

# HPTO General Meeting Minutes – Monday, November 7, 2016 at 7pm

**Attendees:** Heather Fiedler, Kristen Gulakowski, Alison Persichetti, Amanda Kovach, Kristin Matthews, Dana Fortun, Kelly O'Donnell, Dana Boychuk, Lisa Hnatow, Lynne Shurina, Danielle Bradley, Melissa Jones, Gwenn Gdovichin, Karina Chavez, Caranina Koloshinsky, Nikki Rosswog, Fran Connolly, Sara McMahon, Lauren Wirt, Jaime Zuri, Bill Sparks, Amy Seymour, Leanne Zottola, Terri Kieffer, Cherie Aguilar, Liz Geraci

- I. Welcome- The board welcomed those in attendance with cookies and water.
- II. Opening comments- Heather Fiedler welcomed and thanked the attendees present. It should be noted that this was a very heavily attended November meeting.
- III. Treasurer's report- Alison Persichetti provided an update on the Spirit Sale progress which has already exceeded expectations. She also updated us on the Scholastic Book Fair and thanked Pollyn Chang for her hard work (more Scholastic Book Fair information to follow). In addition, she shared that the PTO has funded busses for two field trips as well as mini grants for two staff members. As of November 7, 2016, the PTO has a net profit of \$1,290.54.
- IV. Events and activities-

#### *Recaps:*

- **Fall Festival:** Lynne Shurina reported that this year's event ran smoothly and was well-received. She reported that she made improvements and changes by creating many new games and crafts. Lynne stated that she plans to buy more prizes for next year.

#### *Upcoming:*

- **Holiday Parties:** Alison Persichetti shared that the holiday parties will be on Friday, December 23 in the afternoon. The holiday party committee will meet to plan for the event. The format will be the same as last year: 3 volunteers per classroom, 1 craft, 3 games. In addition, Alison shared that the Valentine's Day Party will be on Monday, February 13, 2017.
- **Teacher Appreciation Breakfast:** Heather Fiedler stated that a Sign-Up Genius for donations from parents will go out soon. The PTO will invite the teachers to come to the Faculty Lounge at their leisure to eat on Monday, November 21. We will need volunteers to collect and organize donations. Fran Connolly thanked the PTO on behalf of the Hartwood staff.

V. Fundraising-

*Recaps:*

- **PTO Membership Drive:** Kristin Matthews reported that the PTO has 150 members, 27 of which are faculty members. She shared that the membership drive exceeded budget.
- **Dine and Donate- Emmerling:** Kristin Matthews shared that the PTO partnered with Emmerling Ice Cream for this fundraiser. Emmerling donated 30% of proceeds, which came to \$250 for the PTO. Emmerling agreed to do another Dine and Donate again in the Spring.
- **Scholastic Book Fair:** Heather Fiedler shared that the Book Fair was a big hit and generated a lot of revenue. Pollyng Chang runs 3 Book Fairs each year. In the past, we have kept the proceeds in scholastic dollars, but since it's adding up, we plan to take it out and build it into the budget for next year.
- **Charleston Wrap:** Dana Boychuk shared that this fundraiser is complete and was a success. She stated that we sold \$3,142 worth of merchandise versus a budget of \$2,000.

*Current:*

- **Spirit Sale:** Kristin Matthews stated that there was a Spirit Sale preview at Open House for people to see the items in person before purchasing. In addition, she reminded the group that order forms were sent home and that the sale is done next Friday. If you already sent in your order forms, your order was already placed. This was done in order to get items in time for the holidays. Some items are backordered due to other sales.

*Upcoming:*

- **Penguin Patch:** Lisa Hnatow explained that this event will take place during lunch and recess on December 14-16. Students can shop for their family, using envelopes with labels provided. Flyers and an email will be sent out with more information. This year, we plan on setting up more tables and having more helpers for this event. To avoid too many students shopping at one time, the schedule will be as follows: A's will go on Wednesday, B's will go on Thursday, and C's will go on Friday that week. Alison will work with Lisa to coordinate the cash box.
- **Poinsettia/Greenery Sale:** Kelly O'Donnell shared that Gumto's in Butler is handling the sale. The sale will take place from November 14-25. Pick up will be on

December 1 after busses. Leanne Zottola will chair this committee next year. We will not be accepting cash for this sale. Checks only.

- **Dine and Donate- Gators:** Kristin Matthews shared that she is partnering with Michele Williams for this event after the holidays. They plan to call it a “Hump Day” fundraiser and it will take place on 3 different Wednesdays. Gators will donate 20% of proceeds on dine in or take-out orders. Information on this event will be sent out before winter break.

*On Going:*

- **Box Tops:** Danielle Bradley shared that she sent home a flyer in teacher mailboxes this week. She reported that we have collected \$282 in Box Tops this year so far. The PTO will get a check in December for last year and this year’s combined Box Tops totals. There will be a contest for the grade level that collects the most Box Tops between November and December. The winners will get a “PJ Day” in January.

VI. Board Information-

- **Student Injury Procedures during PTO Events:** Kristin Matthews reported that she drafted procedures with the school nurse and Mrs. Fischbaugh due to a student getting injured during Field Day last year. This way, volunteers at PTO events will know what to do in case of emergency. When you sign up for an event on Sign-Up Genius, you will be reminded of the procedures.
- **Teacher Assistance Program:** Amanda Kovach reported that the program got underway during the week of October 17<sup>th</sup> in order to help staff with Open House projects. All staff members were given a master list with volunteer names, contact info, and availability. Amanda reported that at least 12 staff members have used helpers from the program during the first three weeks, and some of these staff members have used helpers multiple times. The most common jobs are in-school tasks like copying handouts, laminating, assembling projects, and hanging projects on walls to display. Amanda shared that Nikki Rosswog created a form for teachers to provide specific task instructions. Teachers each have a mailbox in the VIP Room to put the task and instructions in for the volunteers. Mailboxes were created as to not interrupt instructional time. It was reported that there will be times throughout the year when staff members will use parent helpers more, as certain times are busier (ie. October for Open House, November and December for Holiday projects, March for Art Show, etc). Teachers who have not utilized helpers yet will eventually get used to the program and they know they need to plan ahead if they want parental assistance. However, it can be difficult since lesson plans are always changing to meet the needs of students and sometimes things need to be done last minute. In the meantime, if you’re on the master list and haven’t been contacted mid-year, remind staff members that you’re available. She reminded those in attendance that Mrs. Galizia will need a lot of helpers in March for the Art Show. Fran Connolly thanked the PTO for the program.

- **Teacher Mini Grants:** Heather Fiedler reported that Ms. Courbis received head phones for the entire second grade. She also reported that Mrs. Fazzini requested money to buy supplies for a friendship circle so that students can sew pillowcases for kids with cancer.
- **Magnificent Mondays:** Heather Fiedler shared that Sarah McNaughton would like some parent volunteers to lead sessions on Monday afternoons after school. Sign-ups will come out in November or December. Mad Science is an option for Magnificent Mondays this year. In exchange for having the Mad Science program at our school, they will conduct a school-wide assembly for us.
- **Spring Adult Night Out:** Lynne Shurina shared that this event will be on April 1, 2017 at the Indiana Township Town Hall Building on the entire first floor. It will be a Las Vegas /Monte Carlo theme. She stated that she will need a lot of volunteers for the event. The Sign-Up Genius is already open for this event so anyone can sign up, as Lynne needs more committee members and helpers.
- **District Forum:** Danielle Bradley shared that the next meeting will be on November 15 at 9:00am at the High School. The focus of the meeting will be on facilities and buildings. They will discuss expansion and renovation plans. Included in the meeting is a tour of the high school. They are working on videotaping and uploading these meetings so that those that cannot attend can view at home.
- **Hartwood Garden-** Fran Connolly asked if any parents have a garden tiller or if anyone knows of anyone that has a tiller. The garden is in need of a tiller and the teachers could use help with tilling the garden. Please contact Fran Connolly if you can help.

*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*