23 – January 8 – Winter Break No School

January 15 – No school

January 17 – PTCO Meeting and Round Table with Dr. Wallace 6 p.m.

February 2 – Winter Dance

February 12 – PTCO Board Meeting 8 a.m.

February 19-20 – No School

March 7-8 – No School

March 13 - PTCO Board Meeting and Round Table with Dr. Wallace 6 p.m.

March 18-22 – No school

April 17 – PTCO Board Meeting 8 a.m.

TBD – Totally Terrific Teacher Time

May 3 – No school

May 6-10 – Teacher appreciation Week

May 15 – PTCO Board Meeting 6 p.m.

May 17 – Soar Into Summer

May 24 – Last Day of School

Meeting Adjourned 7 p.m.

Meeting followed by Round Table with Dr. Blakely & Cherry Creek High School Principal Ryan Silva

Treasurer's Report Below

# Heritage Elementary PTCO Treasurer's Report

November 14, 2023

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

Checking: \$56,582.70

Savings: \$15,097.76

## **Teacher Assistant Grant:**

Paid to Date:

TA Grant Outstanding:

## **Teacher Grants:**

## **Financial Update:**

Year to Date

New Income:

1. Interest: \$10.17
2. Pledge Drive \$6,944.34
  - Zelle \$1,870
  - Square \$2,068.35
  - Checks \$1,775
  - Cash \$210
  - Paypal \$998.99
3. Corporate Sponsors \$2,950
4. Run4Funds \$15488.93
5. Dine Outs: BD \$1301.60 (july/august)
6. Butter Braids \$1723.20 (includes \$306 check reimbursement pd to Heritage Elem)

Expenses:

1. CCSD PIN dues \$55
2. Trunk or Treat:
  - a. Food Truck \$355.50 (\$168 paid to AC)
  - b. Candy \$243.24 + 453.29 (candy reimbursement to AC, AM)
3. Directory printing \$335.95
4. Taxes \$100