**Heritage Elementary PTO  
November 16, 2023 General Meeting Minutes**

**I.** **Meeting was called to order** on November 16, 2023 at 9:30am by President Marisa Stacy. Meeting was held in person at Heritage Elementary.

**II. Motion to approve the Minutes** from the October PTO General Meeting by J. Morrison, 2nd by C. Hanks.  
  
**III.** **Treasurer’s Report (Jessica White/Angela Engle)**We have an October ending balance of $93,379.82. With $2,176.66 in outstanding checks and $7,500 in required reserves, leaving $84,240.32 in available funds. Motion to approve by S. Callendar, 2nd by D. Rice.

**IV. Vice Presidents: Melissa Avery & Caiti Hanks**

1. Fundraising a. Previous Restaurant Night: J&J (Book Fair night) didn’t reach the minimum so no $ was donated.  
 b. Upcoming Restaurant Night – Jan 14th will be Sky Zone from 2-7pm.

2. Hero Hustle Update  
 a. Edmond School District has approved sound panels for the cafeteria, so PTO is working with the  
 company to order and install.  
 b. Shade structures will be removed and stored for the winter to preserve the purchase for future use.

**V. Communications (Diana Rice/Bethany Ford)** 1. Website & monthly newsletter (S’More) is handled by Diana. She will be including Volunteer   
 Spotlights and Teacher/Staff Spotlights, so please submit via email (Heritage PTO). The S’More is posted   
 every week on the PTO Facebook page, as well as emailed to everyone by Mrs. Frank.

2. PTO Facebook page is Bethany’s area. We ask that you please be kind and encouraging in your posts, as we   
 are all volunteers helping to make our school as great as it can be.

**VI. Committee Chairs** 1. Homeroom Heroes: Rhiannon Klier – Fall parties were a success! Thank you to everyone who participated.   
 Upcoming 4th Grade Music Program on December 7th, homeroom parents need to provide flowers for the   
 music teachers.

2. Decorations Committee: Bethanie Lied & Jacque Morrison – Holiday decorations are in the process of going  
 up. Please arrange a time with your teacher or come up on November 26th for Deck those Halls at 1:30.  
 Pods, 5 trees, photo backdrops by the redbud tree (workroom supplies are for the teacher door and pod   
 décor). Cricut was donated by Natalie Moose for PTO use!

3. Teacher Hospitality: Natalie Moose – December 13th is provided by Lauren Olson’s company Relish Catering.  
 January will be a restock of teacher snacks and drinks, look for the signup genius. February 9th will be dinner.

4. Son + 1 Event Recap: Nicole Boykins - Event was a huge success! Over 200 boys attended, and we came in  
 under budget! There was Cici’s Pizza, a gaming truck, photo booth, inflatables, yard games, board games, DJ,   
 and lots of cool costumes.

5. Workroom Pals: Allison Smith – extra copy paper is in the office if you need it. Please clean up after yourself!

6. Spirit Squad: Rachel Lassiter/Rachelle Burns – PTO purchased popcorn from Icon Cinemas, rather than   
 popping. December 1st is the next Spirit Day and Spirit Store.

7. Green Thumb: Jessica White – Candyland theme for front outdoor decorations.

**VII. Upcoming Events** 1. Winter Spirit Wear is in and delivered. Nicole Cordis provided a great deal and is in our Heritage Family.   
 Bonus – our order was 100% correct!!

2. No December General PTO Meeting

3. Heritage Food Drive has one day left, and already we have 1,000 items – way to go Heritage!

4. Heritage Heroes is still open to sign up to sponsor a family. Ms. Garrett will have a board with missing items   
 if you want to participate but cannot take on a whole family.

5. Thanksgiving Break – November 20-24th (no school)

6. Deck the Halls – November 26th, 1:30 - ?

7. Spirit Day – December 1st

8. 4th Grade Music Program – December 7th

9. Teacher lunch – December 13th

10. Winter Parties – December 18th (3-5th grade) and 19th (Pre-K – 2nd)

11. Winter Break – December 21st – January 8th

**Meeting adjourned** at 10:30am, motion approved by S. Callendar and 2nd by R. Klier.

Next PTO meeting will be January 11th @ 9:45am at Heritage.