**Heritage Elementary PTO  
December 13, 2022 General Meeting Minutes**

**I.** **Meeting was called to order** on December 13, 2022, at 9:40am by President Shannon Callendar. Meeting was held in person at Heritage Elementary (due to technical difficulties we were unable to stream on Facebook Live). Motion to approve the Minutes from the November PTO General Meeting by M. Stacy, 2nd by A. Engle.  
  
**II.** **Treasurer’s Report (Laura Coughlin)**We have an $134,716.89 ending balance with $127,216.89 in available funds currently in the PTO account. Motion to approve by M. Avery, 2nd by R. Klier.

**III. Restaurant Nights (Caiti Hanks)**9/13 Sonic (on Waterloo), still waiting on check   
11/10 S & B Burger, still waiting on check  
Trunk or Treat Food Trucks – none met their minimums except Cotton Candy, still waiting on check

**IV. Fundraising (Angela Engle)**Amazon Smile - $425.65 received in November  
Mabel’s Labels – open all year

**V. Spirit Store/Spirit Squad (Rachelle Burns)**Spirit Day on December 2nd went great! Popcorn was delivered to every classroom. After the break, grade levels will be used to request volunteers to help with popping/delivering.

Spirit Store December 9th opened before school, from 8:50 – 9:15am. Printable forms with the merchandise listed for sale were sent out so that parents could print, mark which items they would like to purchase, and send the appropriate amount of $ with students to school to facilitate the process. It really helped with getting kids to class on time, so thank you to those who did so!

We still have ornaments and beanies to sell before the Winter Break! Order online or buy at school on Tuesday afternoon.

**VI. Homeroom Coordinator (Rhiannon Klier)**Winter Parties are on Tuesday, December 20th. Up to 4 volunteers (workers to set up party, help with snacks/crafts/activities, etc) total will be allowed in each classroom, and will need to be on the list to check in at the office. Items for parties need to be dropped off in the front foyer by noon Tuesday. Please do NOT park in the driveway/pickup line if you are coming to help.

**VII. Art Pals (Jennifer Chan)**December Art Pals is December 12-16. We are still in need of a few more volunteers.

**VII. Communications (Sarah Woods/Alicia Cox)**Sarah will continue to include Teacher Spotlights in the S’Mores newsletters, so make sure to submit and recognize our wonderful teachers! Alicia takes care of the social media posts, along with the online Spirit Wear sales.

**IX. Upcoming Events**Teacher Luncheon: 12/13, donated by Relish Catering of UDining  
  
Teacher Treats and Coffee bar: 12/21 provided by PTO  
  
5th Grade fundraising opportunities to cover 5th grade t-shirts and end-of-year party will include Heritage candy cups at all music programs, and Candy Grams at Christmas.  
  
Mother/Son Game night – committee volunteers needed, with first meeting on January 31st @ 9:30am. Sign ups begin after winter break. The event date will be April 7th, off-campus location.

**X. Volunteers Needed**

We still need a decorating committee chair! Holiday decorations on door and bulletin boards will need to be removed before the students return to school (Winter themes can remain). The building will be open on Friday, January 6th (professional day for teachers).Lost and Found – Lost items are in near the Redbud Tree and in the lost and found corner near the media center. All items will be donated on Wednesday before the winter break to Integris.

Sweetheart Dance – 1st Committee meeting last week. The Father/Daughter dance will be February 3rd, from 6:30-8:30 for Heritage students. Tickets will be $20 and will cover the student and a guest, with additional siblings $5. Cash or Check only, pre-purchased. There are only 250 spots available.

Holiday Hams – Budgeted $750 to purchase hams, but we needed 74 hams this year, which cost $1,500-$2,000. Motion was made to increase the Holiday Hams amount in the PTO Budget from $750 to $2,000. Motion approved by J. White, 2nd by A. Engle. Motion passed by unanimous vote.

**XI. New Business (Mrs. Frank, Principal)**Holiday Heroes served 145 students (75 families). Thank you to all who donated and collected/sorted to make this happen!

New 2022-2023 Calendar is out on the District website.

Report Cards for 2nd Quarter will be available after Winter Break.

**XII. Meeting adjourned** at 10:42am, motion approved by A. Engle, 2nd by M. Avery