

Hickory Grove Elementary School Parent Teacher Organization

February 13, 2024

Attendees:

Jeremy Etnyre, Gretchen Primeau, Tessa Day, Courtney Pierce, Elizabeth Fung, Kara Marriott, Courtney Young, Shannon LoPiccolo, Judy Oler, Megan Soper.

Meeting Minutes:

- I. **CALL TO ORDER & Welcome**
 - a. Meeting called to order at 6:33 PM
 - b. Secretary, Tessa Day, confirmed that with 9 of the 20 PTO board members present, a quorum is not met.
- II. **Principal's Report – Jeremy Etnyre**
 - a. There has been a lot of illness in the building last week.
 - b. Happy Valentine's Day to everyone, classroom parties are 9:15-10:00am. This time avoids drop off or pickup congestion and allows the office to manage the visitors safety, and improve the flow of traffic.
 - c. Thank you for the volunteers at the Sweetheart dance, it was very special and I appreciate seeing the kids being social together in a different setting.
- III. **Teacher reps:** Jackie Gombert 5th grade
 - a. Thank you for the cookies for staff a few weeks ago, and all the other things you do for the school and staff.
- IV. **Officer's Reports:**
 - a. President's Report – Gretchen Primeau
 - i. Thank you for staff appreciation: Courtney Young and Roxanne Olmstead, all the extras are appreciated.
 - ii. Thank you to Tiffany Eccles for the Sweetheart dance, and beautiful report. There were some long lines but we know that will always happen with a large school. The kids had a lot of fun. Thank you to Courtney for volunteering the DJ service with keeping the kids involved, lights, etc.
 - iii. Breakfast was very enjoyable for 1st graders, much more manageable to do this for one grade versus the full school.
 - b. Secretary's Report – Tessa Day
 - i. We do not have quorum today. Vote to approve January meeting minutes will be pushed to March meeting.
 - c. Treasurer's Report – Aaron Telford
 - i. Not present, but will send an updated budget sheet later this week.
 - d. Vice-President of Membership – Natalie Cobb
 - i. Not present, updates as follows.
 - ii. Yearbook, Sarah Engberg will not be continuing. Preeti Jindal has expressed interest and will work with Sarah to learn the position.
 - iii. Natalie will reach out regarding positions that need to determine if current member will continue for next year.
 - e. Vice-President of Fundraising – Rhiannon Rotondo

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- i. Not present
- f. Vice-President of Marketing & Communication – Courtney Pierce
 - i. Emailing Chris in the office routinely with all of the updates to send to families. Please send all correspondence through Courtney Pierce.
 - ii. Any time we can promote the PTO Facebook page, please do so.

V. **Committee Reports**

- a. School supplies – Kara Marriot
 - i. Portal is opened with the supply company to update the school supply list.
 - ii. Brittany Woolley has been shadowing and learning the position. She may need a helper.
 - iii. In early March we should be able to start advertising sales for school supplies.
- b. Yearbook – Sarah Egbert
 - i. Not present.
 - ii. Preeti may be able to take over this role next year, will work with Sarah to learn the process.
 - iii. Group photos are this Friday, 2/16 at 9am for clubs and groups. Mary Childers will be taking photos.
- c. Culture Chair - Megan Soper
 - i. We have received sign ups for 18 performances and 11 countries for booths. Maysoon, and ESL teacher, has been helping with coordination.
 - ii. We do not have a table for the USA, if anyone wants to do that.
 - iii. Sign ups end Friday, 2/16.
 - iv. We will contact participants and ask to receive their music by 2/23. We will have a meeting 2/23, and a rehearsal at 6pm on Friday, 2/23. Participants will be given a checklist of requirements. Will also ask for help with setting up on 2/23.
 - v. Passports Maysoon has a version we can print. There will be prizes for completing the passport.
 - vi. Will work on arrangements regarding use of the cafeteria and hallways for country table presentations.
- d. Fundraising events - Christy Daily
 - i. Not present
 - ii. Upcoming events: Fun Run and online auction
 - 1. Regina: Looking for volunteers, reaching out to the high school. Event will include an auction during the week, and a 1 mile fun run, bounce houses and food trucks. Funds go specifically to the Outdoor Learning Center.
 - 2. Date set as April 19.

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3. Suggestion from Mr Etnyre: Start the race around the corner, in order to avoid running through multiple townships.
 4. Judy: Online auction: Bidding will go throughout the week. Will be working on collecting donations from local businesses. Always looking for new places for donations.
 5. Tiffany: Sweetheart Dance: Brought in \$3000. Presale tickets was a great option, looking at making it more smooth for the future. Event Brite transferred money to the PTO. Well over 500 people attended, would have been better to know in advance how many were attending per ticket purchase. The timed photo booth tickets, were not overly helpful. Gym was chaotic, can think about how to schedule volunteers to monitor the dance floor, things such as no running on bleachers, etc. Would we ever set a limit on the number admitted? See supplemental material for summary.
- e. Restaurant Nights – Jodee Driscoll
 - i. Not present.
 - ii. Double A's: Small attendance. Suggestion to have a paper flyers, and earlier reminders. \$86 received, some concern the restaurant staff may not have credited properly.
 - iii. Buffalo Wild Wings night in March.
 - f. Junior Achievement – Shelly Telford
 - i. Not present.
 - ii. Had anticipated starting this month, but second grade teachers say they can't manage it this year due to snow days, etc. Will hold off until next year.
 - g. Staff Appreciation– Roxanne Olmstead & Courtney Young
 - i. Cookies earlier this month.
 - ii. Olive Garden this Friday, they donated all the breadsticks.
 - iii. April will do something sweet.
 - iv. 4th and 5th grade gave lots of donations and they were able to provide gifts for lots of the support staff.
 - h. Accelerated Reader – July Oler
 - i. Prizes went out today for the month.
 - ii. Reviewed purpose of AR and how prizes are awarded.
 - i. Room parents – Shannon LoPiccolo
 - i. Tomorrow's valentine's party is the last party of the year.
 - ii. This term will be ending, and she would be happy to talk with someone if they are interested in the position.
 - j. Spiritwear - Annie Cohen
 - i. 10 PTO shirts were sold
 - ii. Will have another store in the spring for school spiritwear.
 - k. Fundraising Programs – Andrea Botero-Moriarty

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- i. There is a promotion for the month, \$50 gift card for newly enrolled families.
- l. Book fair – Elizabeth Fung
 - i. District librarian is putting in another order, we have a \$3,000 rewards balance with Scholastic. Putting out email to teachers who haven't spent their money yet.
 - ii. Mr. Etnyre will review the catalog for anything school generally may need.
 - iii. May also use some of these rewards to order AR prizes.
- m. Copy Coordinator – Carly Lynch
 - i. Not present.

VI. **Open Discussion**

a.

VII. **Adjournment**

- a. Meeting adjourned at 7:38 pm.

Supplemental Material & Written Reports

Written Reports

None.

Supplemental Material:

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HGES Sweetheart Dance 2024



Details

- Friday, February 9th - 6 - 8pm
- Eventbrite for Pre-Sale - \$15+fees
- Started ticket sales 2.5 weeks ahead
- \$20 at the door
- Water and Candy - Small bottles of water (500), chocolate and M&Ms - all consumed
- Decorations limited
- Timed tickets for Photo Booth
- Tickets for Ice Cream (raffle type tickets)

Lessons Learned

- Check-In - Just have them show online ticket or you can setup with Eventbrite to scan with phones. Paper list were time consuming and didn't really have a purpose for tracking.
- Need to have them provide a count with the ticket purchase. Was making the assumption of 2 per ticket and most were 3 or more.
- Kids loved the balloons but were also a bit destructive with them - Had people asking for more loose balloons, may be good to have some in the gym.
- Not everyone noticed time on photo booth ticket. Better awareness and maybe different location. Was in hallway just down from table.
- Gym Chaperones? Room was full of parents but kids not being supervised and occasionally unsafe.

Vendors

- DJ - Courtney Pierce (PTO)
- Kamaela's Creamery (Ice Cream)
 - 309-713-6621
 - kamaelaskreamery@gmail.com
 - \$200 base fee - \$2.75 per scoop
- Photo Booth - Prov Media Productions
 - Susan and Bryan Province
 - 309-226-4623
 - info@provmedia.com
- Sponsorship - Josh and Holly Riekema

Presale Tickets

 **222**

Door

 **244**
22 Families

Financials

Pre Sale Tickets (220 X 15)	\$3,330
Door - Cash (19 X 20)	\$380
Door Paypal (2 X 20)	\$40
Door Check (1 X 15)	\$15
Country Financial Sponsorship	\$1,500
TOTAL Revenue	\$5,265
EventBrite Fee	\$24.99
Photo Booth	\$150.00
Kamaela's Creamery	\$1,454.00
DJ	\$50.00
Water/Snacks	\$110.64
Decorations	\$121.00
TOTAL Expense	\$1,911
Dance NET	\$3,354