

Hickory Grove Elementary School Parent Teacher Organization

November 14, 2023

Attendees:

Jeremy Etnyre, Gretchen Primeau, Tessa Day, Natalie Cobb, Aaron Telford, Rhiannon Rotondo, Courtney Pierce, Elizabeth Fung, Sarah Engberg, Jodee Driscoll, Kara Marriott, Roxanne Olmsted, Judy Oler, Megan Soper.

Meeting Minutes:

I. CALL TO ORDER & Welcome

- a. Meeting called to order at 6:34 PM
- b. Secretary, Tessa Day, confirmed that with 13 of the 20 PTO board members present, a quorum is met.

II. Principal's Report - Jeremy Etnyre

- a. Cathy Shrader, head cook in the HGES cafeteria with over 20 years in the district, is retiring this Friday.
- b. Outdoor Learning Center (OLC) Sidewalk and science patio are installed. Future plans include adding some large tables for science classes. Weather reporting station has been installed, teachers can use it related to class lessons. Future plans also include adding a sundial, plus a music and art area on the patio outside the south doors.
- c. School schedule updates: No school November 22, 23, 24. December 22 has a 1 hour early dismissal for winter break.

III. Teacher reps: 4th grade teacher present: Nina Andrews

- a. Grade levels have been celebrating many key events at school recently. Kindergarten celebrated 50th day, 4th grade had a visit from the Animal Protection unit, 2nd and 3rd grades celebrated Veterans Day. 5th graders have been enjoying their trips to the Challenger Space Center, thank you to the PTO for funding this field trip annually.
- b. School wide Halloween celebrations went very well. Parents' donations and volunteers were helpful.
- c. Mrs Highline: Art to Remember, this is a great way for her to raise funds, if PTO could help promote this fundraiser it would be greatly appreciated.
- d. Running club: finishing up their season
- e. Mrs Matthis: received SHINE award in the district, well deserved.
- f. Thank you for the Direct Donation Drive. Kids are so excited about the additions to the OLC.

IV. Officer's Reports:

- a. President's Report - Gretchen Primeau
 - i. Thank you to everyone for contributions of time and talent to the many activities with the PTO in the past month: Direct Donation Drive, Trunk or Treat, Movie Night, AR Rewards, OLC progress, SIP day meals, Restaurant night, etc. It has been a busy time, and I am especially thankful for all the hard work done while I was ill.
- b. Secretary's Report - Tessa Day

Hickory Grove Elementary School Parent Teacher Organization

November 14, 2023

- i. Requested motion to approve PTO meeting minutes from November 2023. Motion by Elizabeth Fung, Second by Roxanne Olmstead . Vote passed.
- c. Treasurer's Report – Aaron Telford
 - i. Everything is up to date as of October 31. OLC sidewalk purchase was a large expense but came in under budget. Will continue to work on formatting the budget to reflect information more clearly to each committee.
 - ii. Looked into Venmo, and not able to set that up.
- d. Vice-President of Membership – Natalie Cobb
 - i. Andrea Botero-Moriarty will help out with the Fundraising Programs. Rhiannon has been managing this so far this year. This position will be a committee chair, no need to vote.
- e. Vice-President of Fundraising – Rhiannon Rotondo
 - i. Direct Donation Fundraiser: Thank you to everyone who helped! Reached \$16,000, we did not meet the \$25,000 goal, but will keep the online donation option. We have received lots of Caterpillar matches. Future idea: Consider swapping direct donation to spring, and fundraising event in the fall.
 - ii. Movie Night/ Trunk or Treat: Learning process as it was the first time doing this. Need to block traffic better. In the future maybe switch the movie to another activity, that is more interactive for students.
- f. Vice-President of Marketing & Communication – Courtney Pierce
 - i. Created our new website, it is active. Sending out solicitations for website sponsors. Our old website is no longer active, but has links to redirect people to the new website. Need to add dates for upcoming events.
 - ii. Would like to grow our facebook page following.

V. Committee Reports

- a. Book fair – Elizabeth Fung
 - i. First orders for scholastic reward dollars are in which will go to the library and teachers. Will continue to order more with remaining rewards dollars.
 - ii. Spring fair: discussed with Sarah Bell, district librarian. Considering skipping it this year due to scheduling and we have ample rewards to continue to spend. The spring fair tends to be smaller and less profitable. Agree to cancel.
 - iii. Has 2 coin counters with no storage space and they aren't reliable. Determined it is ok to get rid of them.
- b. Spiritwear - Annie Cohen
 - i. Written update
- c. Staff Appreciation– Roxanne Olmstead & Courtney Young
 - i. Provided a potato bar for the November 10 SIP day.

Hickory Grove Elementary School Parent Teacher Organization

November 14, 2023

- ii. December 8, will do a treat for staff. December 18 hot cocoa bar for staff.
 - iii. This month the 3rd grade is in charge of donations to honor kitchen staff and third grade aids.
- d. Room parents – Shannon LoPiccolo
 - i. Written report
- e. Restaurant Nights – Jodee Driscoll
 - i. Successful night at Weavers in October: \$700 raised.
 - ii. November 15 Great Harvest: Fliers went home today, must show fliers when purchasing.
 - iii. December restaurant night will be with Potbelly. Details will be sent out.
- f. Fundraising Programs – Rhiannon Rotondo (committee chair from last year)
 - i. Special bonus days coming up in Raise Right, this is a great opportunity for extra money bonuses.
- g. Junior Achievement – Shelly Telford
 - i. Written update
- h. Accelerated Reader – July Oler
 - i. Awards were distributed for September and October . Working to revamp the book supply to offer as rewards.
- i. Culture Chair – Megan Soper
 - i. Met with Gretchen last week to brainstorm. Thinking of activities, dances/ performances, art activities, booths for countries, food, fashion show. March 8 will be the date. Exploring options for food that are within food licensing requirements. Meeting with Mr Etnyre on November 20 to discuss further.
- j. Yearbook – Sarah Egbert
 - i. Yearbook cover competition had 42 entries. Mrs Highline allowed voting in art class. There was a tie, and staff is now voting to determine the winner. Will announce winners at the 5th grade music program.
 - ii. Need to get more classroom photos.
- k. School supplies – Kara Marriot
 - i. Early in 2024 will upload any changes to supply lists to the supplier to prepare for next year’s orders.
- l. Copy Coordinator – Carly Lynch
 - i. Written update
- m. Fundraising events - Christy Daily
 - i. Written update

VI. **Open Discussion**

- a. Fundraising events ideas, perhaps exploring something in place of the Fun Run. Ideas: Talent show could charge a ticket price. Could sell tshirts. Discussion of various options, and need to continue to explore. Want to make sure it is a manageable event to run and pass along.

Hickory Grove Elementary School Parent Teacher Organization

November 14, 2023

- b. Create a new video/ photo collection of the OLC to share on social media.
- c. US News and World Report, HGES placed 31 in elementary schools in Illinois, an increase of 18 slots since last year. Only 2 downstate schools placed above us. Placed 19 in the state on ELA scores. Congrats to the teachers and community.
- d. Gift card for attendance: Christina Jacob, winner.

VII. **Adjournment**

- a. Meeting adjourned at 7:35pm.

Supplemental Material & Written Reports

Written Reports

Junior Achievement - Shelly Telford

- I reached out to Junior Achievement and they will deliver the classroom materials when I give them a date
- An email asking for volunteers was sent to 2nd grade parents in order to give them the first opportunity to volunteer in their child's classroom.
- We have three volunteers so far for Mrs. Brown, Mr. Peacock and Mrs. Kurth's classrooms - so we only need 3 more volunteers. If we do not get enough 2nd grade parents to volunteer, I will have Beth or Chris send out an email to the entire school.
- We are targeting a start date the week of January 15th. The program consists of 5-45 minute sessions. Each parent volunteer will work with their respective teacher on a day/time that works best for the classroom.
- If you know anyone that would like to volunteer or has volunteered in the past to teach JA, please send me their name.

Fundraising Events - Christy Daily

Overall, Trunk or Treat and Movie Night went very well. There are a few things we need to adjust for next year...like closing off the parking lot at 5pm, a better way to vote for displays, and making sure EVERYONE can see the principal/vp get their treat. May also need to tweak the audio system for the movies.

Copy Coordinator - Carly Lynch

She continues to come in once a week and she is kept busy with copies and laminating. She says she will reach out to other people who offered to help, if she needs it... but right now... she is handling the weekly tasks just fine.

Spiritwear - Annie Cohen

The Spiritwear store is open for holiday purchases. It closes on November 24th. Annie is working on PTO shirts and plans to open the store for those shortly.

Room Parent - Shannon LoPiccolo

Nothing new to report at this time.

Hickory Grove Elementary School Parent Teacher Organization

November 14, 2023

Supplemental Material:

Budget Review - School year (2023-24)				2021 - 22		2022 - 23	
HGES PTO 2023/24 Budget				Budget	Actual	Budget	Actual
INCOME Category	Gross	Expenses	Net	NET	NET	NET	NET
Donation Drive	\$20,000	-\$500	\$19,500	\$14,700	\$25,505	\$19,500	\$18,522
Shopping Rewards (Kroger, Raise Right)	\$1,500	\$0	\$1,500	\$1,000	\$1,493	\$1,000	\$2,154
Restaurant Nights	\$2,500	\$0	\$2,500	\$2,500	\$2,638	\$2,500	\$2,444
Spirit Wear	\$6,000	-\$5,000	\$1,000	\$1,000	\$361	\$1,000	\$1,859
Spring Fundraiser	\$12,000	-\$1,000	\$11,000	\$4,000	\$17,106	\$11,000	\$9,663
Business Sponsor	\$6,000	\$0	\$6,000	\$0	\$0	\$6,000	\$7,200
School Supplies	\$5,750	-\$4,250	\$1,500	\$1,250	\$863	\$1,500	\$0
Yearbook	\$8,700	-\$7,200	\$1,500	\$1,000	\$1,791	\$1,500	\$3,597
Total Budget Income:	\$62,450	-\$17,950	\$44,500	\$25,450	\$49,756	\$44,000	\$45,439
EXPENSE Category	Gross	Expenses	Net	Expense	EXPENSE	Expense	EXPENSE
5th Grade Field Trip	\$0	-\$2,500	-\$2,500	-\$2,500	-\$2,228	-\$2,500	-\$1,980
Accelerated Reader	\$0	-\$1,400	-\$1,400	-\$1,200	-\$813	-\$1,200	-\$1,113
HGES Gives Back	\$0	-\$300	-\$300	-\$300	-\$162	-\$300	\$0
Annual Operating Fees	\$0	-\$1,350	-\$1,350	-\$1,350	-\$1,323	-\$1,350	-\$1,330
Book Fair Expenses	\$0	-\$400	-\$400	-\$400	-\$387	-\$400	-\$393
Culture Fair	\$0	-\$500	-\$500	-\$500	\$0	-\$500	\$0
Field Day	\$0	-\$250	-\$250	-\$200	-\$122	-\$250	\$0
HGES Misc. Expenses/Supplies	\$0	-\$1,000	-\$1,000	-\$600	-\$81	-\$1,000	-\$970
School Library Purchases	\$0	-\$1,000	-\$1,000	-\$1,000	\$0	-\$1,000	-\$1,000
Social Events	\$0	-\$4,350	-\$4,350	-\$500	-\$457	-\$2,850	-\$5,467
Staff Appreciation	\$0	-\$3,500	-\$3,500	-\$3,500	-\$3,718	-\$3,500	-\$3,009
Teacher Fund	\$0	-\$9,500	-\$9,500	-\$9,000	-\$7,272	-\$9,500	-\$6,731
Total Budget Expenses:	\$0	-\$26,050	-\$26,050	-\$21,050	-\$16,563	-\$24,350	-\$21,992
Total Net Budget (excluding school purchases)	\$62,450	-\$44,000	\$18,450	\$4,400	\$33,193	\$19,650	\$23,446
School Purchase Expenses:				\$0	\$0	-\$25,000	-\$14,227
Sign	\$0	-\$8,000	-\$8,000	\$0	\$0	\$0	\$0
Sidewalks	\$0	-\$16,000	-\$16,000	\$0	\$0	\$0	\$0
Total NET Budget (income less expense)	\$62,450	-\$68,000	-\$5,550	\$4,400	\$33,193	-\$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