

Hickory Grove Elementary School Parent Teacher Organization

January 9, 2024

Attendees:

Jeremy Etnyre, Gretchen Primeau, Tessa Day, Aaron Telford, Rhiannon Rotondo, Courtney Pierce, Elizabeth Fung, Shelly Telford, Annie Cohen, Sarah Engberg, Jodee Driscoll, Kara Marriott, Roxanne Olmsted, Courtney Young, Shannon LoPiccolo, Judy Oler, Christy Daily, 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 17 of the 20 PTO board members present, a quorum is met.
- II. **Principal's Report – Jeremy Etnyre**
 - a. New staff: Bill Nix, crossing guard, grandparent of HGES Student. Holly Webster: Resource/special ed, new full time position split between HGES & Banner.
 - b. Acknowledgement: Lunchroom supervisors, Amy Hoehne and Leah Saliji. 12/22/23 they responded to a student choking, performed heimlich and student is ok. We have great support staff all across the building.
 - c. Upcoming events: 1/12/24 report cards issued, 1/15/24 no school, 1/30/24 Band and orchestra concert.
 - d. Assessment Schedule *STAR Winter Benchmarks (K-5) Jan. 8-26 *Cogat (2 & 4) Feb. 5-9 *IAR (3 - 5) Mar. 4-19 *ISA (5) Apr. 8-12 *STAR Spring Benchmarks (K-5) Apr. 22 - May 9.
 - e. BIST virtual parents workshops available, information coming via email.
- III. **Teacher reps:** Jannaya Merna 5th grade
 - a. Thank you for the 5th grade field trip, it was an amazing experience.
- IV. **Officer's Reports:**
 - a. President's Report – Gretchen Primeau
 - i. Thanks for accommodating the virtual meeting.
 - b. Secretary's Report – Tessa Day
 - i. Requested motion to approve PTO meeting minutes from November 2023. Motion by Courtney Young, Second by Sarah Engberg. Vote to approve minutes passed.
 - c. Treasurer's Report – Aaron Telford
 - i. Reconciling Accelerated Reader payments, determined some were from prior school year, and will find a way to adjust it.
 - ii. Thanks for reviewing the monthly summary. (See Supplement)
 - d. Vice-President of Membership – Natalie Cobb
 - i. Not present
 - e. Vice-President of Fundraising – Rhiannon Rotondo
 - i. Online donations will remain open for the year. Earned over \$16,000 in Direct Donation Drive.

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- ii. Looking for sponsors for upcoming events. Courtney Pierce will contact a possible sponsor for the donuts event coming up. 21 dozen donuts needed.
- f. Vice-President of Marketing & Communication – Courtney Pierce
 - i. Generally speaking, advertising is way down, we should keep that in mind when we ask for money from families or businesses. Getting a product exchange might be easier.
 - ii. Upcoming Sweetheart dance: In the planning process it would be helpful to know how many may attend. Planning to do presale tickets, possibly on Event Bright or My School Dance. Volunteers: Gretchen knows a group of 8th graders needing volunteer hours who could help with setting up, working tables, cleanup, etc.

V. Committee Reports

- a. Book fair – Elizabeth Fung
 - i. December pizza party for the coin wars winner, Mrs Matthis' class. 460 Pizza provided food for \$35, seems like a good deal.
 - ii. Reminding teachers they have scholastic dollars to spend.
 - iii. Barnes and Noble was an idea for possible additional sale/ fundraiser event related to books. District librarian Sarah Bell says it typically does not go very smooth at Barnes and Noble. Additionally, we have \$3000 Scholastic Dollars, \$2000 in cash to spend. No need to do an additional book fundraiser at this time.
- b. Fundraising events - Christy Daily
 - i. Courtney Young had a paint night idea. However, group is wondering about that since we have a lot on the calendar. They have an artist in mind who could do it. Discussion says we don't need it right now.
- c. Restaurant Nights – Jodee Driscoll
 - i. December Potbelly night, earned \$400, big thanks to Potbelly's!
 - ii. Will plan 3 additional events this semester.
- d. Staff Appreciation– Roxanne Olmstead & Courtney Young
 - i. February 16 Providing Olive Garden for teachers' lunch.
 - ii. January 12: Chex Mix for the staff
- e. Accelerated Reader – July Oler
 - i. No updates, going well.
- f. Culture Chair – Megan Soper
 - i. Date will be March 9, a Saturday. Sign Up Genius went out before break. Will include performances in gym, 2 slots registered. 4 booths registered. Working on organizing a volunteer meeting, will check with Beth Kohler to reserve meeting space. Will also send a reminder email for Sign Up Genius.
- g. Yearbook – Sarah Egbert
 - i. Taking money for 5th grade ads.
 - ii. Email to teachers went out with link to website to upload pictures.

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- iii. Class composites will be verified with teachers to confirm names, etc.
- iv. Flyers for ordering will come out next month.
- v. Monica Falk is doing 5th grade ads.
- vi. Sarah will need this to be her last year to lead the yearbook.
- h. Spiritwear - Annie Cohen
 - i. Earned \$67 over winter sale. Next sale will be spring.
 - ii. PTO shirts order will close Jan 16, would like to see more orders.
- i. School supplies – Kara Marriot
 - i. Mr Etnyre has an updated version of the school supply list, and will provide it to Kara.
 - ii. Kindergarten registration, is now mainly online, so there is no need to set up an information table on that date. Once those families are in the school system, they will receive ordering information via email.
- j. Fundraising Programs – Andrea Botero-Moriarty
 - i. Report from Rhiannon Rotondo: More families have joined Raise Right in the past month.
- k. Junior Achievement – Shelly Telford
 - i. This will be held for the 2nd grade. Needs 2 additional volunteers. Hoped to start 1/15, but will be pushed back to a later start date. Program runs for 5 weeks. JA will drop off materials to the school for volunteers and teachers. 5 weeks, 45 minute class each time. It is all prewritten and easy to do.
- l. Copy Coordinator – Carly Lynch
 - i. Not present.
- m. Room parents – Shannon LoPiccolo
 - i. No report

VI. **Open Discussion**

- a. None.

VII. **Adjournment**

- a. Meeting adjourned at 7:24 pm due to Google Meet time expiring.

Supplemental Material & Written Reports

Written Reports

None.

Supplemental Material:

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HGES PTO 2023/24 Budget				7/31/23	8/31/23	9/30/23	10/31/23	11/30/23	12/31/23	YTD	Budget vs
				Actual	Actual	Actual	Actual	Actual	Actual	Activity	Actual
INCOME Category	Gross	Expenses	Net	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME
Donation Drive	\$20,000	-\$500	\$19,500	\$500			-\$22	\$12,047	\$550	\$13,075	-\$6,425
Shopping Rewards (Kroger, Raise Right)	\$1,500	\$0	\$1,500			\$218	\$120	\$41	\$103	\$483	-\$1,017
Restaurant Nights	\$2,500	\$0	\$2,500					\$700	\$650	\$1,350	-\$1,150
Spirit Wear	\$6,000	-\$5,000	\$1,000				\$872	\$724	\$67	\$1,664	\$664
Spring Fundraiser	\$12,000	-\$1,000	\$11,000	\$0						\$0	-\$11,000
Business Sponsor	\$6,000	\$0	\$6,000			\$600		\$202		\$802	-\$5,198
School Supplies	\$5,750	-\$4,250	\$1,500							\$0	-\$1,500
Yearbook	\$8,700	-\$7,200	\$1,500			\$2,246			-\$72	\$2,174	\$674
Total Budget Income:	\$62,450	-\$17,950	\$44,500	\$500	\$0	\$3,065	\$970	\$13,714	\$1,298	\$19,547	-\$24,953
EXPENSE Category	Gross	Expenses	Net	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE
5th Grade Field Trip	\$0	-\$2,500	-\$2,500							\$0	\$2,500
Accelerated Reader	\$0	-\$1,400	-\$1,400		-\$248		-\$248			-\$497	\$904
HGES Gives Back	\$0	-\$300	-\$300				-\$25			-\$25	\$275
Annual Operating Fees	\$0	-\$1,350	-\$1,350	-\$364			-\$320			-\$684	\$666
Book Fair Expenses	\$0	-\$400	-\$400			\$5,929	\$6,601	-\$10,767	-\$35	\$1,728	\$2,128
Culture Fair	\$0	-\$500	-\$500							\$0	\$500
Field Day	\$0	-\$250	-\$250							\$0	\$250
HGES Misc. Expenses/Supplies	\$0	-\$1,000	-\$1,000		-\$169	-\$300		\$0		-\$469	\$531
School Library Purchases	\$0	-\$1,000	-\$1,000							\$0	\$1,000
Social Events	\$0	-\$4,350	-\$4,350	\$0						\$0	\$4,350
Staff Appreciation	\$0	-\$3,500	-\$3,500	\$0		-\$49	-\$424	-\$263	\$20	-\$717	\$2,783
Teacher Fund	\$0	-\$9,500	-\$9,500		\$0	-\$241	-\$756		-\$894	-\$1,891	\$7,609
Total Budget Expenses:	\$0	-\$26,050	-\$26,050	-\$364	-\$417	\$5,340	\$4,827	-\$11,030	-\$909	-\$2,554	\$23,496
Total Net Budget (excluding school purchases)	\$62,450	-\$44,000	\$18,450	\$136	-\$417	\$8,404	\$5,797	\$2,684	\$390	\$16,993	-\$1,457
School Purchase Expenses:											
Sign	\$0	-\$8,000	-\$8,000		-\$7,765					-\$7,765	\$235
Sidewalks	\$0	-\$16,000	-\$16,000				-\$14,860			-\$14,860	\$1,140
Total NET Budget (income less expense)	\$62,450	-\$68,000	-\$5,550	\$136	-\$8,182	\$8,404	-\$9,063	\$2,684	\$390	-\$5,632	-\$82
HGES PTO Cash Position				Running Ending Bank Balance							
Starting Funds for the 2023-2024 School Year	\$47,893			\$48,029	\$39,846	\$48,251	\$39,188	\$41,871	\$42,261		
+/- 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>											