

Hartwood PTO General Meeting Minutes – September 9, 2019

- I. **Welcome** – Melissa Kwiatkowski welcomed everyone and thanked everyone for their attendance. Everyone in attendance introduced themselves.
- II. **FCAPAGE** – Prashanth Krishnamurthy came to talk about the Fox Chapel chapter of the PA Association of Gifted Education. He said that the meetings and organization is open to everyone and they are looking for participants to create awareness of gifted education and to advocate for their children who may be gifted students. Their next meeting is Monday, September 16, 2019 at 7 pm in the Fox Chapel High School library. He said that there are a limited number of meetings and people can be as involved or not involved as they choose. Their website is <https://gifted-foxes.blogspot.com>.
- III. **PALS** – Stacy London came to speak about the Parent Advocates for Learning Support. They are an organization which focuses on students who have special needs and learning challenges. They have open forum meetings with guest speakers who discuss a variety of topics related to the special education process. They are looking for PTO liaisons from each school to represent the organization. Their next meeting is September 25, 2019 at 9:15 am at the Eat 'n Park in Waterworks. Their website has a lot of resources: <https://www.palsinfo.org/>.
- IV. **Committee Introductions** –
 - a. *Apparel Sale* – A company has been identified to provide us with Fox Chapel apparel for the apparel sale. Samples will be available to view at the Hartwood Open House. All orders will be done online and there will be a two week window to order. The committee will need help from volunteers to sort items when they come back from the vendor. Items will be back in time Christmas so they will make great presents for loved ones.
 - b. *Art Show* – The committee would like volunteers to help brainstorm activities to be done during the art show. They need help setting up the art show, coordinating with Ms. Galizia and the middle school students who will run the activities stations. The art show will take place March 5, 2020 from 6:30-8 pm.
 - c. *Book Fair* – The book fair will take place Friday, October 4 – Thursday, October 10. The committee will need help on October 3rd and October 11th to set up and break down the decorations for this event. They will need lots of volunteers, during the open house and during the day, especially to help children in K, 1st and 2nd who will need assistance to complete their purchases under budget. The book fair is tied into the summer reading program and vouchers will be provided to children who met the reading goals for their grade level and turned in their reading logs. The book fair committee also solicits donations of loose change to enable the purchase of books to be donated to students who cannot afford to buy them.
 - d. *Box Tops, Shoparoo, Giant Eagle Apples for Students, Amazon Smile* - \$1000-\$1500 is our goal for fundraising using these apps and participating in the respective shopping programs. The money raised goes directly to the students. Volunteers are being sought and don't necessarily need to have clearances.
 1. *Box Tops* - There is a competition for which grade can raise the most money via boxtops. There is a reward for the grade winners. Boxtops is switching to an app format which asks families to download an app and scan their

receipts in order to be able to claim boxtops and have the funds be allocated to the school of their choice. Credit card information can be blacked out prior to scanning.

2. *Shoparoo* – This is similar to the Boxtops app. Users scan all of their receipts into the app in order to raise money. Any receipts can be scanned. There are only 50 families out of the 370 at the school participating in this program so we need to encourage participation in this program.
 3. *Giant Eagle Advantage* – All shopping done at Giant Eagle will benefit Hartwood if you register your card at <https://account.gianteagle.com/AccountCreation>. This is a one time activation. Use the code 0432.
 4. *Amazon Smile* – Any shopping done on the Amazon website can be done via Amazon Smile to earn money for our school. Please remember to use the website <https://smile.amazon.com>. Your login and password are the same for both websites.
- e. *Chapel Gate Pool Party* – This is an event which kicks off the summer and usually takes place the 1st Saturday after school ends. The committee is looking for someone to take over next year. This is an event which doesn't take a lot of time/commitment.
 - f. *Classroom Baskets* – This is a fundraiser which takes place in coordination with the Art Show. There is a theme assigned to each class and students are asked to bring in an item to put in the baskets. Volunteers are needed to brainstorm ideas, communicate with the teachers, provide support to families, assemble the baskets, stuff envelopes and sell tickets during lunch the week proceeding the art show and during the event itself.
 - g. *Dine & Donate* – This is a fundraiser where local restaurant establishments provide a portion of the proceeds to the school when families go to eat there and mention they are supporting Hartwood. Volunteers are needed to approach business and follow the event from conceptualization through completion. The goal is to have an event every month.
 - h. *Holiday Parties* – Winter Party is to be held on December 20th and there is another party around Valentine's Day. Classes are grouped K-1st, 2rd-3rd, 4th-5th. There is 1 craft and 3 games which will take around 45 minutes to an hour. There is a lot of stuff already organized. There is money to buy new games and activities. A volunteer is needed to spearhead one age group and other volunteers are needed during the events themselves.
 - i. *Fall Festival* – This is the next big event that takes place after the book fair. There are crafts, face painting, games, and a crazy hat day contest. There are a lot of volunteers needed the day of the event.
 - j. *Family Fun Night* – This will take place on March 6th. It is a free night in the gym where a movie is played and snacks are provided. This is an easy event to plan and the majority of the work is done the night before the event.
 - k. *Penny Wars* – This is a fundraising event where jars are placed in the library. Pennies increase a grade's amount of money and other denominations decrease the amount. It is a fun competition between grades.

- l. *Field Day* – This will take place on June 4th. It is a day spent entirely outside where there are games, crafts, activities and a dunk tank.
 - m. *Holiday Penguin Patch* – This is a holiday store fundraiser that takes place in December. Volunteers are needed to brainstorm ideas, setting up, breaking down the store and assisting sales.
 - n. *Kennywood Picnic* – On Kennywood Day, a pavilion is rented for Hartwood and ice cream is served. It is a place where Hartwood families can gather and socialize. Volunteer commitment consists of obtaining the pavilion & organizing the headcount of people who will partake in the ice cream.
 - o. *Mag Mondays* – This is a six week after school program which takes place during winter. Different programs/activities take place each week. Some run consecutive weeks. Eight volunteers are needed each Monday of the program to assist with headcount, getting kids to their enrolled program and dismissal.
 - p. *Running Club* – This event takes place in April/May and needs a lot of volunteers.
 - q. *Sarris Candy* – This is a straightforward fundraiser where families buy candy. Delivery is prior to Spring Break.
 - r. *Staff Appreciation* – There is a November 25th breakfast and a March 20th lunch.
 - s. *TAG* – This takes place four times a year. There are written powerpoint presentations in which parents come into the class and give the presentation.
 - t. *Yearbook* – One parent from each grade is needed to coordinate the photo collection efforts, upload photos to Lifetouch, and collect information from parents and teachers. This is especially important for 5th graders because it will capture their last moments at Hartwood.
 - u. *TAP* – This is the teacher assistance program in which volunteers help teachers and staff with activities or anything they need done for their classroom.
- V. **Clearances** – Clearances are mandatory if a parent/grandparent will be assisting at the school and children are involved. Signup genius will be used to solicit volunteers for different activities. All of the activities and fundraising we do goes to benefiting the children and we appreciate your assistance and your time.
- VI. **Budget** – The budget was passed around and a few comments were provided to Carolyn Chiquelin regarding items that should be broken out. A suggestion was made to add Venmo for payments. Melissa Kwiatkowski is looking into this. A vote was held on approving the budget for the 2019-2020 school year. There were some abstentions and there were zero ‘no’ votes.
- VII. **Membership/Directory** – There is a membership drive taking place through September 30th. The classroom with the highest enrollment will receive a classroom basket filled with books. Join here: <http://www.hartwoodpto.org/sample-page/membership/>. The directory is completed. An email blast with a last opportunity to opt out will be sent before the directory is prepared for circulation.
- VIII. **Teacher Supply Donations** – The PTO collects school supplies and classroom items which can be given to teachers. Please consider donating items.
- IX. **Childcare** – There was a discussion regarding whether people liked having the childcare option during the meeting and whether it was taken advantage of.
- X. **Family Fun Day** – The board wanted to gauge interest in an evening/weekend social for families.
- XI. **Closing** – Melissa Kwiatkowski thanked everyone for coming and being involved in the PTO.