

Hickory Grove Elementary School Parent Teacher Organization

March 12, 2024

Attendees:

Jeremy Etnyre, Gretchen Primeau, Natalie Cobb, Tessa Day, Rhiannon Rotondo, Courtney Pierce, Elizabeth Fung, Annie Cohen, Sarah Engberg, Jodee Driscoll, Roxanne Olmsted, Courtney Young, Shannon LoPiccolo, Judy Oler, Carly Lynch, Megan Soper.

Meeting Minutes:

- I. **CALL TO ORDER & Welcome**
 - a. Meeting called to order at 6:32 PM
 - b. Secretary, Tessa Day, confirmed that with 16 of the 20 PTO board members present, a quorum is met.
- II. **Principal's Report - Jeremy Etnyre**
 - a. Culture Fair: families, and students showcased the great diversity of our school.
 - b. 3rd, 4th and 5th grade kicked off IAR testing today. Raffle tickets being given out as motivation for good effort, using your tools and taking time.
 - c. Reminder: There IS school on April 1, the Monday after spring break, this was used as a snow day.
- III. **Teacher reps:** Sarah Solario, Kindergarten; Katelynn Thompson, School Counselor
 - a. Mrs. Thompson: HGES Gives Back, she does not use this fund any more. Midwest Food Bank provides snacks she can give to students. The PTO could remove this item from the budget.
 - b. Mrs. Solario: 2nd grade is collecting monetary donations for the secretaries. Next month Kindergarten is collecting for grade level aids and principals. These gifts were a new effort this year. There have been some inconsistencies in the collection methods in each grade level. They are working to improve consistency. All the aids, etc in the building are extremely thankful for being acknowledged, it is a great program.
- IV. **Officer's Reports:**
 - a. President's Report - Gretchen Primeau
 - i. The PTO has hosted many events in the past month, Sweetheart dance, breakfast, culture fair. I appreciate all the work going into each event.
 - ii. Join us March 21 for dinner at Weavers to celebrate all our good work.
 - b. Secretary's Report - Tessa Day
 - i. Motion to approve January meeting minutes by Roxanne Olmsted, second by Rhiannon Rotondo, all in favor, motion passes. Motion to approve February meeting minutes by Elizabeth Fung, second by Jodee Driscoll, all in favor, motion passes.
 - c. Treasurer's Report - Aaron Telford
 - i. February year to date budget provided, please let me know if you see any discrepancies. A few deposits are outstanding and it will be updated. (Budget attached)

Hickory Grove Elementary School Parent Teacher Organization

March 12, 2024

- d. Vice-President of Membership – Natalie Cobb
 - i. Position slate is available (image attached). Green or Yellow are up for this year. Green shows positions that the person is planning to stay, or there is a person identified to move into the position. If anyone is interested in a position, please let Natalie know. Fundraising is an open position, it is a voting position and involves managing Raise Right, Box Tops, Kroger, and helping to promote those passive income streams. Events is another available position. Natalie needs a committee to help with recruitment. Volunteers for committee: Courtney Pierce, Roxanne Olmsted, Courtney Young.
- e. Vice-President of Fundraising – Rhiannon Rotondo
 - i. Online auction and Fun Run, had a meeting to get kickstarted. Judy Olerwill be the main coordinator for the auction. Corporate sponsor has been arranged for the upcoming breakfast. Working on corporate sponsors for the Fun Run.
- f. Vice-President of Marketing & Communication – Courtney Pierce
 - i. It has been a busy few months. As we post on Facebook, we are adding people who are commenting and liking posts and photos to increase our following.

V. Committee Reports

- a. Culture Chair - Megan Soper
 - i. Printed report with details. (attached)
 - ii. Performances: Started a few minutes late and was standing room only. May need to consider additional seating. It is important for performers to come to the rehearsal. Had good email communication with expectations.
 - iii. Booths: Halls were congested, need to change the flow of traffic. Could use upstairs hall, use wider portions for the hallways and space differently.
 - iv. Will follow up with participants for any feedback.
- b. Yearbook – Sarah Egbert
 - i. 5th grade ads are done. Final payments and designs are coming in. There have been 47 ads sold.
 - ii. Yearbook sales 415 books sold so far, deadline March 20. Will send one more email reminder.
 - iii. Yearbook photos, need pictures from trunk or treat, movie night. Need pictures from 2 classrooms: Mrs. Sahn Mrs Douglas.
 - iv. Business ads, might have 2-3 pages
 - v. New idea for next year, have room parents be in charge of pictures for class parties or assign a photo taker on the volunteer list.
- c. Restaurant Nights – Jodee Driscoll

Hickory Grove Elementary School Parent Teacher Organization

March 12, 2024

- i. Double As: Had a miscommunication regarding flier usage, they felt bad that the amount was low and doubled the amount (now \$160) and offered to host another event for us.
 - ii. Buffalo Wild Wings: fundraiser night March 12, they experienced a kitchen fire during the event at 7:15, and had to close for the night. Told people to leave and not worry about their bill. Jodee will reach out to the manager in a few days to follow up.
 - iii. Might look at Pacheros, Portillos, or other options for final fundraiser night for the year.
 - d. School Supplies – Kara Marriot
 - i. Kara not in attendance: Brittany Wolly will help finish off the year when Kara moves. Fangping Yuan may take over next year.
 - e. Fundraising Events - Christy Daily
 - i. Annie Cohen: Needs help set up for Donuts with Dudes next week. Please see Signup Genius. Fliers will go out this week for the event.
 - ii. Fun Run/ Auction
 - 1. Fun Run: Regina will be gone week prior to the event, may need assistance during that time..
 - 2. Carly is in charge of stuffing race packets: will need to know the number of bags to order. Making labels for bags will help the process be more efficient.
 - 3. TShirt order due to printer by April 1. Registration information should go out very soon. Flier and registration information should go together. Race registration is the first priority. Will also work on ordering yard signs with QR Codes.
 - 4. Judy: Doing well collecting donations for silent auction.
 - f. Staff Appreciation– Roxanne Olmstead & Courtney Young
 - i. April 22 lunch for teachers, Blue Margaritas. Will send out a sign up for donation needs.
 - g. Accelerated Reader – July Oler
 - i. No updates
 - h. Book Fair – Elizabeth Fung
 - i. No updates
 - i. Spiritwear - Annie Cohen
 - i. Plans to have 1 more sale prior to the end of the year. Working to establish timing.
 - ii. Class shirts for next year: Will ask teachers about using the same design as last year to simplify things.
 - j. Fundraising Programs – Andrea Botero-Moriarty
 - i. No updates
 - k. Junior Achievement – Shelly Telford
 - i. No updates

Hickory Grove Elementary School Parent Teacher Organization

March 12, 2024

- l. Copy Coordinator – Carly Lynch
 - i. Makes lots of copies!! Please let her know if you need help.
- m. Room parents – Shannon LoPiccolo
 - i. No updates

VI. **Open Discussion**

- a. Solar eclipse: Mr Etnyre shares HGES purchased glasses for students and teachers. Will have alternative activity available as well.
- b. The school used scholastic money to purchase 10 additional folding tables, a lending library for outdoor reading area, and a supply of books. Setup was completed today.

VII. **Adjournment**

- a. Meeting adjourned at 7:32 pm.

Supplemental Material & Written Reports

Written Reports

None.

Supplemental Material:

Executive Board	Term	Name	Begin Term	End Term	
President	2	Gretchen Primeau	2022	2024	*Completed 2 year term
VP Membership	2	Natalie Cobb	2023	2025	
VP Fundraising	2	Rhiannon Rotondo	2022	2024	*Completed 2 year term
VP Marketing/Communcation	2	Courtney Pierce	2023	2025	
Treasurer	2	Aaron Telford	2022	2024	*Completed 2 year term
Secretary	2	Tessa Day	2023	2025	
Non- Executive Board					
Events	2	Christy Dally	2022	2024	*Completed 2 year term
Fundraising Program	2	Andrea Botero Moriarty - Currently Under Fundraising	2023	2025	
Copy Coordinator	2	Carly Lynch	2022	2024	
Culture Fair	2	Megan Soper	2023	2025	
Junior Achievement	2	Shelly Telford	2022	2024	
Restaurant Nights	2	Jodee Driscoll	2023	2025	
Room Parent	2	Shannon LoPiccolo	2022	2024	
School Supply Chair	2	Kara Marnott	2023	2025	
Spirit Wear	2	Annie Cohen	2023	2025	
Staff Appreciation	2	Roxanne Olmsted/Courtney Young	2022	2024	
Yearbook	2	Sarah Engberg	2022	2024	
Accelerated Reader	2	Judy Oler	2023	2025	
Book Fair	2	Elizabeth Fung	2023	2025	

Hickory Grove Elementary School Parent Teacher Organization

March 12, 2024

HGES PTO 2023/24 Budget				7/31/23	8/31/23	9/30/23	10/31/23	11/30/23	12/31/23	01/31/24	02/28/24	YTD	Budget vs
INCOME Category	Gross	Expenses	Net	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
				INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME
Donation Drive	\$20,000	-\$500	\$19,500	\$500			-\$27	\$12,047	\$550	\$100	\$3,935	\$17,110	-\$2,390
Shopping Rewards (Kroger, Raise Right)	\$1,500	\$0	\$1,500			\$218	\$120	\$41	\$108	\$40	\$30	\$543	-\$957
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				\$802				\$0	-\$11,000
Business Sponsor	\$6,000	\$0	\$6,000			\$600						\$803	-\$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	\$1,299	\$140	\$4,935	\$23,643	-\$20,857
EXPENSE Category	Gross	Expenses	Net	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE
				EXPENSE	EXPENSE	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			-\$388		-\$884	\$516
HGES Gives Back	\$0	-\$300	-\$300				-\$25					-\$25	\$275
Annual Operating Fees	\$0	-\$1,350	-\$1,350	-\$364			-\$320				-\$115	-\$799	\$551
Book Fair Expenses	\$0	-\$400	-\$400			\$5,929	\$6,601	-\$10,767	-\$35			\$1,728	\$2,228
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						-\$60	\$1,616	\$1,556	\$5,906
Staff Appreciation	\$0	-\$3,500	-\$3,500	\$0		-\$49	-\$434	-\$263	\$20	-\$47	-\$132	-\$895	\$2,605
Teacher Fund	\$0	-\$9,500	-\$9,500			\$0	-\$241	-\$756	-\$894	-\$201	-\$744	-\$2,836	\$6,664
Total Budget Expenses:	\$0	-\$26,050	-\$26,050	-\$364	-\$427	\$5,340	\$4,827	-\$11,030	-\$909	-\$616	\$626	-\$2,624	\$23,426
Total Net Budget (excluding school purchases)	\$62,450	-\$44,000	\$18,450	\$136	-\$427	\$8,404	\$1,797	\$2,684	\$390	-\$556	\$4,581	\$21,019	\$2,569
School Purchase Expenses:													
Sign	\$0	-\$8,000	-\$8,000		-\$7,785							-\$7,785	\$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	-\$8,063	\$2,684	\$390	-\$556	\$4,581	-\$1,600	\$8,944

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	\$41,706	\$46,286
+/- 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



2024 HGES Culture

Fair

Event Details

- Saturday, March 9th 3 – 6pm
- Approx. 360 students attended (based on Passports handed out)
- Performances began at 3:15 due to late arrivals
- Performances ended at 4:15
- Booths gained attention around 3:45
- Hallway was very congested from 4:15 – 5:00
- Booth participants began to pack up around 5:30
- There was a lot of food and wrappers on the floors

PTO/Volunteer Details

- Arrived for setup at 1:30pm
- Booth participants set up Friday evening and 2 - 3pm on Saturday
- Courtney Pierce and husband volunteered to DJ the performances, and did an amazing job.
- We had 4 student volunteers and one adult volunteer helping hand out passports and checking passports at the prize table.
- Cleaned up from 5:45 – 6:30
 - Folded tables and chairs
 - Swept and vacuumed floors
 - Took out garbage
 - Took down all culture fair signage

Lessons Learned

Performances (scheduled 3 – 4pm)

- The bleachers filled up and there was standing room only for attendees. This caused some people to stand around the edge of the gym and out in the halls. Perhaps provide more seating (chairs) or have the performers sit in chairs next time.
- Gretchen helped prepare the performers to stand "on-deck" which helped things go smoothly

Booths (scheduled 4 – 6pm)

- The hallway was very crowded, and did not allow for valuable interaction with the hosts. We need to space out the booths for better flow of traffic. Only have booths sit in sections of hallway where it widens for pods (up and downstairs).
- There was food and wrappers all over the floors. Perhaps we could designate all food in the cafeteria only and educational booths in the hallways. This would help traffic flow issues and reduce mess.
- The passport prize table was congested and we could have used another table to help check passports and hand out prizes.
- The Gym allowed for a quiet space away from the crowds.

Expenses

Signs	140.00
Passport Prizes	190.32
DJ	50.00
Total Expenses	\$ 380.32



360 Student Attendees



24 Booths (13 groups)



13 Countries



18 Performances

52 Performers



9 Countries