

# HPTO General Meeting Minutes - Tuesday, September 6, 2016 at 7pm

**Attendees:** Heather Fiedler, Kristen Gulakowski, Alison Persichetti, Amanda Kovach, Dana Fortun, Rachel Fischbaugh, Danielle Bradley, Deepika Devarajan, Dana Boychuk, Lynne Shurina, McKay Shelkey-Bray, Traci King, Ashley Marutiak, Liz Geraci, Bill Sparks, Shannon Shaffer, Gwenn Gdovichin, Charity Branscum, Deirdre Kramer, Nikki Rosswog, Cherie Aguilar, Lisa Hnatow, Amy Murphy, Caranine Koloshinsky, Karina Chavez, Jaime Zuri, Melissa Kwiatkowski, Kristi Kratsa

I. Welcome-

Heather Fiedler welcomed all in attendance. She began the meeting by encouraging everyone to get involved and to attend future meetings.

II. Opening comments-

All board members and those in attendance introduced themselves.

III. Treasurer's report-

Heather shared that Alison Persichetti was appointed treasurer recently due to the resignation of our previous treasurer. Alison distributed the HPTO Financial Statement for 2015-2016 fiscal year as well as a draft budget for the 2016-2017 fiscal year. She reviewed the budget at a high level and expressed that this was a conservative draft of the budget. The anticipated net profit from the fundraising events is approximately \$18,260. The expected cost of sponsored events for the fiscal year is approximately \$13,600. Alison shared that the estimated net income for the 2016-2017 draft budget is approximately \$3,200. She also stated that she will provide ongoing updates at future meetings on fundraisers and sponsored events as they progress.

Heather explained that the proposed draft budget must be communicated to the members and voted upon for approval in accordance with the bylaws. As such, Heather made a motion for all members in attendance to vote in favor or in opposition of the proposed draft budget. The budget was unanimously approved by all members in attendance.

IV. Events and activities-

*Recaps:*

- **Teacher Welcome Baskets:** Dana Fortun shared that the board created 43 welcome baskets for the staff members. The baskets contained tissues, hand sanitizer, wipes, pencils, stickers, an apple, a \$5 Starbucks gift card and other goodies. Staff members were very appreciative. This item was added to budget this year.
- **First Day of School Decorations:** Amanda Kovach shared that the first day of school decorations were well received by students and staff. The students and staff arrived to a festive entrance, which added to the excitement on the first day of

school. Prior to the first day of school, Amanda Kovach, Paula Grimsley and Mr. DiVittorio hung four “Welcome Back” signs at the entrance of the school. In addition, Pam Miele, our talented balloon vendor, created balloon towers, clusters, pillars, and an arch for the entrance.

*Upcoming:*

- **Homeroom Parent/Helper sign-ups:** Deepika Devarajan reminded members to sign up to become homeroom parents and helpers. She shared that as of today, we have more “helpers” signed up than homeroom parents. She asked those in the attendance to spread the word to others to sign up by the end of the month. Dee also shared that younger classes need more help and are more of a time commitment but that all grade levels are in need of help. She reminded those in attendance of some of the duties of a Homeroom Parent (e.g. coordinate events such as holiday parties, classroom baskets, teacher gifts, and TAG).
- **Fall Festival:** Lynne Shurina shared that this is her 4<sup>th</sup> year chairing this event. Fall Festival will be on Friday, October 28<sup>th</sup> this year. There will be an obstacle course, crafts, games, prizes, and students are encouraged to wear crazy hats, as it is also “Crazy Hat Day.” She reminded us that she needs a lot of volunteers on the day of the event and on the day before event. The budget for this event went up this year and she would like to create some new games. There will be a Sign-Up Genius form online with jobs for parent volunteers. An email and link will be sent out a couple of weeks prior to the event.

V. Fundraising-

*Recaps:*

- **PTO Membership Drive:** Heather stated that she estimates that the HPTO spends approximately \$40-\$50 per student throughout the year. Kristen Gulakowski shared that prior to tonight’s meeting, the HPTO has 87 members, 8 of which are teachers. Mrs. Fischbaugh stated that she will remind the staff about becoming members. In addition to these reported numbers, we received several other membership contributions after the meeting. We are offering a contest to the homeroom with highest number of memberships.

*Upcoming:*

- **KidStuff Coupon Books:** Dana Fortun shared that we have sold 11 books so far. The coupon books will still be on sale have through September 14<sup>th</sup>. An email blast or flyer will be sent as a reminder.
- **Gear Sale:** Kristen Gulakowski shared that Andrea Krushinski and Kristin Matthews will co-chair this fundraiser. We have a different vendor this year. There will be different apparel and gear that cannot be found in local stores. There will be some higher end items like Under Armour as well. We are hoping to make this a Fall fundraiser.

- **Dine and Donate:** Kristen Gulakowski shared that we have two Dine and Donate events this year. She stated that once you receive your flyer, you can go to the establishment and the PTO gets 20% of your total bill. The Emmerling Ice Cream Dine and Donate event will take place in the Fall. Andrea Krushinski is the contact for Emmerling Dine and Donate. The Gators Grill Dine and Donate Event will take place in the Spring. Michele Williams is the contact for Gators Dine and Donate. These events will take place over the course of a couple days.
- **Charleston Wrap:** Dana Boychuk shared background information on Charleston Wrap. They specialize in high end premium wrapping paper and holiday gifts. This fundraiser begins on October 10 and ends on October 24.
- **New fundraising ideas:**
  - 1) “One and Done” payment for parents who don’t have the time for fundraising
  - 2) Specifically designated donation funds – these would be financial contributions that are specifically designated to be spent on certain items/activities (e.g. financial contribution that should go towards to purchase of a new computer)
  - 3) Babysitting night/Movie night in December- \$10 per kid - so parents can go shopping
  - 4) Higher donation for paper Membership Directories rather than online directories
  - 5) Handbag Bingo
  - 6) A Night at the Races (Parents Night Out in the Spring- Kentucky Derby, bet on horse races with fake money)
  - 7) Chapel Gate Family Pool Party on June 3rd or 10<sup>th</sup> from 5-9pm (\$5 a head for non-members- Gwen Gdovichin will chair this event

*On Going:*

- **Box Tops** – Danielle Bradley shared that the money from Box Tops comes in three times a year and goes straight to items for the classrooms. Box Tops made approximately \$1600 last year but could make much more if families would participate more. Danielle also shared that there will be prizes at the end of each collection period for the grade level that collects the most Box Tops. She will also update the PTO bulletin board in the entrance after each collection.
- **Shoparoo** - Danielle shared that Shoparoo is an app on your phone that allows you to scan receipts and the school gets a small percentage from those receipts.
- **Amazon Smile** - Danielle also shared that Amazon Smile allows you to pick your non-profit (Hartwood is listed) in order to benefit our school.
- **Labels for Education** - Danielle shared that Labels for Education is winding down and will be gone by August 2017.
- **Teacher Mini Grants:** Heather Fiedler shared that we like to support our teachers as much as possible and therefore, we are making it possible for them to apply for a mini grant. In the past, teachers have asked for money to start a garden and programing/robotics tools. We have an application that will be given to the teachers. Mrs. Fischbaugh suggested that teachers need to join the PTO in order to be able to apply for a mini grant. She plans to share this information at the next staff meeting.

- **PTO Communication:** Kristen Gulakowski reminded those in attendance to view our new HPTO Facebook page, monthly email blasts, and website.

VI. Board Information-

**PTO Program Committee Chairs and Members:** Heather Fiedler discussed the many ways parents can get involved. She distributed a copy of the Sign Up Genius for all PTO committees so that those in attendance could see openings to chair, co-chair, or be a member of a committee. Heather described all of the various committees in detail. She also asked for a volunteer to chair Square One as it is time sensitive. Heather will send an email with a link for those who want to sign up for committees.

- Mrs. Fischbaugh shared that the district will be mailing PSSA scores to families soon. She also stated that, "Our kids did phenomenal!"
- Danielle Bradley reminded us about the District Forum meeting on September 13<sup>th</sup> at 9am. Our superintendent plans to share his vision for the district.

*Thank you for taking the time out of your busy lives to attend and contribute to our meeting that benefits the amazing children and staff at Hartwood Elementary. Our programs would not be possible without your support and involvement. Please visit our website [www.hartwoodpto.org](http://www.hartwoodpto.org) and our Facebook page @fchartwoodpto throughout the year for more information.*

*Minutes prepared by Amanda Kovach - HPTO Secretary*