

HPTO General Meeting Minutes – Monday, May 1, 2017 at 7pm

Attendees: Heather Fiedler, Amanda Kovach, Kristin Matthews, Kristen Gulakowski, Alison Persichetti, Lynne Shurina, Andrea Krushinski, Danielle Bradley, Melissa Kwiatkowski, Bill Sparks, Jaime Zuri, Carolyn Chiquelin, Sara McMahon, Christine Geller

- I. Welcome and Opening Comments- Heather Fiedler welcomed all in attendance to our last meeting and gave a personal thank you to the attendees and the PTO Board, as this was her last general meeting as President of the HPTO Board. Kristen Gulakowski, President-Elect, thanked Heather for everything she has done for our school and the HPTO during her tenure as President.
- II. Treasurer's report- Alison Persichetti presented updated financials detailing actuals versus budget. At this point, over the 2016-2017 school year, total revenues from fundraising was \$19,300. The money spent on sponsored events during this same period was \$10,100 and an additional \$900 in administrative expenses. Total net fundraising money remaining is approximately \$8,300 versus a budgeted amount of \$3,450. We plan to eliminate some of the fundraisers or mix it up a bit in 2017-2018. The board will be sending out a survey that asks PTO members their opinions on our fundraisers and events. It will help us gauge a level of participation and interest in each fundraiser and event.
- III. Events and activities-

Recaps:

- **Art Show:** Amanda Kovach presented on Paula Grimsley's behalf. She reported that the Art Show was an overall success. There were 17 high school student volunteers at the event. It was reported that there are supplies left over that can be used for next year's Art Show. The committee plans to incorporate some STEM activities at the tables next year.
- **Staff Appreciation Luncheon:** Kristen Gulakowski reported on behalf of McKay Shelkey-Bray. The title was changed from "Teacher Appreciation Luncheon" to "Staff Appreciation Luncheon," which made all staff members feel welcome. During the luncheon, the staff celebrated a retirement with a large sheet cake. McKay would like to expand her committee in the future for set up and clean up on the day of the event. This event came in under budget
- **Vegas Night Out:** Lynne Shurina reported that the event was a huge success, making over \$3,400- more than double the original budget. Committee members worked hard to gather \$8,832 in donations- 60 baskets, gift cards and many other prizes. There are 12 people on the committee. The venue was tight, as there were 165 people in attendance so the committee may look into other venues for next year.
- **Running Club:** Heather Fiedler shared that a record 142 kids are participating this year. Participants received their shirts last week.

Upcoming:

- **Field Day (6/8/17):** Kristin Matthews and Andrea Krushinski reported that this event is scheduled for June 8, the day before the last day of school. There will be a Creation Station, Gym, Carnival A/B, and field games. Lunch will take place under the new tent outside. The carnival games are new this year. The PTO used reward points from the Penguin Patch to purchase the tent. Volunteers are needed and a Sign Up Genius will be sent out. Lynne Shurina is providing 2 cases of water and 2 cases of soda (for volunteers at Field Day) that were left over from Vegas Night Out.
- **Chapel Gate Pool Party (6/10/17):** Melissa Kwiatkowski shared that this event will take place on Sat., June 10 from 5-8pm at Chapel Gate. Chapel Gate is not charging us a fee to use the pool. There will be a \$3 guest fee that will go back to Hartwood to use to pay for food, etc. There are currently 3 people on the committee, however Melissa reported that she needs at least 10. Food, ice cream/popsicles for the kids, and activities during adult swim (since the pool is open to regular members) were discussed. This event will be a “break even event” as it is not considered a fundraiser. It is meant to be a low key, low cost event. There is no foul weather contingency plan, so if the weather doesn’t cooperate, the event will be canceled.
- **Summer Reading Program:** Kristen Gulakowski reported on behalf of Lisa Pistella. She shared that the flyer is complete and dates were confirmed with Ms. Moller. Students/families who attend the Pre-K storytime will get their chart/info in May. The incentive is a \$5.99 voucher for the Fall Book Fair. Ms. Moller will pass out the info/charts to all students at the last library class. Grades K-3 is required to read 1000 minutes and Grades 4-5 is required to read 1200 minutes over the summer.

IV. Fundraising-

Recaps:

- **Holiday Sale Proposal:** Kristen Gulakowski reported that the Penguin Patch will take place after school rather than during lunches in order to coordinate with Craft Night.
- **Yearbook:** Heather Fiedler shared that we had a record number of orders this year- 250 yearbooks. We received an incentive of 5 free yearbooks that we will give to fifth graders who are unable to purchase yearbooks. Yearbooks will be sent home by/on June 8. Heather reported that she needs help labeling the yearbooks in May. Lastly, she shared that she ordered a few extra for people who forgot to place their orders.
- **Square One:** Kristen Gulakowski reported on behalf of Cara Koloshinsky and Ashley Marutiak. She reported that there were 137 orders total (which is 40% participation, which is more than past years). Sales and orders are up. Delivery will be on May 10. Mrs. Galizia will chair this fundraiser next year with the help of parent helpers.

Upcoming:

- **Dine and Donate- Emmerling (6/1/17):** Kristin Matthews reported that last Dine and Donate of the year will be on June 1. She will send a flyer a week before the event. Emmerling gives us 30% of the proceeds. Kristin reported that the HPTO has made \$850 from the 4 Dine and Donate events so far this year.

On Going:

- **Box Tops:** Danielle Bradley reported that a check for \$638 is en route to the school. The last day to turn in Box Tops is May 17. The grade level winner will receive coupons for a free small cone at Emmerling Ice Cream.
- **Labels for Education** – Danielle shared that we met our goal and the school will receive a \$100 Visa gift card.
- **District Forum:** Danielle reported that we need more representation from Hartwood. Danielle plans to take some suggestions to the Forum as far as meeting dates and times.

V. Board Information-

- **Bylaws-** Heather Fiedler made a motion to approve the changes to the bylaws and Kristin Matthews seconded the motion. Discussion over the changes took place in order to provide understanding. Based on the online votes received and manual paper ballots at tonight's meeting, the motion was passed.
- **Board Position Openings for 2017-2018-** Heather Fiedler made a motion to approve Bill Sparks as the incoming President-Elect and Carolyn Chiquelin as incoming Treasurer. Kristen Gulakowski seconded the motion. Based on the online votes received and manual paper ballots at tonight's meeting, both nominees were unanimously voted for.

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 and our Facebook page @fchartwoodpto throughout the year for more information.

Minutes prepared by Amanda Kovach - HPTO Secretary