

HPTO General Meeting Minutes – Monday, January 8, 2018 at 7pm

Attendees: Kristen Gulakowski, Bill Sparks, Amanda Kovach, Carolyn Chiquelin, Kristin Matthews, Jenn Banachoski, Lynne Shurina, Sarah McNaughton, Alison Persichetti, Melissa Kwiatkowski, Danielle Bradley, McKay Shelkey-Bray, Nikki Rosswog, Andrea Krushinski, Megan Carson, Lisa McGough, Melinda Guinn, Amy Seymour

- I. Welcome and Opening comments- Kristen Gulakowski welcomed and thanked the attendees present.
- II. Treasurer's report- Carolyn Chiquelin reported that everything is occurring as expected in the budget. We have had several successful fundraisers this school year already including Magnificent Mondays and the Spirit Sale. She informed the group that the budgeted profit is at around \$2600.

III. Events and activities-

Recaps:

- **Classroom Parties:** Alison Persichetti thanked all volunteers as well as her co-chairs Melissa Kwiatkowski and Melissa Jones for helping coordinate the parties. The 3 ladies took on 2 grade levels each. She suggested that a coordinator for each grade level would be the best way to coordinate these parties in the future. A budget increase was requested for future parties at approximately \$2 per child (this includes 1 crafts and 3 games for every student in the school). This committee kept good records so they know how to budget for next year. Teachers gave favorable feedback regarding the crafts and games. Committee asks that if a volunteer cannot come, please make an effort to find another volunteer and asked volunteers to come 15 minutes early. The K-4 Valentine's Day parties have been scheduled by Dr. Fischbaugh and the teachers on February 14th and the 5th grade party is on February 15th. More info and a sign-up genius coming soon.

Upcoming:

- **Magnificent Mondays:** Sarah McNaughton shared that we have 140 students signed up this year, which is several more than last year. This year's classes and teachers are working out well. We do not have enough volunteers to help the teachers though. Dismissal did not go as well as last year due to the implementation of the new alphabetical order check out list. Sarah will switch back to last year's plan, which was signing the students out by class.

IV. Fundraising-

Recaps:

- **Spirit Sale:** Andrea Krushinski reported that we had a total income of \$6,414 and a total profit of \$1,389 (there is additional to deposit).

- **Penguin Patch/Krafting Kids:** Kristen shared that we were under obligation with the Penguin Patch this year in order to use our rewards so we can now move on if we choose to. She reported that this fundraiser made a profit of \$1300. Krafting Kids had 81 participants but could have had more if we had more volunteers. Received good feedback.

Upcoming:

- **Pastries with Parents-** Bill mentioned that the board was given permission to use a week in the Spring for this event. It would include various people in the students' lives (parents, grandparents, godparents, step-parents, "people that act as parents", etc) on the PTO's dime. The PTO would look into asking various bakeries to donate pastries, coffee, juice, etc. Bill asked if anyone was interested in chairing this event this year or if they were interested in being a committee member. Anyone interested at this meeting or at the March general meeting should let the board know so we can plan it for this year. Otherwise, we will revisit this idea next year.
- **Dine and Donate- Gators:** Bill reported that there will be 2 Dine and Donate events at Gators Grille on Jan 24 and Feb 20. A flyer will be sent home. Patrons can just mention the flyer or "Hartwood Elementary" at check out. The HPTO will receive 20% of the proceeds.
- **Gift Baskets** Jenn Banachoski reported that the Annual Gift Baskets will be displayed on Art Show March 8. There are 2 more gift baskets this year than in past years, with an additional Kindergarten and 5th grade classroom. There are 19 sections total. Jenn is asking for new ideas this year, so please email her directly if you have any ideas for gift baskets. Jen will give us collection dates and will create a flyer soon.
- **Penny Wars:** Carla O'Brien will chair this event during the week of Jan 22-27. **Grade level winners will be announced on 1/31.** The grade level winner will vote for the movie for Family Movie Night (Friday, March 2) on 2/1. **The movie will be announced to the school on 2/2.** Same format as last year. Kids bring in pennies for points. The grade that gets the most points wins. Students can take away from the other grade levels by putting in larger coins/dollars. All proceeds go into Hartwood Helping Hands account that is put to good use to help families in need at our school.
- **Sarris Candy:** Amy Seymour reported that a flyer will be sent home on Jan.22, the last day to send in orders is Feb. 7, and pick up is prior to spring break, as the **candy is delivered on/around 3/20 or 3/21.**
- **Adult Night Out:** Lynne Shurina reported that the first committee meeting is this Thursday. She currently has 7 people on her committee but needs about 4 more committee members. The date is tentatively penciled in for 4/21 at the Indiana Township Building with the same theme as last year. The committee will look into getting a tent/outdoor space there for more space and outdoor games. The back-up plan is the Harmar House.
- **Yearbook:** Lisa McGough reported that some new ideas and changes are being implemented this year, and that she has received a lot of excellent feedback from parents and staff. She has attended all of the Hartwood events and programs in order to capture as many snapshots of the students and staff in action as possible.

There are approximately 6 more events that she plans to attend during the remainder of the year. She informed the group that she will include theme pages and portrait pages in this year's book. In addition, in order to pay for extra pages and not raise the yearbook price from previous years, she was able to free up some money by doing some research into the taxes we were paying on the yearbooks in previous. In addition, she is currently teaching a yearbook class/club during our Magnificent Mondays fundraiser program. Every 5th grader will get a yearbook. Lisa went to a professional training at Lifetouch. She is also in the process of making a handbook for future yearbook chairs. Lisa reported that she is sending an email and flyers to 5th grade parents this week for baby pictures. Yearbook orders are due February 28.

On Going:

- **Box Tops:** Danielle Bradley shared that the winner of the school-wide Box Top contest is the 1st Grade. They won a PJ day on January 31, 2018. Danielle emailed teachers about requests for indoor recess supplies. The overwhelming request is for G rated DVD movies. Gently used board games, craft supplies, paint, play-doh, paper, markers, scrapbooking materials, and stickers were other requests.

V. Board Information:

- **Teacher Mini-Grants-** Kristen reported that the PTO purchased hanging reading folders for the whole 1st grade and some sensory items and bouncy chairs for Mrs. Hook's students.
- **Kindergarten Playset/Playground-** Kristin met with Kindergarten teachers and Dr. Fischbaugh regarding the purchase of swings, etc. The PTO has money set aside and is willing to assist the school with renovating the Kindergarten playground. However, other schools in the district have received funding from the district for their playground, etc. Melinda Guinn, Danielle Bradley, and Lynne Shurina will make a statement and ask what the process is at the district forum meeting regarding funding for Hartwood and equity across schools.
- **District Forum** – The next public meeting is on January 30th.
- **2018-2019 Board Officer Nominations-** Bill reported that there will be 4 vacant positions on next year's PTO board. These positions include: President-Elect, Secretary, General Director, and Webmaster. If you would like to nominate yourself or someone else, please inform the board. More information and position descriptions to follow. A vote for nominees will occur in the Spring.

Minutes prepared by Amanda Kovach - HPTO Secretary

