

Heritage Elementary PTCO General Board Meeting

November 16, 2022

Executive Board Meeting Minutes

Meeting Time: 6:00-8:00 pm MST (second hour dedicated to Round Table w/ Ryan)

Attendance-

Board: Amanda Chafin, Rachel Haeger, Katie Rasmussen, Jessica Sebold, Mandy Ahlschwede (online), Jenny Dolan, Debi McDonald, Jamie Simenson, Amy Preyer, Ryan Langdon

Equity Committee: Ami Landon, Meg Benedick

1. Welcome Role Call (Amanda and Rachel)

- a. Welcome from Ryan, greeted/introd those online. Everyone introduced themselves.

2. Treasurer's Report (Debi)- Report attached at end of doc.

- a. *Teachers Grants:* Have not been paid yet- Missy said it's on her radar. Jess said this paid late last year as well and it's all good.
- b. *Other Notes:*
 - i. Over 12K for the pledge drive
 - ii. Coin drive \$972
 - iii. Run4Funds- no check yet. Katie hasn't heard back but we have a 16k plus check coming our way.
 - iv. Barre \$410
 - v. Kroger \$1061
 - vi. Amazon \$83.92
 - vii. Bad Daddy's latest check hasn't come yet
 - viii. Trunk or Treat \$371
 - ix. Went over budget/what we've spent- efile was more than we thought it would be \$90 (note that this is increased from the expectation of \$50).

3. 2023-2024 Board Positions (Amy)

- a. *Recruitment for next year:* Amanda stated that this will begin in Jan as opposed to Feb. We discussed how to get people more interested in being a part of the board. Though recruitment will be early, voting will happen at the normal time later. Recruitment will be early, voting will come later per normal. Amy said we're going to do it a little differently by not posting persons of interests names publicly because that can send the message the role is filled. Anyone that's interested will be approached. We have multiple things people can do so we can have time to find the correct fit. We're not going to limit it anymore. Leave it open. Those who are interested in continuing on the board please let Amy know when we start recruiting so that she can start a list of all people who are interested. The board members as a whole agreed with these adjustments.

4. Sub-Committees

a. *Roles that require sub-committees:*

- i. Amanda mentioned she wants actual subcommittees for all the roles that have a lot more going on, like fundraising/volunteers. Each board member needs to make a list of the things that they may need help with in the form of a sub-committee and have it ready for the next meeting. Katie said prior to covid sub-committees were utilized more so there may be good info on the drive regarding this already. Jess backs this up. The info will be older, but it will be helpful as we move forward with this plan. Amanda said it doesn't have to be rolled out now. Jenny asked if they are event specific. Amanda answered that it's like the room parents under Jenny. We are looking for tertiary help with one-offs for each school year. Ryan said this a good opp for people to get to know more about the school and be involved.

5. Fundraising (Katie and Jessica)

- a. *Brick/Electronic Sign Fundraiser:* Jessica brought the sample brick. She explained to the attendees the desire for the electric marquee for the entry of the school. She explained the cost and said we are ready for a committee to manage this fundraiser. It doesn't have to be solely bricks or community support to get us to the 60k we need. Who likes working with local biz and leaders- we need a networker! Jenny asked how long it should take to raise the money. Homestead got a grant, according to the brick people, who recommended we don't ask for more than \$150 but we will likely go closer to \$300. Missy has contact info for more of this information. Katie asked if they should write something to send out and solicit for help. Amanda yes. We missed out on the CCSD grant for this year so we want to be on top of this for next year. Amanda said we're looking at starting the grant process next fall for this, Jess said we'd get that answer in May of 2024, but we can start the bricks and other ideas right away. We are more looking for corp sponsors, not parents to have to pay into this since we rely on them for their school donations.

b. *Dine outs (Katie)*

- i. November
 1. Parry's (Wednesday, November 23)
- ii. December
 1. Bad Daddy's (Thursday, December 1)
 2. Mici's Southglenn (Tuesday, December 13)- Mandy said we were to cancel this one and it was confirmed by Amanda for Katie.
- iii. Future Scheduled Dine Outs:
 1. Bad Daddy's (January 12, February 2, March 9, April 13, May 11)
 2. Parry's (April 20)
- iv. Finalizing other dine outs (will update Mandy as they are scheduled for December)

c. *Family events (Katie)*

- i. Kendra Scott
 - 1. In store event: December 3 (Park Meadows location) from 5-7pm
Katie thanked Amy for this one. 20% given back from the items sold during that time frame in store online with a special code. We need to drive a lot of people in for that day. We'll work on the flier- either edit the one from Kendra Scott or make our own.
 - 2. Online Event: December 3-4
- ii. Urban Air Spirit Night- January 9, 2023 (their marketing department provides the flier)- good job to Katie because they normally don't do school days off!
- d. *Finalizing In-Process*
 - i. Upstairs Circus - Mandy had an idea... Katie said we're looking at a date in Dec before winter break.
 - ii. Monster Golf - Being finalized for spring.
 - iii. March Madness Event - TBD Katie is still working on ideas for this and will present more later.
- e. *Future Events (flagged for future discussion)*
 - i. Read4Fund\$ (Katie): working on getting corporate sponsors, different prizes (i.e. pizza party, etc...) and volunteers to increase the amount the school gets to keep. Information coming from Katie before we roll this out.
 - ii. Gift Basket Auction/Silent Auction/Parents Night Out (Jessica): April Event (work in progress- more details will come at future meeting). Jess-blurb is going out in the Friday email for items we can auction off. This will be a spring event so we're starting now so we can see what's gatherable. Jess said we're returning to the canned blurb that parents can send out.
 - 1. *Venue Options* (Grange Hall? Sportsbook?): Bad Daddy's a possibility according to Jess. Katie said the letter idea she was talking about with Ryan, working with the 5th graders on these type of requests.
 - 2. *Gift Basket Contents*: Working on donations from the community and depending on what we receive we may have classrooms create baskets to donate.
- f. *Box Top Volunteer*
 - i. Katie mentioned we need someone so she'll put together a description for this to send out to parents. It's not difficult or time-consuming, but we need to get someone.

6. Volunteer Coordinator Business (Jenny)

- a. *Vote to have this role co-chaired for 2023-2024*: Co-chairs would be in charge of all volunteers as well as the community giveback events. Jenny talked about the changes with the position and stressed that it needs a co-chair because of the bulk of work. We need to absorb the head of the room parents (Shannon's job this year). Shannon has taken on so much more because the comms have to

come from one person, not the parents. Mostly for privacy (email addresses, etc). Sending out sign-up genius' for one person.. Amanda reiterates if the role is co-chaired, it would split the duties between the chairs. We will vote for this next meeting- develop the description. Rachel will check bylaws for proper protocol on adding this board position.

- b. *Yearbook Volunteer (Jessica)*: Blair has handled it for years with a parent volunteer. The parent volunteer is moving on so Blair needs not only another parent, but a committee inside of the PTCO to help gather these photos in the classrooms. We need people to take photos, organize, verify, work on layout. Could be absorbed into PTCO. Meg asked about room parents doing this to which Jenny said they have in the past. Jess said that could continue to work. Amanda thinks we need a sub-committee for this. Katie brought up the rules of posting photos online and permissions. When it comes to the yearbook, there aren't those restrictions- we just want every face in more than once. Amanda asked if we could put something together for this? Jess is going to get with Blair and discuss future plans.

7. Communications

- a. *Teacher Highlights*: We've just started but this has been warmly received. Amanda asks to review Mandy's roll to see what we can sub-comm out because she may be doing more than she should and could use the help. Jess said social/website was always a parent liaison not on board, so maybe we do that again. Mandy asked if she's also supposed to post on the website and Amanda said yes, but we can figure that out later. Also noted is that the minutes need to be posted on the website along with the budget.
 - i. Can we recruit a Parent Volunteer for a year long commitment?
 - ii. Can we use photos of students with staff or teachers if it is an internal email only?
- b. *Newsletters*: Mandy reminded everyone of the Tuesday night cut off to get her information for Friday's newsletter. Also noted is that any one-off emails that we need to have go out to the school needs to be approved before sending through Christine. Great feedback on the new layout of the newsletter itself. Ryan gave Missy props for a lot of that leg work.
- c. *Other Props*: Great job on the videos (balloon launch). This brings about the discussion to make sure and invite teachers to follow the IG profile as well.

8. PTCO Volunteer Survey (Equity Committee and PTCO Coard)

- a. *The Survey*: Ami and Meg have joined the meeting. Amanda talks about the meeting we had recently with the EC. How do we get more inclusive and welcoming? This is a push at other schools as well- Amanda is getting great feedback from other PTCO Presidents. Amy was also talking to other PTCO presidents as well. Amanda brought up the struggle of getting volunteers... field day, trunk, bookfair.

EC asks how the school can support us more. We discussed the flier the EC put together that includes a parent survey to find out why the involvement is lower than we'd like. Ryan- This is not just a PTCO thing, but a school thing. He asks what are the perspectives and obstacles? The survey could answer some of those questions. The whole district is working on this. Katie asks if this is a co-sponsored flier, but Amanda wondered where we blur the lines for school events vs. PTCO events. We don't want it to be confusing for the parents.

Amanda mentioned digging deeper with the questions. She also asked if we add a position to the board that is a liaison with the EC? A diversity position. Ami added a thank you for the time and space and said this comes from the belief that we all want what's best for Heritage. She clarifies that this was not a judgment, but more a question of why and how do we bridge and have the conversations. We're better together. Amanda agreed that it's important and we do want to make people feel welcome. Ami acknowledged that the survey could bring little feedback but all of it will help. Harder questions need to be asked- we don't have the representation of people of color or gender in teacher's roles either.

The meeting with Ryan and the EC tomorrow will go over the survey questions and though they might be uncomfortable, they need to be asked. What information are we trying to gather to be useful for future events and volunteer opportunities - Amanda said the parent' council gave her some great material about racial equity. She'll send those to all of us so we can review.

9. Upcoming Events

- a. *Movie Night December 9*: we will circle back on which movie.
- b. *Winter Parties December 22*

Meeting adjourned at 7:05pm, Round Table w/ Ryan to follow (minutes are separate)
Treasurer's Report Below

Heritage Elementary PTCO Treasurer's Report

November 15, 2022 - Debra McDonald

Bank Acct Balances (as of 10/31/2022)

Checking: \$ 25690.59

Savings: \$15,062.33

Teacher Assistant Grant:

Paid to Date: \$0

TA Grant Outstanding: \$37,000.00

Librarian Outstanding: \$11,500.00

**I have spoken with Missy multiple times re: paying TA/Librarian Salary and she is looking into it.

Teacher Grants:

Financial Update:

New Income:

1. Pledge Drive: \$450 Total: \$12,040.30
2. Coin Drive: \$972.22
3. Run4Fund\$: \$480
4. Barre 3: \$410
5. Kroger: \$1061.60
6. Amazon Smile: \$83.92
7. Dine Outs: 2827.37
 - a. Bad Daddy's \$1208.52 & \$1395.54
 - a. ICB 84.94
2. Trunk or Treat: \$371.00
3. Corporate Sponsors: \$250 Total \$3050.00

Expenses:

1. Trunk or Treat - Total 1009.21
 - a. Mile HI Popcorn 455.50
 - a. Amazon 111.63
 - a. Jenny Dolan/pizza warmer 45.68
 - a. Amanda Chafin/costco \$84.49
2. Veteran's Day Flags 46.62
3. Soar into school
 - a. Big Sky Bounce \$410
2. Taxes and Filings \$100