

Hickory Grove Elementary School Parent Teacher Organization

October 10, 2023

Attendees:

Jeremy Etnyre, Gretchen Primeau, Tessa Day, Natalie Cobb, Aaron Telford, Rhiannon Rotondo, Courtney Pierce, Elizabeth Fung, Annie Cohen, Jodee Driscoll, Courtney Young, Shannon LoPiccolo, Christy Daily.

Meeting Minutes:

- I. **CALL TO ORDER & Welcome**
 - a. Meeting called to order at 6:32PM
 - b. Secretary, Tessa Day, confirmed that with 12 of the 19 PTO board members present, a quorum is met.
- II. **Principal's Report – Jeremy Etnyre**
 - a. Conferences will be held October 19 and 20. Sign up via email link. If any issues, contact school secretary, Beth Koehler.
 - b. Outdoor Learning Center. Contractor has cut out sod for areas where new sidewalk will be installed, should happen as soon as weather permits. Purchased 16-18 trees and shrubs, cedar flower boxes, planting is ongoing. Mrs Buckley and Mrs. Highline will meet with Mr Etnyre regarding areas they will have input on for future stages. Anticipate a need for volunteers to assist with brick border, watch for an email.
- III. **Teacher reps:** 2nd grade teachers present: Mrs Brown and Mrs lawless, Resource teacher: Laurie Cunningham
 - a. Thank you for the book fair, we were able to get lots of book.
 - b. Running coaches share that the running club is going well, several teachers are helping.
- IV. **Officer's Reports:**
 - a. President's Report – Gretchen Primeau
 - i. Thank you for attendance.
 - b. Secretary's Report – Tessa Day
 - i. Requested motion to approve PTO meeting minutes from September 2023. Motion by Jodee Driscoll, Second by Elizabeth Fung. Vote passed.
 - ii. Voting to approve new positions. Courtney Pierce "CJ", as VP Communications and Christy Daily as Events chair. Motion by Rhaiannon Rotondo, Second by Jodee Driscoll. Vote passed.
 - iii. Voting to approve the proposed budget. Motion by Courtney Young, Second by Natalie Cobb. Vote passed.
 - c. Treasurer's Report – Aaron Telford
 - i. One change from tentative budget, increased miscellaneous budget by \$400.
 - ii. Expenses are \$3000 higher, mostly this was impacted by teachers fund. Other recent expenses include OLC sign and sidewalks anticipated in this budget.

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- iii. Plans to update the top portion of the budget on a monthly basis. Will send out a few days prior to meeting for committee chairs to review. Bottom box of budget, updated with some of last year's expenses, so starting funds are now updated.
- iv. Plans to check mailbox at school once per week.
- v. The form used for deposits or reimbursement has been updated, please always use the paper copy and leave for Aaron. Must check the appropriate box for which fund it corresponds with. Please only use paper copy at this time.
- vi. If you are planning an event, there is a specific budget for each event. Natalie will communicate this with Aaron.
- d. Vice-President of Membership – Natalie Cobb
 - i. Vote for new positions, introductions of new members Courtney Pierce and Christy Daily.
 - ii. Still in need of a fundraising programs position.
 - iii. Yearbook in need of an assistant for Sarah Engberg, Tracy Armstrong expressing interest.
- e. Vice-President of Fundraising – Rhiannon Rotondo
 - i. Direct donation drive launched October 10, fliers went home today. Donations can be submitted via cash, check, online donations. Every student with a donation gets a bracelet.
 - 1. \$25,000 goal
 - 2. Promoting on Facebook, making signs for outside, and flyers
 - 3. Drive ends with a family movie night outside if weather cooperates. This will be combined with a Trunk or Treat in upper parking lot.
 - 4. Mrs Wooden agrees to be a “Human ice cream sundae”, topped with an additional ingredient for each \$5,000 raised. Highest donation class will get to pick students to “dump” toppings.
 - 5. This drive funds the general PTO operating budget.
- f. Vice-President of Marketing & Communication – Courtney Pierce
 - i. Website: We are out of space, unable to upload anything additional. Fee would be \$120 to upgrade our current system, or we could create our own website for \$125 annually. Could use sponsors on site. Conversation determined we should go ahead with this change after the direct donation drive.
 - ii. When sending things to promote to the student body or teacher, please send to CJ and she will manage the communication with school secretaries.

V. Committee Reports

- a. Book fair – Elizabeth Fung
 - i. Thank you to teachers and volunteers

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- ii. \$6,400 raised by coin wars, money goes directly to classrooms, all has been spent.
- iii. \$24,608 in sales (last year \$23,900), this will equal \$12,000 scholastic dollars to spend, \$9,000 of it will go to library (cash out would be $\frac{1}{2}$ the amount, Sarah Bell, district librarian will give us feedback on that decision).
- iv. Time frame for next year's fall sale will be similar.
- v. Spring fair is currently matched with teacher appreciation week, exploring shifting dates slightly to make it a more compatible time for activities. Spring fair will be Literati.
- b. Spiritwear - Annie Cohen
 - i. \$872 earned for class shirts, have been passed out.
 - ii. Spiritwear store closed 2 weeks ago, waiting for orders to arrive. Earned \$745 on the store. 214 items sold.
 - iii. Planning to create a PTO shirt for the year.
- c. Staff Appreciation– Roxanne Olmstead & Courtney Young
 - i. First Friday of the month provided staff with cupcakes. Will do something every month on the first Friday.
 - ii. Sunshine committee is honoring the custodians, 1st grade, 1st grade aids.
 - iii. Providing dinner for teachers October 19, and breakfast October 20. Need some donations, sign up went out today.
- d. Room parents – Shannon LoPiccolo
 - i. Everything is in action. Party sign ups should have gone out for Halloween or all 3 parties.
 - ii. No younger siblings can attend parties, and only parents who have signed up as volunteers. Room parent will communicate with each teacher regarding the number of volunteers for their classroom.
- e. Restaurant Nights – Jodee Driscoll
 - i. October 17 Weavers Restaurant, all day long. Flyer not necessary to present. Will promote via social media as well
 - ii. November and December will be announced once dates are approved with the office.
- f. Fundraising Programs – Rhiannon Rotondo (committee chair from last year)
 - i. Raise Right has been much more active recently.
- g. JA – Shelly Telford
 - i. Written report
- h. Accelerated Reader – July Oler
 - i. Written report
- i. Culture Chair – Megan Soper
 - i. Planning program for March 7 or 8, in planning phases.
- j. Yearbook – Sarah Egbert
 - i. Written report

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- k. School supplies – Kara Marriot
 - i. Written report
 - l. Copy Coordinator – Carly Lynch
 - i. No update
- VI. **Open Discussion**
- a. Discussion regarding breakfasts with parents possibly explored for certain grade levels. Exploring options for which grade levels to target, Mr Etnyre will talk with Cristy Daily, committee and teachers about planning. Table discussion for now.
- VII. **Adjournment**
- a. Meeting adjourned at 7:31 pm.

Supplemental Material & Written Reports

Written Reports

Junior Achievement - Shelly Telford

Bringing back Junior Achievement this year with a pilot program in the 2nd grade. Mrs. Kurth is working with Shelly on this and it will most likely start up in January.

Accelerated Reader - Judy Oler

A lot of teachers are participating in the Super Reader awards, which is great! I'm waiting on Mr Etnyre to send September AR results, hopefully this week and we can get those awards out.

Yearbook - Sarah Engberg

The 5th grade cover competition has officially begun. The deadline is October 17th. Fliers have been handed out to all 5th graders, emails have been sent to all parents, and there are posters around the school. I will be hanging up submissions on 10/19 and 10/20 outside the art room, and everyone in the school will be voting over the next 2 weeks. I will be announcing the winners and handing out the prizes once all voting is completed.

Over 100 pictures were submitted from the first day of school, and I will be working on setting up the yearbook website for teachers to submit pictures. There were some teachers who requested pictures being submitted via google photos again, but due to logistics of submitting photos, we will be continuing to use the yearbook website. If certain teachers need google photos, I can set up albums at that time.

I will be reaching out to all the room parents to ask them to help coordinate pictures in an effort to decrease the work for the teachers. Does anyone know if there is a link of parents

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that volunteer on a weekly basis and in what classrooms? I could also reach out to them to help coordinate a picture.

School Supplies - Kara Marriot

We have signed a contract with the same company and won't start advertising until 2024.

We received a check for about \$2,400 from last year's school supply drive.

Supplemental Material:

PTO Anticipated Events list:

SEPTEMBER:

- Book Fair - Sept. 29 - Oct. 6

OCTOBER:

- Fundraiser - Direct Donation - October 10 - October 27
- Restaurant Night – Weavers 10/17
- Staff App. - P/T conferences – 10/19 & 10/20 – Breakfast & Dinner
- Event - Trunk or Treat – 10/27 - Rhiannon
- Event - Movie Night - 10/27 - Following Trunk or Treat - Rhiannon

NOVEMBER:

- Event - 4th Grade – Donuts with Dad (Name will change) – Judy Oler/Annie Cohen- Date TBD
- Staff App. – SIP lunch – 11/10

DECEMBER:

- Event - 2nd Grade – Muffins with Mom (Not sure what the name will be) – Judy Oler/Annie Cohen Date TBD
- Staff App. – Hot cocoa bar – Date TBD

JANUARY:

- Event - Canvas paint Event – Date TBD – Courtney Young

FEBRUARY:

- Event - Sweetheart Dance - February 9 - Tiffany Eccles
- Staff App. – SIP lunch – 2/16

MARCH:

- Culture Event - Tentative Dates March 7 & 8
- Event - Fun Run Early Registration - Start March 11
- Staff App. – SIP Lunch – 3/22
- Staff App. – Lemonade stand – Date TBD

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April:

- Event - Fun Run - Friday 4/19 - Regina Park - Early registration will likely start mid March

May

- Staff App. - Teacher appreciation week 5/6-5/10
- Book Fair - Literati - 5/3-5/10

Contact information list for chair positions:

HGES PTO Voting Positions 2023-2024				
Position	Name	Email	Phone	PTO Email
President	Gretchen Primeau	gretchenprimeau@yahoo.com	309-678-1712	hgesptopresident@gmail.com
VP of Membership	Natalie Cobb	cobbn84@gmail.com	419-680-9099	hgesptomembership@gmail.com
Treasurer	Aaron Telford	aaronmtelford@gmail.com	309-310-8750	hgesptotreasurer@gmail.com
Secretary	Tessa Day	day.tessa@gmail.com	309-740-5898	hgesptosecretary@gmail.com
VP of Fundraising	Rhiannon Rotondo	rhiannondmooney@gmail.com	727-742-6750	hgesptofundraising@gmail.com
VP of Communications	Courtney Pierce	courtneybickerman@yahoo.com	309-256-0242	hgesptovpcommunication@gmail.com
Book Fair	Elizabeth Fung	we.are.the.fungs@gmail.com	309-258-3040	hgesbookfair@gmail.com
Junior Achievement	Shelly Telford	shellytelford@gmail.com	217-855-0839	
Spirit Wear	Annie Cohen	aparkin12@gmail.com	217-390-8685	hgesptospiritwear@gmail.com
Year Book	Sarah Engberg	sarahengberg84@gmail.com	847-902-8281	hgesyearbook1@gmail.com
Restaurant Nights	Jodee Driscoll	jnorbutas@hotmail.com	309-868-9580	
School Supplies	Kara Marriott	karamarriott@gmail.com	651-402-3537	
Staff Appreciation	Roxanne Olmsted	rgsell2001@yahoo.com	630-730-7288	
Staff Appreciation	Courtney Young	courtney.mcnay@gmail.com	309-536-3568	
Room Parent	Shannon LoPiccolo	shannon.lopiccolo@yahoo.com	630-235-6324	
AR	Judy Oler	judy.oler23@gmail.com	443-640-8376	hgesptoreads@gmail.com
Copy Coordinator	Carly Lynch	carlyrenee67@yahoo.com	309-453-3113	
Events	Christy Daily	christydaily213@gmail.com	309-453-1775	
Culture Chair	Megan Soper	mjsoper99@gmail.com	309-371-4349	
Fundraising Programs				

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Budget:

Budget Review - School year (2023-24)				2022 - 23	
HGES PTO 2023/24 Budget				Budget	Actual
INCOME Category	Gross	Expenses	Net	NET	NET
Donation Drive	\$20,000	-\$500	\$19,500	\$19,500	\$18,522
Shopping Rewards (Kroger, Raise Right)	\$1,500	\$0	\$1,500	\$1,000	\$2,154
Restaurant Nights	\$2,500	\$0	\$2,500	\$2,500	\$2,444
Spirit Wear	\$6,000	-\$5,000	\$1,000	\$1,000	\$1,859
Spring Fundraiser	\$12,000	-\$1,000	\$11,000	\$11,000	\$9,663
Business Sponsor	\$6,000	\$0	\$6,000	\$6,000	\$7,200
School Supplies	\$5,750	-\$4,250	\$1,500	\$1,500	\$0
Yearbook	\$8,700	-\$7,200	\$1,500	\$1,500	\$3,597
Total Budget Income:	\$62,450	-\$17,950	\$44,500	\$44,000	\$43,439
EXPENSE Category	Gross	Expenses	Net	Expense	EXPENSE
5th Grade Field Trip	\$0	-\$2,500	-\$2,500	-\$2,500	-\$1,980
Accelerated Reader	\$0	-\$1,400	-\$1,400	-\$1,200	-\$1,113
HGES Gives Back	\$0	-\$300	-\$300	-\$300	\$0
Annual Operating Fees	\$0	-\$1,350	-\$1,350	-\$1,350	-\$1,330
Book Fair Expenses	\$0	-\$400	-\$400	-\$400	-\$393
Culture Fair	\$0	-\$500	-\$500	-\$500	\$0
Field Day	\$0	-\$250	-\$250	-\$250	\$0
HGES Misc. Expenses/Supplies	\$0	-\$1,000	-\$1,000	-\$1,000	-\$970
School Library Purchases	\$0	-\$1,000	-\$1,000	-\$1,000	-\$1,000
Social Events	\$0	-\$4,350	-\$4,350	-\$2,850	-\$5,467
Staff Appreciation	\$0	-\$3,500	-\$3,500	-\$3,500	-\$3,009
Teacher Fund	\$0	-\$9,500	-\$9,500	-\$9,500	-\$6,731
Total Budget Expenses:	\$0	-\$26,050	-\$26,050	-\$24,350	-\$21,993
Total Net Budget (excluding school purchases)	\$62,450	-\$44,000	\$18,450	\$19,650	\$23,446
School Purchase Expenses:				-\$25,000	-\$14,227
Sign	\$0	-\$8,000	-\$8,000	\$0	\$0
Sidewalks	\$0	-\$16,000	-\$16,000	\$0	\$0
Total NET Budget (income less expense)	\$62,450	-\$68,000	-\$5,550	-\$5,350	\$9,219

HGES PTO Cash Position	
Starting Funds for the 2023-2024 School Year	\$47,893
+/- Projected 2023-2024 Budget (Excluding School Purchases)	\$18,450
School Purchases	-\$24,000
Projected Available Funds for 2024-2025 School Year	\$42,343
<i>(must maintain \$8,000 in available funds)</i>	

HGES PTO Cash Position	
June 30, 2023 Cash Balance	\$39,399
+ 2023 Spring Fundraiser Proceeds (Posted July 7th)	\$9,663
- 2023 Expenses (Posted in July and August)	-\$1,169
Starting Funds for the 2023-2024 School Year	\$47,893