

2024-2025 HGE PTO Agenda

Oct. meeting: 10/9

5:30-6:30 PM / HGE Library

Agenda:

1. Call to Order
2. Principal's Report
3. Treasury Report
 - a. [Folders for adding receipts and revenue](#)
4. Community Events
 - . Holiday Shop: Melissa is the PTO rep?
 - i. Delivery Date: Nov. 22nd (friday)
 - ii. Selling dates: Dec. 3-6
 - iii. Sale Hours 10:30-1:30
 - iv. 10% profit
 - v. 2 cash registers
 - vi. 1 sample box
 - vii. 5% discount (we qualified for this)
 - viii. Jeannine Young is the contact person from fun services
5. Spirit Night updates

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6. Call to Order
7. Principal's Report
 - a. UIP (Unified Improvement Plan) report was submitted to the District on Oct 1, needs to be submitted to the State by Oct 16 - no feedback yet, so the assumption is that it will be approved.
8. President Report
 - . Still working on the Bylaws
9. Treasury Report:
 - . Transferred more funds to the Sept. funding request "budget" to 6,200. Took out May, and reduced Jan and Mar down to \$1,650 each

- a. Need to adjust Dojo/Prize card amount from 3,100 to 3,800. Where would we like those funds to come from? (take away from what?)
- b. I do not have any transactional budget updates as I have not received any receipts or reports from purchases or revenue as of 10/9. I believe the district has officially released initial account starting balances. Typically purchase take 1-2 months to reflect on the reports. I would like to see receipt or dep. Copies if possible so we can reconcile what we think we are spending/receiving to what is actually happening. When can we expect that? Should we hold off on future purchases so we understand how the process works? How can we improve transparency?
 - i. Transparency can/will be improved by scanning receipts and uploading them to the drive.
 - c. Still needing:
 - i. Movie night spending,
 - ii. Aug. Teacher appreciation spending,
 - iii. Sept. teacher appreciation spending,
 - iv. Conference food spending,
 - v. Fall funding request purchases
 - vi. Dojo/prize card funding purchases
 - vii. Any revenues from fun run (how will that work?) other income like King Soopers, etc.. (how is that reflected as well)
 - d. Future considerations: teacher conference dinner budget should be increased due to the increase in staff.
 - e. Teacher appreciation budget: should consider increasing monthly budget because it's difficult to cover all certified teachers with current budget allocation
 - f. New ideas how to spend funds
- i. Assemblies:
 - 1. Extreme Science guy: \$1500 for an assembly for up to 500 students, will be in our area on Feb 10 so no additional travel costs
 - 2. Talent show? Initial thoughts: time limit, examples, check with other District schools that have one to check how they do it
- ii. Playground enhancements
 - 1. Students have asked for more seating - so look into fixed tables and chairs
- 10. Community Events:
 - . Upcoming Fall Festival/Trunk or treat: [Here is a folder](#) with previous years' notes for reference!
 - 11. Spirit Night: Noodles & Co. in The Orchards (14375 Orchard Parkway Ste 600 Westminster, CO 80023) 4:00-8:00, mention Hunters Glen and the school gets 25%. Online orders also qualify - use code GIVING25
 - 12. Other ideas: Can we spruce up the teacher lounge and bathroom?