

Hickory Grove Elementary School Parent Teacher Organization

April 9, 2024

Attendees:

Jeremy Etnyre, Gretchen Primeau, Tessa Day, Courtney Pierce, Elizabeth Fung, Sarah Engberg, Jodee Driscoll, Roxanne Olmsted, Courtney Young, Judy Oler.

Meeting Minutes:

- I. **CALL TO ORDER & Welcome**
 - a. Meeting called to order at 6:35 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. With the spring weather and solar eclipse, kids have had lots of energy.
 - b. The Kindergarten/ First grade music program is this Thursday. Kindergarten performance at 6:00, First grade at 7:00. 15 minutes early is the soonest to arrive.
 - c. Kindergarten Grandparents' day is Friday morning. These programs are scheduled together to allow easier attendance for grandparents.
 - d. Looking forward to Fun Run
 - e. May meeting is important for slate, and also for allocating Outdoor Learning Center funding. Mr. Etnyre is working with Mrs. Buckley and Mrs. Highline for items to purchase for the music and art areas. We may be able to vote on this funding at the May meeting. Alternatively, we have to wait until the fall meeting to vote which will delay the students ability to enjoy the new materials.
 - f. Donuts with Dudes was a great event. Separating by grade level (3rd), allowed for an enjoyable experience.
 - g. SIP Lunch from Blue Margaritas was very good, and very appreciated. Having those available is very helpful for the teacher's meeting schedule.
 - h. PreK in our building is a district program, we appreciate PTO supporting these classes.
- III. **Teacher reps:** ECE Kara Prohaska, and Kari Uhl
 - a. Thank you for supporting PreK, we appreciate the involvement from the PTO.
- IV. **Officer's Reports:**
 - a. President's Report - Gretchen Primeau
 - i. Our May we will present the slate and vote, please attend if you are a voting member, it is important for our programs.
 - b. Secretary's Report - Tessa Day
 - i. Vote for approval of March meeting minutes will be delayed until next month due to insufficient voting members present at this meeting.
 - c. Treasurer's Report - Aaron Telford
 - i. Not present.
 - ii. Gretchen shares: Budget was provided. Please contact Aaron with any questions, or if you need clarification for your committee. (Budget attached)

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- d. Vice-President of Membership – Natalie Cobb
 - i. Not present.
 - ii. Gretchen shares: The nominating committee met a few days ago. Reviewed open positions. Natalie is working to talk with several individuals. Natalie will share the slate when it is prepared.
- e. Vice-President of Fundraising – Rhiannon Rotondo
 - i. Not present.
- f. Vice-President of Marketing & Communication – Courtney Pierce
 - i. Noted last month's conversation about repeatedly asking for money to go to OLC. Courtney would like to develop a plan to share more over the next year about what is being done with the OLC. Has ideas to share more by posting pictures of all uses and projects as they are done. It may also be helpful to share renderings regarding design plans again for newer families. We want to capitalize on sharing what has been done and what further plans are. Discussion determined at this time she will emphasize the art and music area that will be outfitted next.

V. Committee Reports

- a. Yearbook – Sarah Egbert
 - i. Sold 522 books, order was submitted last week. \$3,750 in profit. Specifically 46 ads for 5th graders raised \$400. Includes typical pages, added sweetheart dance, culture fair, and unique events.
- b. Fundraising Events - Christy Daily
 - i. Fun Run: Regina not present
 - ii. Gretchen shared: 300 runners at this time. Packets getting put together. Offered a parking pass and raffle tickets when purchasing runners packet. Volunteers needed for selling raffle tickets at event.
 - iii. Auction: Judy: goes live Monday at 5pm. Currently is currently entering items in the system. Has approximately 50 items/packages. Auction will end Friday at 8pm.
 - iv. PTO Parking spot, consider clarifying wording to specify if it includes daily school pickup and drop off, or only PTO events and school activities.
 - v. Jump houses: will be open to all attendees, regardless of tshirts
 - vi. Unique Twist balloon artist will be available.
 - vii. Volunteers from HS and Middle school to help with bounce houses. Need additional volunteers, please see sign up on Sign Up Genius.
 - viii. Mr Etnyre will send a text regarding online auction sign up as well.
 - ix. Field day will be May 17 Shannon LoPiccolo with assist with PTO tasks. Teachers can ask their Room Parents for helpers if needed
- c. Restaurant Nights – Jodee Driscoll

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- i. Buffalo Wild Wings: Last month they experienced a fire during our fundraiser night. They have offered to allow us to choose another night and they will add money on. Planning to do so in May.
- d. School Supplies – Kara Marriot
 - i. Not present.
 - ii. Sales have launched. 100 boxes sold so far. Signs are posted outside.
- e. Staff Appreciation– Roxanne Olmstead & Courtney Young
 - i. Blue Margaritas for recent SIP day.
 - ii. Teacher appreciation planning includes Breakfast, popcorn bar, ice cream, lunch nacho bar.
 - iii. Room parents will be given theme information for coordinating gifts to the teachers.
 - iv. Will provide gift cards for the teachers.
- f. Spiritwear - Annie Cohen
 - i. Not present.
 - ii. Planning to have a spring store.
- g. Accelerated Reader – July Oler
 - i. No updates
- h. Book Fair – Elizabeth Fung
 - i. No updates
- i. Fundraising Programs – Andrea Botero-Moriarty
 - i. Not present. No updates.
- j. Junior Achievement – Shelly Telford
 - i. No present. No updates.
- k. Copy Coordinator – Carly Lynch
 - i. Not present. No updates.
- l. Room parents - Shannon LoPiccolo
 - i. Not present. No updates.
- m. Culture Fair - Megan Soper
 - i. Not present. No updates.

VI. **Open Discussion**

a.

VII. **Adjournment**

a. Meeting adjourned at 7:40 pm.

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	01/31/24	02/29/24	03/31/24	YTD	Budget vs
INCOME Category	Gross	Expenses	Net	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Activity	Actual
Donation Drive	\$20,000	-\$500	\$19,500	\$500									\$17,110	-\$2,390
Shopping Rewards (Kroger, Raise Right)	\$1,500	\$0	\$1,500			\$218	\$120		\$12,047	\$550	\$100	\$3,935	\$573	-\$927
Restaurant Nights	\$2,500	\$0	\$2,500						\$41	\$103	\$40	\$20	\$30	\$1,350
Spirit Wear	\$6,000	-\$5,000	\$1,000				\$872	\$724	\$67				\$3,265	\$1,664
Spring Fundraiser	\$12,000	-\$1,000	\$11,000	\$0									\$3,265	-\$7,735
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				\$1,655	\$3,829
Total Budget Income:	\$62,450	-\$17,950	\$44,500	\$500	\$0	\$3,065	\$970	\$13,714	\$1,298	\$140	\$3,955	\$4,950	\$28,593	-\$15,907
EXPENSE Category	Gross	Expenses	Net	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				-\$866	\$862
Culture Fair	\$0	-\$500	-\$500										-\$140	\$360
Field Day	\$0	-\$250	-\$250										\$0	\$250
HGES Misc. Expenses/Supplies	\$0	-\$1,000	-\$1,000		-\$169	-\$300		\$0					-\$20	-\$489
School Library Purchases	\$0	-\$1,000	-\$1,000										\$0	\$1,000
Social Events	\$0	-\$4,350	-\$4,350	\$0						-\$60	\$1,616	-\$362	\$1,194	\$5,544
Staff Appreciation	\$0	-\$3,500	-\$3,500	\$0		-\$49	-\$424	-\$263	\$20	-\$47	-\$132	-\$140	-\$1,035	\$2,465
Teacher Fund	\$0	-\$9,500	-\$9,500	\$0		-\$241	-\$756		-\$894	-\$201	-\$744	-\$139	-\$2,974	\$6,526
Total Budget Expenses:	\$0	-\$26,050	-\$26,050	-\$364	-\$417	\$5,340	\$4,827	-\$11,030	-\$909	-\$696	\$626	-\$1,667	-\$4,291	\$21,759
Total Net Budget (excluding school purchases)	\$62,450	-\$44,000	\$18,450	\$136	-\$417	\$8,404	\$5,797	\$2,684	\$390	-\$556	\$4,581	\$3,283	\$24,302	\$5,852
School Purchase Expenses:													\$0	
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	-\$556	\$4,581	\$3,283	\$1,677	\$7,227
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	\$49,570		
+/- 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>														