

Minutes for July 28, 2021 PTCO Board Meeting

6pm in- person and via Zoom

[Join our Cloud HD Video Meeting](https://zoom.us/j/7152273794?pwd=b1llTkFyajcydlI1azFYaFRHRFZFQT09)

Meeting ID: 715 227 3794

Password: w4F3dj

1. Welcome- Opened at 6:05pm
2. Attendance- Scott, Emily, Mikayla, Tabitha, Kim, Danielle, Faith, and Janella
3. President’s Report
	1. Approval of last meeting’s minutes.
	2. Executive Board met today to review financials.
	3. Approve next year’s Closed/Board & Open/General meeting dates- Approved.
	4. Approve next year’s Board positions. Approved. Katy O’Keefe voted to secretary position unanimously.
	5. PTCO badges 8/10 7:45-9:15am in the gym. Approved.
	6. Approve next year’s Contact List. Approved.
		1. Need to update board members and contact information listed on school website, PTCO website.
	7. Distribute Events and Activities list. Done.
	8. This year’s funding priorities: TA, nurse assistant staffing, STEAM machines, iPads, last classroom patio structure, Moose Garden, Moose Hills Executive Frisbee Golf Course.
		1. Scott requesting support from PTCO of $6,000 to help support new nurse assistant/TAs given increased school size and increased medical needs of incoming students. Treasurer reminded we have balance from previous year for TA grants that we can use for that.
		2. Glo Forge steam machine is roughly $6,000. It’s industrial.
		3. Also looking at 5th grade (possibly younger grades too) doing a business plan, costs, market analysis and start t-shirt business and they will sell their goods at our PTCO functions. Looking for a vinyl printer that runs approximately $5,000.
		4. Last patio outside the 3rd grade door looking to have cement patio, three shade sails (red, green, and blue), and five tables creating a sixth outdoor learning space. Cost will roughly be $38,000. Can do in stages over a couple of years.
4. Upcoming Events and Projects
	1. Teacher/PTCO Work Week Luncheon (8/11 from 11:30-12:30pm at Lighthouse). Raising Cains hasn’t responded. Consider Jim n Nicks again. Also waiting to hear back from the Lighthouse; if not available do the school gym. Scott and Omar will set up tables. We need team to get and do decorations. Mikayla has some at her house (e.g., blue handkerchiefs and banners). Danielle to get flowers and mason jars. PTCO will give 15-minute talk.
	2. Meet-n-Greet (8/12 at 12:30pm, 3pm, and 4:15pm)- Table with PTCO event schedule handout. Do raffle for those that sign up for King Soopers and Amazon (print instructions made last year and show phone after enrolled). Can use swag that Kim got (stored in Scott’s office). Make magnets with PTCO events—Janella as sponsor or to look for sponsor. Candy/spin wheel to attract people, print out fundraising flyers made last year. We also have a PTCO handout and a Welcome letter from last year. President to speak about what we do here and get people excited about signing up. Scott will talk about 45 minutes. There will be three sessions: 1. new student orientation, 2. First half of the alphabet, and 3. Last half of the alphabet.
	3. Tissues, Tears, and Treats (8/18 from 8-8:30am)- Cafeteria. Families will stay outside door 2 and then walk around to door 5 (cafeteria). Write kids a note and put teacher name on there. Print half sheet and provide pens for that. Have a basket for each teacher (need 7 maybe 8 baskets). Print out cute scroll with the words “Kindergarten is here, some will cry and others will cheer, whatever your mood, the Altitude Elementary Parent Teacher Community Organization (PTCO) is here for you! Please enjoy these Hugs and Kisses to tide you over until your child gets home. Find us at [www.altitudeptco.com](http://www.altitudeptco.com) and “Like” us on Facebook Altitude Elementary PTCO or reach us at info@altitudeptco.com”. For parents, Hershey’s hugs and kisses on table and basket for tissues, bring Keurig for tea/coffee and sugars from storage, get cookies. Tabitha will talk to the chair, Kimberly.
	4. Carnival (9/3 from 5:30-7:30pm)- Michelle came and did the popcorn in previous years. Requested that Janella reach out to her again. Requested that Danielle requests support from the CT Poms team again. Scott will contact Christine at CT to request volunteers. Mikayla to request that Raising Caines comes. Scott to ask Mr. Hays if his band will perform. If not consider a battle of the bands again or DJ. PTCO in prize area. Presale tickets, get parent volunteers for ticket sales, and prize counter. Need to confirm food trucks. Past food options listed in Trello. Bring hat and shirt if want.
	5. Boosterthon (9/9 all day)- Shirt plan in place. No PTCO needs at this time. No water stations. Janella request Michelle to do popsicles. Scott to figure out prizes. Can have spectators this year. Danielle to post about spectators and other communication from PTCO.
	6. Moose Garden
		1. Bag-o-Dirt drive- Bring bag and empty it and snap a pic for social media
		2. Using mulch that’s in the playground. Raised beds to put together and go on top of the mulch, add layer of dirt about 8 inches, add dirt in pumpkin patch and roto-till that area. Cleaned and weeded the area this week. Cost needed for next week is $1,500 for mulch. Treasurer will add to budget as a line item.
	7. Grade Level Shirts- Reviewed bid. All in favor of looking into the company more and Scott is interested in getting all spirit wear from the same place.
	8. Masks- Scott would like to wait and not sell them at the meet-n-greet, but at following events we can sell our excess.
5. Treasurer’s Report- Parent’s Council had a lot of communication about using their insurance policy, but upon looking into coverage further there were a lot of gaps. We’re still covered under Farmer’s Insurance Agency, but at some time PC might insist that we change to their PTO Today policy. Budget is closed out for last year. Treasurer is very appreciative to this Board because she had all items she needed to finalize the budget (e.g., support forms). Executive Board will meet again to review, sign, then get to Jennifer Hughes for a third-party review. We need a new tax preparer because ours won’t do it for the past price of $650-950 and will now charge us over $1000. Danielle will post to see if there’s a CPA that has experience with PTCOs. We need someone that will specifically do a Form 990. PC confirmed that $650 is typical. Climbing wall is installed. Our balance is sitting at about $26,500. Because of COVID, budget to actualfor prior year will show many differences. Will bring to next meeting for review of line items to help with next year’s budget. Once we have a preliminary budget, we will bring it to the board to approve, will post to the community for 30 days, once approved will get to PC. Scott requests $1800-$2000 for classroom level book sets due to adding so many new classes. Motion to vote by Mikayla to approve up to $2,000. All in favor. Requested invoice from Lori to cut check.
6. Fundraising Team Report- Report given by Kim. Team’s struggling with communication with GLS company. Will confirm that we are on track to receive the order before the meet-n-greet so we can place on desks with yearbooks and school supplies.
7. Principal’s Report
	1. Welcome Emily Kimpton, Assistant Principle, and update on next year. Tomorrow we have music candidates interviewing in the afternoon. We have a great group of core, returning TAs and also hired new ones. We are ready staffing-wise and ready to start the year. Unsure of mask mandates at this point. We want to focus on drama-free, fun, ready to learn environment. We want to get back to why we started this school in the first place. We dealt with unchartered territory, and we did great with it. Let’s keep the ball rolling for next year. Elementary 45 has broken ground, but not much more. We have a donation set aside to help get their new PTCO started. We will also help advertise their events. We’ll have more crossing guards given new streets/crosswalks by the Lighthouse.
8. Announcements
	1. Next Board Meeting is August 4that 6pm
	2. July birthdays- None
	3. Team Building- TBD
9. Adjourn-7:54pm