

Heritage Elementary PTCO General Board Meeting

December 11, 2022

Executive Board Meeting Minutes

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

Attendance: Amanda Chafin, Mandy Alschwede, Rachel Haeger, Debi McDonald, Jenny Dolan, Katie Rasmussen, Jamie Simenson, Amy Preyer, Jessica Seabold, Ryan Langdon

1. Welcome Roll Call

2. Treasurer Report (Debi) Report attached at the end of doc.

- a. *Teacher Grants:* Haven't paid yet but Missy and Debi are working on that.
- b. *Fund Collection:* Debi researching better option than Cheddar Up to avoid fees.
- c. *Tax Exempt ID:* We do have one- there was a question about this.
- d. *Tax Receipts:* How to get those that donate over \$250 the tax form. Debi wants to email the blank one with the weekly email. Have the parents ask if they want the form or a receipt and we can provide that. Jess suggests a flyer in the Friday folders as well and to put it in the email twice so people can have an opp to see it. Maybe ask Missy how she did it because she's very detailed.
- e. *Bad Daddie's Outstanding Check:* We might get in Jan since the owner is out of town (Amanda). We think it's approx \$1400.

3. Fundraising Debrief (Katie and Jessica)

- a. *Brick/Electronic(Jessica)* - update- no response from blurbs in weekly email so far, but we're still going. Mandy did ask some neighbors whose kids went here and they didn't want to donate. We might need to rely on businesses instead of families/neighbors.
- b. *Dine outs (Katie)*
 - i. December
 1. Red Robin Thursday, December 22 5-9:00 pm (flier, emails, and posts created and provided for future distribution. Their marketing department provides the language and images to use).
 - ii. Future Scheduled Dine Outs
 1. Bad Daddy's (January 12, February 2, March 9, April 13, May 11)
 2. Parry's (April 20)
 3. Finalizing date with Denver Biscuit Company
- c. *Family events (Katie)*
 - i. Scheduled:
 1. Upstairs Circus, Thursday, January 5 at 6:30 (flier provided): Katie wants to make sure to send the link because there are a lot of things for kids, too. If we love it, we can do it again in the spring. It's a family event and 8+, but you can take kids that are younger if you supervise them.

2. Urban Air Spirit Night January 9, 2023 (their marketing department provide the flier)
- ii. Finalizing for Spring:
 1. Monster Golf
 2. TBD – March Madness Event (Amanda suggest Basketball Social House since she had her son’s bday there- could be a good option- she’ll send the information to Katie and Jess).
 3. Katie is working on some businesses from a local level - not corporate, because in-person asks are sometimes more successful.
- d. *Future Events (Flagged for future discussion)*
 - i. Read4Fund\$ (March Event): Katie is working on getting corporate sponsors, different prizes (i.e. pizza party, etc...) and volunteers to increase the amount the school is going to keep. Katie is still looking for helpers to manage and come up with corp sponsors. Her goal is raise 6k to offset what we have to pay. This brought about a convo about fund chairs and starting now so we can get ahead of it. Amanda and Amy will get together to get this email out so people can start expressing their interest. We’re moving this up from the prior Jan date and do it this month.
 - ii. Gift Basket Auction/Silent Auction/Parents Night Out (Jessica): This will be an April Event (work in progress will provide details at future meeting). No volunteers yet for this, but Jess talked to one woman who does coding (has a biz that does it) and they do gift basket donations. Would they like to set up a VR booth at an upcoming event. Jenny suggests an individual email for these volunteer calls- explaining what each one needs. Amy asks about including a targeted email about the PTCO board as well.
 1. TBD venue (Grange Hall? Sportsbook?)
 2. Gift Baskets (working on donations from the community) depending on what we receive we may have classrooms create baskets to donate.

4. Sub Committees Review (Amanda went through the roles and thought of ideas where we might need these)

a. Communications

- i. Teacher Highlights
- ii. Social Media: Amanda Maxwell said she’d do that next year
- iii. Other Suggestions: Events like balloon launch, spelling bee might need planned coverage. Amanda asked if it needs to be a PTCO thing or do they coordinate with Missy through the school. Jess said maybe this includes the yearbook person because it overlaps so much. Ryan asks if Mandy knows about the Hour of Code next week so she can cover it. Jess said Blair grabs photos too, if we need.

b. Fundraising

- i. Dine Outs
 - ii. Run4Funds: Can we do this with a parent committee and avoid fees?
 - iii. Marquee Committee
 - iv. Other Suggestions: Katie said we should have a committee where the chairs reach out to people when they need them. They are more task driven. We ask if people are interested in helping and then we ask them specifically what to do so they don't get overwhelmed. Katie is committed to making sure the next chairs are set up for success.
- c. *Volunteer Community Coordinator*: Jenny said that if we add someone to the roll, we may not need subcommittees. Katie said you could do the same thing for this as fundraising. Create a pool of people you can draw from. The point is to give people an opp to help without being committed to being on the board (Amanda). Amy and her will work on that.
- i. Trunk or Treat
 - ii. Room Parent Coordinator: Should we split this by grades next year? K-2 and 3-5
 - iii. Book Fair: Already filled Meghan Minter
 - iv. After School Programs: Jess said we need someone to help Christine. Amanda said she wants to help already but we could reach out to the parents to see who else wants to help. Long term- assuming the outside lab is successful, we'll need a committee to handle that. Katie asked if we need someone to help Blair when she has special events going on, or do we need the PTCO to be involved in this. Could be just someone to send out sign up genius... maybe a Blair liaison. Ryan mentioned he needed help with some sorting- Missy already roped Jess in. Debi and Jess will handle that.

5. Spring Events

- a. *Movie Night*
- b. *Dance?*
- c. *Cultural Event (Amy)*
 - i. Amy talked about the Willow Creek event she attended with Ryan and Missy on Friday. Amy raved about this event. She said different parents had tables set up for their cultures. Each kiddo got a passport that could be stamped. Learned other language bits. She wants to incorporate this into Heritage. She said Meredith is already interested in presenting Judaism. It was a community event after school hours. PTCO was not involved there. Amanda thought it could be in the spring instead of a dance (which Ryan doesn't want). Amy's son LOVED it. The experiences can vary, too. They don't need to be super elaborate. We leave it up to the participants to what they want to bring (food, etc). There is a local k-pop high school group that could come and perform. Jess said there's a school that at the beginning of the year does a cultural meeting to make everyone feel welcome. Mandy asked if spring was the best and Ryan

said that would be the good time. Amanda talked about an International Week in the classrooms and are we going to bring that back? Ryan is open to that. Jessica suggested a world map and people mark their birthplaces. Amanda said Missy and her are already working on that.

- ii. Flat Stanley- Katie asks about Flat Stanley and we discuss bringing that back. Amanda said her and Ryan will talk about the Spring Event.

6. Parent Survey From PTCO

- a. *On Hold Until Next Year:* There's a lot going on so we're holding off to merge all our surveys rather than have 3 diff ones.
- b. *Volunteers:* Our PTCO volunteers will meet in Jan to go over survey questions and eventually meet with Ryan and the equity team to co collaborate. Rachel, Mandy, Katie and Amanda will work on this. Jess asked what is our baseline for this- that needs to be answered. Amanda said our goal is to increase volunteers and volunteer diversity. We discussed what the catalyst for this was- the equity team started it and with the PTCO.

7. Open Forum

- a. *Trunk or Treat:* Mandy asks if the parents are going to be in charge of Trunk or Treat next year and Amanda said yes.
- b. *Security Vestibule:* Ryan brought up the entry process and how it will change as they get it set up. There will be pushback for parents that can't just drop things in classrooms. Things will be left at the front only after that is open.

Meeting Adjourned at 9:04am

Treasurer's Report Below

Heritage Elementary PTCO Treasurer's Report

December 12, 2022 - Debra McDonald

Bank Acct Balances (as of 11/30/2022)

Checking: \$ 28778.75 (+ 18097.17 deposited 12/10/22)

Savings: \$15,069.23

Teacher Assistant Grant:

Paid to Date: \$0

TA Grant Outstanding: \$37,000.00

Librarian Outstanding: \$11,500.00

**Missy is getting me numbers this week

Teacher Grants:

Financial Update:

New Income:

1. Run4Fund\$: \$16187.24
 - Total 16,667.24
2. Amazon Smile: \$114.13
3. Dine Outs: 4222.30
 - Bad Daddy's: \$1394.93
4. Movie Night Popcorn Sales: \$370.00
5. Corporate Sponsors: \$100 Total \$3150.00

Expenses:

1. Check to Jessica 109.96
2. Heritage 5th Grade Yard Signs – Last year 202.99
3. Check to Jessica 405.96 for Last years end of the year celebration

- Looking into other ways to collect funds besides Cheddar Up
- 1099 filing for Rock Solid
- Looking into getting Tax exempt # -We are eligible to not pay sales tax but need tax exempt number
- Tax receipts for donations over \$250