**Hartwood PTO General Meeting Agenda**

**September 21, 2020**

*Zoom Meeting 7p*

*Karina Chavez is meeting administrator--Karina will record the general PTO meeting and will mute all in attendance, then unmute those who would like to speak*

*Present: Melissa Kwiatkowski, Karina Chavez, Kristen Gulakouwski, Rick Sumrock, Carolyn Chiquelin, Amy Yates, Toni Hughes, Michelle Kiely, Steve Digirolamo, Sara McMahon, Alyssa Camerota, Kati Altieri, Melissa McMahon, Liz Stanley, Nichole Leavers, Mandy Gallagher, McKay Shelkey-Bray, Valere Mazza, Cerissa Horwitz, Amy Coutu; Kieffer (Terri?), Chelsea Martinowsky, Mary Ellen Carey, Alison Wegley*

1. Welcome and Introduction of PTO Board – Melissa Kwiatkowski

* *Thank you for joining us virtually*
* *Importance of the PTO during a pandemic school year*
  + *We need to stay connected more than ever- parents, teachers/staff*
  + *Continue to support students*
* *HPTO Board Intros*
  + *Melissa, Karina, Carolyn, Rick, Amy, Kristen*

2. Return to school updates – Dr. Fischbaugh

* *Call for Dr. Fischbaugh, not present*

3. Financial Report – Carolyn Chiquelin

a. Budget plans.

* *Events will look a little bit different this year*
* *Still working on budget, will have members vote soon*
* *2019-2020: Overall $5000 positive for budget*
* *Still in fine position to offer events for kids this year*

*In chat feature: Karina-Feel free to use chat for questions*

4. Recap of planning – Melissa Kwiatkowski

* *We’re used to seeing each other in person, this year unique in how we get things done*
* *Share summer accomplishments:* 
  + *Hartwood PTO Board worked with other PTOs*
    - *Can we collaborate with any events? Exchange ideas. Interesting to hear what other schools are doing*
  + *PTO purchased recess balls so each grade can have multiple types of balls (color coded)*
  + *For last year’s outgoing 5th grade students, we provided Fox Chapel t-shirts as parting gift*
* *This year:*
  + *Provided welcome totes to the staff (tote bags with Hartwood Elementary printed on the side with multiple supplies including tissues, snacks, PPE, etc.)*
  + *Will have t-shirts for incoming students and will be distributed (working on logistics)*
  + *As PTO still having events for students, they will just look a bit different*
  + *Parents cannot volunteer but we will still have special things for the kids*
  + *Important we stay connected and help teachers (financially or not), want kids to experience some of the same events that they’ve come accustomed to*

5. Importance of the PTO in a virtual environment – Karina Chavez

a. Educational series

* *Thinking about how to tackle this year*
* *Trying to figure out as parents how to navigate*
* *PTO is more valuable than ever before (beyond the events for kids)*
  + *We need support as parents and kids need the support more than ever*
* *We would like to get input about providing sessions for parenting kids in this learning environment*
  + *Karina has number of experts (learning/educational) that would be great to provide tips and strategies to help our kids/ourselves*

*Chat: Nichole: Awesome idea!*

* + *Asking parents to input on the topics they’d like to hear about, what dialogue would they like to have?*
  + *One fall, one spring*
  + *No cost to Hartwood*
  + *If you are interested in working with Karina, let her know*
    - ***Toni Hughes interested***

*Chat: Toni-Great idea!*

*Chat:* ***Sara McMahon interested***

* + *Karina knows a professional that has offered help with this, Karina is happy to bring her on*

b. Kindergarten/New Families

* *Thinking back…as a kindergarten parent…how daunting this is!* 
  + *Transitioning into kindergarten is difficult (and if it’s your first and you haven’t been into the school or even if it’s your second or third, etc)*
    - *This year there were no tours, meeting teachers, story times in the spring were cancelled*
* *Would it be helpful to offer mentoring for kindergarten parents through PTO?*
  + *PTO would spearhead, but would need a chair*
  + *Can include new families to Hartwood (not just K families)*
    - ***Sara will help?***
* *Those are a couple of ideas we’ve had that are outside the normal range of the PTO*
* *Looking for ideas from parents on ways to be supportive for each other*

6. Membership – Rick Sumrok

* *Melissa- Introduces PTO Membership*
  + *The donations to become a member of PTO go towards:*
    - *Each dollar goes straight to the classroom/children in our school*
    - *Member to be committee chair or on PTO board*
    - *Voting*
  + *$20 donation or what you can afford for membership*
    - *More people now than ever people are unemployed, don’t want to burden families*
    - *Our fundraisers will not make as much as the past, ok because we are fiscally sound*
    - *We will survive but all of your membership money will go towards the events that we will still have (holiday parties, fall fest…)*
* *PTO will organize, support, and pay for events even though they will look different*
* *All dollars go back to classroom (could also include teacher grants)*
* *Please share ideas for ways to support our teachers and children*
* *We have had membership incentives*
  + *How can we add excitement and fun? We want to add what we can to help things feel the most normal as possible*
  + *Stay connected as community*
* *Rick- Echos Melissa’s sentiments*
  + *Coming into this year it has been so difficult for everyone*
  + *Define the relevance—why should we have the PTO when many things are virtual?*
    - *We want to meet needs and challenges—we want to keep supporting kids and teachers*
    - *We’re not as visible but that makes it more important to have the PTO*
    - *Open to new and need new ideas and support*
    - *Everyone that has logged in tonight is committed to the PTO! Please get the word out to people you know that couldn’t be on. Everyone is invited to be a member. The more people here, the more relevant we are as a PTO. Even if everyone was active (regardless of being a member!)*
    - *We appreciate your time!*

*Question- Will there be information coming out to help people join?*

* *Yes- our membership drive will come out in next week! It will be a Google Form like last year and you can make donation online*

7. Committee Chair Updates

a. Start planning for virtual activities*.*

* *If you are a committee chair- Start planning for different activities (virtual or something different than the norm)*
  + *PTO board will share with Dr. Fischbaugh and get feed back*
  + *Send ideas to PTO board for activity or fundraisers*

*Chat: Is there a list of all of the committees?*

* *Kristen will put the sign-up link in the chat*
* *Karina will put emails of PTO board in the chat*

b. Virtual Book Fair

* *Liz Stanley- Book Fair Update*
* *We will do something virtually though it can’t be the same as the Open House Book Fair*
* *Kids love the book fair!*
* *Keep it going-* ***Virtual Book Fair October 1-14***
  + *Virtual activities (teacher wish baskets, raffles)*
* *Working on timely distribution of information*
* *Did summer reading logs—free books to kids that met reading minute goals*

8. Other business and closing remarks.

* *Kristen- Dr. Fischbaugh not able to join the mtg*
  + *Hybrid model going well, students following guidelines, her apologizes for not joining*
* *Idea for having homemade video contest—have committee that votes*
* *Allison Wegley- Fall Fest update*
  + *Trunk or treat is being proposed to Dr. Fischbaugh*
  + *If that can happen, how many children would be able to participate?*
  + *Need committee members to help put bags together*
  + *Can have a virtual candy count, guess the weight of the pumpkin contest, crazy hat day*
* *Toni Hughes- Yearbook update*
  + *Last year*
    - *Yearbooks came in very late (August)*
    - *Everything has been distributed, Dr. Fischbaugh handled a lot of yearbooks for those who moved out of district, Kristen handed out yearbooks to students that moved on to DMS*
    - *Should have balance due to us from Lifetouch (25 extra copies went back for credit), sold a few additional yearbooks—have money for Carolyn, has additional 20+ yearbooks that can be distributed or sold*
    - *Lifetouch sent 90 we did not order, so all teachers and staff got yearbooks, should have surplus from sales*
  + *This year*
    - *Have contract (1 year)- contract same as last year, pricing the same ($17 for soft, $22 for hard copy)*
    - *New chair next year*
    - *This year’s sales will start on Jan 1, can order online*
    - *Looking for ideas for what this year’s could look like, Toni has some ideas, 5th grade teachers can help with 5th grade pages, have parents send in photos from All About me posters*
  + *Picture days scheduled for Nov*
    - *Nov 9,10,11— Can go into Lifetouch to preorder photos*
    - *Toni will look for code for Hartwood ordering, Mary Ellen will dbl check*
    - *Should be grade level photos (for in school and remote learners)*
      * *Remote learners signed up for photos on Wed for DMS or parents can send in photo, will probably be the same for Hartwood*
  + *Working on cover design (tried contest last year, maybe someone will design)*
    - *Idea for Mrs. Galizia to send student artwork*
* *Melissa thanks Michelle Kiely for 1st Day Decorations!*

*Call for any other updates, comments, questions*

* *Kristen has done kids crafting and Mag Monday in the past—need creative ideas for kids to do, we have some supplies left over, would anyone be able to pick up Kids Crafting*
  + *Mag Mondays in the air*
  + *Kids crafting- fundraiser or not, Kristen can help*
* *Melissa- Planning to have apparel sale in October, everything online, direct shipping, more to come*
* *Are looking to keep Dine and Donate- any dine and donate we do, we would like a volunteer to do one each month, let’s support Emmerling Ice Cream and local establishments*
  + *Let us know if you want to pick up a D&D*
* *A lot of those on Board will not be back next year—think of committee chair and board member replacement*
* *Great to volunteer for committees this year while those that have done are still hear, grab a buddy to do with you! People moving on to DMS.*

*Amy Coutu Chat: have you thought of kids decorating and donating masks as fundraiser?*

* *Love creative ideas!*

*Call for anything else*

*Thank you so much for joining us tonight, we hope you will continue to support the PTO, we can’t do it without you! Thanks for your time and support! Will send reminders of meetings or activities through email blasts.*

*Meeting adjourned 8pm*