

Heritage Elementary PTCO

August 29, 2022

Executive Board Meeting Minutes

Meeting Time: 8:00-9:00 am MST

Attendance: Ryan Landon, Amanda Chafin, Rachel Haeger, Katie Rasmussen, Jessica Sebold, Mandy Ahlschwede, Jenny Dolan, Debi McDonald, Jamie Simenson

Absent: Amy Preyer

A. Bylaws and Proposed Changes (All Board members were sent bylaws from Amanda on 8/21/22 to review)

1. *Yearly Audit Due Date*
 - a. Amanda proposed an amendment in the bylaws for the yearly audit done by an outside auditor from August 15th to September 30th. All in favor.
2. *Communications Chair: Additional responsibilities*
 - a. Amanda proposed an addition to the Communications Chair's responsibility to "record, transcribe and distribute the minutes of all Executive and General PTCO meetings when secretary cannot be present." All in favor.
3. *Volunteer Coordinator: Name change and update to bylaw verbiage for description of duties.* (note: Jessica mentioned these changes were made last year and need to be updated in the bylaws- they did not require another vote and will be updated.)
 - a. Voted last year to change name from Volunteer Coordinator to Volunteer Community Coordinator.
 - b. Voted to add "oversee and manage community give-back events at the school" to description. (The word "both" was omitted from the final verbiage)

B. Treasurer's Report (Debi)

1. *Budget:* Full report attached to end of doc.
2. *Insurance:* has been paid out.
3. *Process for submitting receipts and paying large vendors etc:* Debi wants to streamline the process for writing checks by using invoices so she can write the checks rather than reimburse. She has forms for check and cash transactions that will be placed on Google Drive.

C. Fundraising (Katie and Jessica)

1. *Soar Into School-* No new info discussed
2. *Run for Fund\$-* Donations at just over 4k as of last night, August 28th. Katie states she will manage the issues with the website since we've had some of those occur already.
3. *Pledge Drive-* Collected \$7,619- over the 6k goal. Coin drive in October will still go towards the Pledge Drive but it won't need as big a push because we've reached the goal.
4. *Ice Cream Sales -* We are skipping this Friday due to Run for Fund\$ and beginning September 9th. We will sell ice cream on September 16th and September 23rd (depending on weather). One volunteer can work with a board member- the board

member is required to collect the cash from sales. Need to be set up by 2:30 so the bus children can participate. One popsicle choice for simplifying purposes.

5. *Dine-Outs* (Debi and Amanda)- Jessica has full list of planned Dine-Outs.
 - a. **Mod-Market**: First Dine-Out is at Mod Market this Wednesday, August 31.
 - b. **Bad Daddy's Burger Bar**: Amanda mentioned we've partnered for a monthly dine-out with Bad Daddy's, 20% of all sales day of will go to Heritage, even if patrons forget to mention Heritage. We will alert families that Bad Daddy's will be a monthly occurrence but remind people there will be other restaurants sprinkled in as well.
6. *Electronic School Marquee at Entrance*(Katie and Jessica)- Cost 60k
 - a. Using Homestead's idea of selling sponsor bricks to raise the \$\$ for the sign. Various size bricks/prices for multiple options. Possible donors: local businesses, local HOAs, neighbors that have a connection to Heritage.
 - b. Messaging: Initial 3 months will be Heritage messaging only. After that period, we will allow advertisements to be rotated every 4th message on the marquee.

D. Communications (Mandy)

1. *Overview of Process*
 - a. Mandy will take responsibility of placing the weekly blast on the Facebook Page.
 - b. Mandy will manage potential new Instagram Account for Heritage PTCO.
 - c. Mandy suggested text blast software to increase parent/school communication. Mandy and Rachel will investigate possible affordable options for this to bring back to the board.
2. *Mail Chimp Stats*- Jessica said the list is correct.

E. Upcoming Events (Amanda)

1. *Back to School Night- August 30, 2022*
 - a. Welcome Committee and Pledge Drive table manned by Katie and Jessica
 - b. Credit card machine is working now. (Note: Jenny expressed concern that Cheddar Up charges \$11 per transaction - we can only consider other options as long as liability/legality is accounted for.)
 - c. A quick side note conversation during this brought up teacher appreciation \$\$- suggestion of a parent (possibly Shannon McGowan) for the gathering of funds because Venmo could possibly be used in this case.
2. *Run 4 Fund\$- September 1st, 2022*
 - a. Lots of parental sign-ups for this. Katie will reach out to 5th grade parents since there isn't as much participation from that grade.
3. *Walk to School Day- October 5th, 2022*
4. *Coin Drive- October 10-14th, 2022*
5. *Field Day- October 13th, 2022 (rain day 14th)*
 - a. Event has been moved from spring to fall. Ryan explained that May gets very busy and earlier in the year, this can be used for a bonding experience for classes. Amanda brings up that we need to coordinate volunteers
 - b. Jessica asked if there's a backup plan for an end of school event. Ryan mentioned continuations and Soar into Summer. Jenny brought up that Kinder didn't do continuation last year and parents were disappointed. Ryan said that teachers across the district are stopping Kinder continuation because it can have a negative emotional impact on kids that get held back. Amanda mentioned

tabling the remainder of this discussion and coming up with something different for the end of year.

6. *Trunk or Treat - October 28th, 2022 (Jenny) *100% giveback event**
- a. **Themes:** Room parents are in charge of themes and decor- Sign Up Genius' etc to be sent out by admin.
 - b. **Backup Plan for Weather:** Jenny mentions this and Ryan okays us spreading out to gym, hall and library if needed.
 - c. **Security:** Katie says if we have over 100 people, we require security. Missy will have the answer to the requirements and we need to figure out costs and if Ryan can handle that duty.
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7. *Barre and Brunch *new idea*
 - a. Amanda possible Barre3 in October? This doesn't need insurance.
 - b. Other options: Manic, yoga, outdoors, kids options for days when there's no school. *Events at homes are discouraged because of the insurance liability being placed on the homeowner**
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8. *Mid-November Parents ONLY Night
 - a. Open to ideas for venues and music entertainment. Class parents would gather gift baskets for auction at this parent-only event.
 - b. Ryan mentioned a gift basket for the district spring event and Jessica said we would need to allocate funds for that which we have not been able to do in the past.*

F. Community Outreach Program

1. Meg was setting up with Jessica last year but we need more options.
2. Katie- Consult Blair and the student council participation.
3. Tap into Meredith Halstead's knowledge.
4. Jessica- Check out websites that handle various city projects you can sign up for.
5. Jenny- Giving Tree type event. Parents may be more likely to participate if their kiddos were going out in the community.

G. Open Forum

1. *5th Grade Continuation (Katie and Amanda)*
- a. Katie explained how we are involved for a portion of this- she is coordinating with 5th grade parents. We also discussed the whys and why-nots of who we ask for participation in this event.
 - b. Amanda and Katie discussed the overall budget lowering from \$950 to \$550 with a note that last year we didn't use all the funds.
 - c. Katie and Jessica make the point of us trying to give an equal experience for every class of outgoing 5th graders but it's up to the parents to go above and beyond should they choose.
 - d. Katie notes that this should be pulled out from the fundraising main flier and other communications.
2. *Outdoor Education (Jessica)
 - a. There's a committee to deal with this outside of the PTCO- Jessica believes we will get good volunteer results.*
3. *Lock Down Drill 9am September 22nd, 2022 22nd (Ryan)
 - a. Encourage parent volunteers to attend this.*

- b. Ryan explained how the manned emergency center for the district works when it comes to communication to the schools via walkie-talkies. Certain teachers have them to support comms.

- 4. *Texts (Mandy)*
 - a. An additional quick conversation about accessing texting software from CCSD and access to databases. Concerns brought up are legality, privacy, opt-in requirements, etc. This will be investigated.

Heritage Elementary PTCO Treasurer's Report

August 29 - Debra McDonald

Bank Acct Balances (as of 8/27/22)

Checking: \$ 13,690.17

Savings: \$15,063.27

<u>Teacher Assistant Grant:</u>	<u>Teacher Grants:</u>
Paid to Date: \$0	
TA Grant Outstanding: \$37,000.00	
Librarian Outstanding: \$11,500.00	

Financial Update:

New Income:

1. Pledge Drive: \$7619 (\$0 from Square, \$5,172.00 from ChedderUp, \$1050 in checks, \$1397.00 from soar into school)
2. Run4Fund\$:
3. Kroger: \$1061.60
4. Amazon Smile: \$
5. Dine Outs: \$
6. Misc:
 1. Unknown deposits of \$549.74 & \$624.00
 2. \$400 from last years ice cream sales

Expenses:

1. Debit Card - Insurance PTO today \$185
2. Check Amanda Chafin - 360 Photo Booth \$350
3. Check to Katie Rasmussen - Prizes for Soar Event 141.47
4. Check to Jessica Sebold - Prizes and games for Soar Event 666.27

Other Items: