

# Hickory Grove Elementary School Parent Teacher Organization

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September 12, 2023

Attendees:

Jeremy Etnyre, Gretchen Primeau, Tessa Day, Natalie Cobb, Rhannon Rotondo, Annie Cohen, Jodee Driscoll, Roxanne Olmstead, Courtney Young, Shannon LoPiccolo, Judy Oler, Carly Lynch.

## **Meeting Minutes:**

- I. **CALL TO ORDER & Welcome**
  - a. Meeting called to order at 6:35pm.
  - b. Secretary, Tessa Day, confirmed that with 11 of the 17 PTO board members present, a quorum is met.
- II. **Principal's Report – Jeremy Etnyre**
  - a. Welcome, thanks for joining us at this meeting, we appreciate seeing new faces. Thanks for getting involved.
  - b. Reminder: Picture day tomorrow, September 13.
  - c. Progress reports will be sent home on Friday, September 15. We are halfway into the first quarter. All students receive progress reports at time. All reports are standards based. Scores are given for Social Emotional Learning (SEL) which reflect students' adjustment to school. STAR Reports are also distributed. These provide a one point in time snapshot of their reading and math.
  - d. PTO meetings will be 1 hour in length, keep reports to the point.
  - e. Outdoor Learning Center (OLC):
    - i. Signed contract Carmody Lawn Service for next phase of project. This includes ADA Compliant sidewalk by the "messy materials area", "council ring", and out to the creek where the future science patio will be built including a large round table. Progress should happen in approximately 3 weeks.
    - ii. We will need volunteers laying brick borders, and similar non skilled work. Watch for volunteer requests to come via email.
    - iii. OLC sign has been put in.
- III. **Teacher reps:** Beth Bergschneider: 3rd grade teacher, Maisoun Mohammed: ESL teacher present.
  - a. They appreciate all the PTO does for teachers.
- IV. **Officer's Reports:**
  - a. President's Report – Gretchen Primeau
    - i. Welcome, introduction
    - ii. Thanks for all the attendance. The PTO is open to new ideas, thankful for additional help, and appreciates you for taking the time to attend.
  - b. Secretary's Report – Tessa Day
    - i. Acknowledgement of voting outside of the meeting: August 22-25 a vote was held electronically to approve spending for the OLC, up to \$16,000. Vote approved.

- ii. Acknowledgement of voting outside of the meeting: September 11, a vote was held electronically to remove Shashank Mupparapu from the position of Treasurer. Vote approved.
- iii. Requested motion to approve PTO meeting minutes from May 2023. Motion by Courtney Young, Second by Roxanne Olmsted. Vote passed.
- iv. Voting to approve new positions. Aaron Telfor as Treasurer and Elizabeth Fung, book fair committee chair. Motion by Roxanne Olmsted, Second by Natalie Cobb. Vote passed.
- v. Voting to spend against the proposed budget as we wait for the new treasurer to finalize the budget. Motion by Natalie Cobb, Second by Rhiannon Rotondo. Vote passed.
- c. Treasurer's Report – Aaron Telford
  - i. Plans to review the proposed budget, make any necessary adjustments, and bring it for vote at the October meeting.
- d. Vice-President of Membership – Natalie Cobb
  - i. Review of role, includes recruitment of members to fulfill needed positions in the PTO. Appreciate people stepping up for positions recently, including Elizabeth Fung for Book Fair, Deanna Roman assisting with Book Fair, Regina Park for Fun Run, and July Oler for silent auction. Will continue to work on building a committee for Fun Run, and silent auction helpers.
  - ii. Open Position: VP of Communications. This position entails website updates, pushing out communication to parents, teachers, and office staff in a streamlined manner, and Facebook posts.
  - iii. Open Position: Fundraising programs. This is a committee chair position, it is an easy, entry job for the PTO. Chairperson would manage passive fundraising programs such as Kroger, Raise Right, and Box Tops.
  - iv. Open Position: Yearbook assistant. Assist and learn from current chair Sarah Engberg.
  - v. Contact Natalie Cobb if interested in any of these positions, [HGESPTOMembeship@gmail.com](mailto:HGESPTOMembeship@gmail.com)
- e. Vice-President of Fundraising – Rhiannon Rotondo
  - i. Direct donation drive will be from 10/10-10/27, goal is \$20,000. We will celebrate it with a movie night in combination with a trunk or treat. Bracelets will be given to kids with a recorded donation. For every \$5,000 raised, there will be a reward for the kids. Funds raised from the Direct Donation Drive fund our annual operating costs.
  - ii. Additional fundraising programs during the year include the sweetheart dance, and Fun Run. We will need volunteers for events. Funds from the Fun Run are directed to the OLC project.
- f. Vice-President of Marketing & Communication – open position, no report

## V. **Committee Reports**

- a. Book fair – Elizabeth Fung

- i. Elizabeth has been helping for several years, and is now stepping into the lead role.
  - ii. Coin wars 9/25-9/28 helps with books for classrooms, and matching funds for the library, plus charitable donations from Scholastic.
  - iii. Fall fair runs from 9/29 to 10/6. Fliers went out today, watch for them to come home with your student this week.
  - iv. Please use the QR code on the flier for volunteer time slots, we will also need help running the cash register in the after school hours.
  - v. Trying to keep things simple as a reset year.
  - vi. Coming up: Set dates for spring fair, and fall of 2024.
- b. Spiritwear - Annie Cohen
  - i. First year in role. Open to suggestions.
  - ii. Class shirts: Helped to organize orders for class shirts. Sold 441 shirts, with a profit of \$882. Shirts will be arriving in 2 weeks
  - iii. Spiritwear: Current sale advertised via flier sent home, email, posted on Facebook. Will speak to vendor to clarify on the website what color logos will be on items. Sale ends 9/22. Currently have 44 orders, including 97 items. Attempting new logos, increased options for sizing, and apparel choices. Plan to repeat the sale later in the semester and in the spring.
  - iv. Idea: PTO shirts for the year. Will work on a design idea.
- c. Staff Appreciation– Roxanne Olmstead & Courtney Young
  - i. SIP day 9/22, have set up an order with Potbelly's, will be sending out a sign-up for donations.
  - ii. Idea: One Friday a month having something available for ALL staff, as a treat.
  - iii. Idea: donation drinks to keep staff break room stocked
  - iv. Planning to include all staff, not just teachers. Will recognize various staff such as custodians, nurse, crossing guard, principal, etc throughout the year.
- d. Room parents – Shannon LoPiccolo
  - i. Met with room parents as a group prior to PTO meeting. Q&A format. Many room parents are returning and have experience.
  - ii. Party sign ups: Halloween, Winter, and Valentine's Day. By Oct 1, sign-ups for parents will be sent by room parents to classroom parents.
  - iii. Every classroom has at least 1 parent signed up.
- e. Restaurant Nights – Jodee Driscoll
  - i. Restaurant nights provide additional fundraising to go to general operating funds. Typically do 6 events per school year. Open to new ideas.
  - ii. First event, Weavers, Oct 17 being confirmed.
  - iii. Will have more set up by next meeting
- f. Fundraising Programs – Rhiannon Rotondo (committee chair from last year)
  - i. This position raises passive income/ shopping rewards: Box Tops, Kroger, Raise Right e-gift cards. Raise Right is easy to use, in person at

the store, you can purchase an e-gift card in the app. It doesn't cost any extra, and we get a kickback.

- g. JA – Shelly Telford: Not in attendance
  - i. No update
- h. Accelerated Reader – July Oler
  - i. Awards will start in October. A boy and girl from each grade, and one teacher from each grade receive an award for having the highest AR points for their grade. Prizes are books.
  - ii. Super Reader: There is a box in the library for teachers to put a name in, a reward for a student trying hard at reading, even if they didn't hit an AR goal. Names will be posted outside the library for 1 week. Need to promote teacher involvement. Tropical Snow donated coupons. Looking for similar items. Mrs. Bergschneider will send a reminder to teachers to enter names in the box.
  - iii. Budget of \$1400, have lots of books on hand for rewards.
- i. Culture Chair – Megan Soper: Not in attendance
  - i. Update provided: This position will be working to celebrate cultures. Looking for ideas.
- j. Yearbook – Sarah Egbert: Not in attendance
  - i. Update provided: Please send her photo contributions when she asks, teachers can also submit. A highlight of the yearbook is 5th grade ads.
- k. School supplies – Kara Marriot: Not in attendance
  - i. Update provided: We have a \$2200 check coming in from supplies ordered last spring
- l. Copy Coordinator – Carly Lynch
  - i. As copy coordinator Carly goes in once per week. Only gets a handful of 2nd and 3rd grade teachers who routinely use her. Will send out a reminder to teachers to utilize her.

#### VI. **Open Discussion**

- a. Parent/Caregiver breakfast events. In the past these have become too crowded and hectic with lines, parking, getting children to class in a timely manner, etc. With a school over 800 students, this format is not functional or practical to continue. Discussion explored various ideas such as moving the event outside, split event by grade level or half of the alphabet per day. Additional idea is to initiate a grade level specific event, such as 3rd grade, a one time event which may have a special guest for a breakfast treat, and perhaps it could incorporate the first hour of the school day, a classroom visit and a craft or activity. Ideas to be explored further with the events chair.
- b. Acknowledgement of Jana Soviar, past PTO president, is present at today's meeting. We thank her for her years of service to the organization.
- c. The PTO Website has contact information listed for each committee chair, please use that resource as needed. <https://hgespto.digitalpto.com/>
- d. Door Prize winner: Shannon LoPiccolo's name was drawn. Congratulations!

#### VII. **Adjournment**

- a. Meeting adjourned at 7:29 pm.

## **Supplemental Material & Written Reports**

None.