

HPTO General Meeting Minutes – Monday, March 5, 2018 at 7pm

Attendees: Bill Sparks, Amanda Kovach, Kristin Matthews, Kristen Gulakowski, Dana Fortun, Carolyn Chiquelin, Melissa Jones, Lynne Shurina, Beth Vukmir, Nikki Rosswog, Sarah McNaughton, Amy Seymour, Jenn Banachoski, Lisa McGough, Danielle Bradley, Jaime Zuri, Lisa Hnатов, Rachel Fischbaugh, Cherie Aguiler, Susan Stiokis

- I. Welcome and Opening comments- Kristen Gulakowski welcomed all in attendance.
- II. Treasurer's report- Carolyn Chiquelin reported that she had an updated financial statement that was available upon request. The updated financials detail actuals versus budget. She reported that as of now, our fundraiser totals are lower and our expenses are higher due to increased enrollment. Our net income to date is approximately \$1,000.
- III. Events and activities-

Recaps:

- **Valentine's Day Parties:** Melissa Jones reported that there were 3 coordinators for this party (Jones, Persichetti, and Kwiatkowski). Melissa Kwiatkowski was the chair of this event. They will be asking for more volunteers next year. The parties included 1 craft and 4 games per classroom. The "heart breaker" game was well received amongst all grade levels. The K-4 parties were held on Valentine's Day, while the 5th Grade parties were held the day after. The committee asked volunteers to arrive 15 minutes early to prep for the parties. Melissa shared that they spent a total of \$494 out of \$600 budget. They will be requesting \$600 for next year again. For planning purposes and for gathering more volunteers, the committee would like to ask the teachers and administration if they can hold all parties on the same day (preferably a Monday or a Friday- on or before the holiday) and for all parties to be for the same amount of time for consistency.
- **Family Fun Night:** Kristen Gulakowski reported that this was a fun-filled, low key, well attended FREE event for families. Charity Branscum was the chair of this event. McKay Shelkey-Bray and Nikki Rosswog were committee members. They opened the doors early to allow the kids to run around and get their energy out prior to the start of the movie. The decorations and snacks were well received. The event total was \$335.64. The committee purchased more than enough popcorn. They only needed 15 bags of popcorn and 3 cases of water for the 200 people in attendance. There will be a budget increase for next year to \$500 if we do another movie night, as we need to purchase a new \$200 movie license. The committee is willing to consider other themes (bingo, science fun, magician, etc). The committee is open to other suggestions for next year.

Upcoming:

- **Art Show:** Amanda Kovach reported that the Annual Art Show will take place this coming Thursday, March 8th at 6:30-8pm. Paula Grimsley is the committee chair for this event. Paula, her committee (Boyчук, Cook, Quackenbush) and Mrs. Galizia have been working hard to make this event a success again this year. Paula contacted Christine Smith at the High School (sponsor for National Honor Society) and has obtained at least 12 high school student volunteers and 2 DMS student volunteers. There will be 6 different activities/craft tables. They will need 7 tables total. One of the craft activities is the collaborative idea, which will use 2 of the tables. They are using art supplies and crafts left over from previous years. In addition, Amanda thanked the many parents that have volunteered their time over the past 3 weeks to help Mrs. Galizia prep the student artwork displays for the Art Show.
- **Staff Appreciation Luncheon:** Amanda Kovach reported that the Annual Staff Luncheon will be on Friday, April 13th. McKay Shelkey-Bray is the committee chair for this event. The committee (Squeglia, Classen, Seymour, Lapiana, Carey) has met and is working diligently to make this a relaxing and enjoyable luncheon so the staff can be reminded how appreciated they are. Each table will have a beautiful centerpiece and there will be favors for the staff members to take home. The restaurant catering this event is John Anthony's. There will be a SignUp Genius closer to the event that will allow parents to sign up for desserts etc. for the luncheon.
- **Adult Night Out:** Lynne Shurina reported that she currently has 12 committee members. They are in the process of gathering donations. This event will take place on Friday, April 20 at Futule's Harmar House in Cheswick. Doors will open at 6:30pm; Food will be served at 7pm. Lynne reported that she doubled the number of tables this year, which will include gaming tables, slot machines, and a silent auction. The Jotform sign up will be out soon. There will be a buffet dinner, cash bar, and possible beer tickets.
- **Running Club:** Beth Vukmir shared that this program will begin on April 26- May 31. It will take place on 6 consecutive Thursdays until 4:15pm. T-shirts will be sold for the students to wear each week. Beth will send out communication regarding this club over the next couple of weeks. She will discuss/teach team work, sprinting vs relays, and various jumps. She will promote participation in the Fox Trot Race prior to the start of Running Club on April 16th. At the end of Running Club, she will promote a group race so that participants can see their progress. Beth will look into the community outreach program for DMS or High School volunteers. In addition, she is looking for a high school or college track or cross country runner that would be willing to come speak to the runners. Please contact her if you know of someone that would be willing to do this.
- **Kennywood Picnic Pavilion:** Nikki Rosswog reported that we will be reserving a pavilion for Hartwood families on the May 30th Kennywood Picnic Day. Families may bring their own lunches, leave their belongings, and have a place to rest or meet up with other families, etc. The pavilion is free of charge for the HPTO. We have reserved Pavilion #7 by the Jack Rabbit. The HPTO will provide novelty ice creams to the students. A SignUp Genius will be sent out closer to the date. For approximately 200 people, it would cost approx. \$300 for ice cream. Kennywood will reimburse the HPTO for all the ice cream that we don't use (ie. due to bad weather, etc.)

- **Pastries with Parents:** Bill Sparks reminded the group about this idea that was brought up at the January meeting. It would include a week's worth of mornings (prior to the start of school) that students and their parents/loved ones could sign up and come in to enjoy breakfast together in the cafeteria. As of today, there is nobody willing to chair this event so we will revisit this idea for next year. It was mentioned that Panera provides bulk breakfast items at a low cost as well as other local bakeries. We are looking for donations or simple, low cost options- muffins, donuts, bagels, fruit, juice, and coffee.

IV. Fundraising-

Recaps:

- **Magnificent Mondays:** Sarah McNaughton received a lot of good feedback regarding this year's classes, especially the yearbook class. She sent out a survey and is awaiting results. For upcoming years, she is suggesting that we eliminate 3rd-5th Open Gym due to behavior issues.
- **Jan/Feb Dine and Donate at Gators:** Bill Sparks reported that due to the winter months and busy days of the week that this fundraiser only brought in \$120 in January and \$130 in February. We hope for a better outcome at the Spring Emmerling Ice Cream Dine and Donate.
- **Sarris Candy Sale:** Amy Seymour reported she received 57 orders and this fundraiser made over \$5000. If people sold over \$50 worth of candy, they will receive a Carnegie Science Center gift certificate. Sarris Candy will be delivered on March 19th.

Upcoming:

- **Gift Baskets:** Jenn Banachoski reported that most classes will receive tickets, as they collected the same amount of items as the number of kids in their class. She suggested for future years that instead of having a "wrapping party" that the chair just asks that the baskets are wrapped and delivered by a specific date.
- **Yearbook:** Lisa McGough received much praise for her hard work and dedication to the year book this year. She reported that the Magnificent Monday class was well received and the students became "reporters". They received notebooks and pens to interview students and get quotes. They learned about various fonts for headlines and about photo composition. As of today, more than 104 yearbooks have been sold. The students will have a table at the Art Show so that they can be Yearbook Sales reps. The deadline for yearbook sales is March 23rd.
- **Square One Art:** Kristen Gulakowski reported that an email was sent out today and flyers are being sent out this week.

On Going:

- **Box Tops:** Danielle Bradley reported that our yearly total as of now is \$943.60, which is slightly better than last year at this point. As an incentive at the end of the year, she plans to give the grade level winners Emmerling Ice cream coupons.
- **Giant Eagle Apples for the Students** - Danielle reported that the yearly fundraiser ends in March and they will send a check, which usually total around \$1,000.
- Danielle reported that we are still taking indoor recess donations. DVDs were the most requested items. There is a bin in teachers' lounge that can be used as a lending library amongst the teachers.

V. Board Information-

- **District Forum:** Danielle Bradley reported that the next public meeting is on April 24 at 6-7pm at the High School at 6pm.
- **Blue Blocks and Indoor Recess Supplies/Containers:** The membership voted and unanimously approved the \$8,000 purchase of the indoor/outdoor blue blocks (We are hoping to receive some grant money to help offset some of this cost). During the meeting, paper ballots were passed out: 12 in favor, 0 against. Absentee online votes: 29 in favor, 0 against.
- **Buddy Bench:** An anonymous donor donated the Buddy Bench for the playground, which will be placed outside in the Spring. Kristen Gulakowski reported the concept of the buddy bench. If a student does not have a friend to play with at recess, then they can sit on the bench and friends will know to come over to play with them. Dr. Fischbaugh will have a ceremony to introduce it to each grade level to discuss the concept.
- **Board Position Openings for 2018-2019-** Bill Sparks reported that we are awaiting nominations for a President-Elect, Secretary, General Director, and Webmaster. Please email any of the current officers if you or someone you know is interested in a position.

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