



## Hartwood PTO General Meeting Agenda

November 13, 2023

In Person, Hartwood Library or Virtually, via Zoom  
7 pm- 8pm

Join Zoom Meeting

<https://us06web.zoom.us/j/81537383799?pwd=eUJQRm1oTjZPRms0ZnZPTTViSUF6Zz09>

Meeting ID: 815 3738 3799

Passcode: 783078

### **1. Welcome and Thank You- Heather**

- *Thank you to Alison and Amy for their amazing job with the book fair.*
- *The bake sale went really well. Thanks for the volunteers and parents who brought in donations.*
- *Kristen & Sara fall festival chairs. \*This was Kristen's last year so Sara will need a co-chair for next year!*
- *Darla and Nicole for running the apparel sale.*
- *Ashley for running dine and donate with Emmerling Ice Cream. Mike at Emmerling has been very generous with*
- *Thank you to Officer S for the amazing lunch for the fall festival volunteers.*

*Mandy from Backpack for Hunger program presented on their program. They are completely volunteer based and are always looking for people to pack bags. Let the guidance counselor know if you would like to sign up to receive bags.*

### **2. Financial Report- Mandy**

- Our updated financial report.
- *Book fair raised over \$2,000.*
- *Apparel sale raised around \$600.*

- *Fall Festival came in under budget.*
- *PTO provided funding to support participation in the spelling bee.*
- *2022-2023 Audit is due by the end of December.*
- *We need to put together an audit committee and choose a date to meet.*
- *We need 1 volunteer from the general membership and 1 non-member volunteer. The audit entails reviewing financial records from the 22-23 school year. Each audit member reviews documentation to confirm that the receipts and the checks etc. match. Katie Parker volunteered her husband so we still need a non-member to volunteer.*

### **3. Voting Matters- Heather**

#### **A. Grocery Gift Cards for Guidance**

- The Guidance Dept. has identified 32 families that need assistance.
- We would like to donate grocery gift cards to help these families.
- We need 11 people to vote if we are spending more than \$1,000.
- *Vote is for \$25 gift cards for both Thanksgiving and again in December. This will use the \$1,650 donation we received from a local church.*
- Yes votes – Sheila, Amy Yates, Meredith, Heather, Ashley, Mandy, Jan, Steph Conklin, Katie Zeigler, Valerie Schilling, Darla Brock, Allison Waynik.*

#### **B. Field Trip T-Shirts**

- We are pursuing a collaboration with Antler Grafix for our t-shirts.
- Shirts will cost approx. \$5.60 each and be 50/50 cotton blend.
- Our shirt count as given by teachers is: 393 students + 5 teachers.
- After the board gets a formal quote and votes on it, the vote must go out to the general PTO membership to be approved.

#### **C. Winter Holiday Parties**

- Parties have changed based on teacher input.
- As such, we are potentially going to go over budget to become more in line with the changes.
- The Winter Party Committee is working very hard to reuse/repurpose what we have as well as finding inexpensive materials.
- The board can authorize up to \$199 over budget; \$200+ must be voted on by general membership.

### **4. Directory- Jan**

*- If you are a new family or have a new student at Hartwood this year there is a form to fill out, link available on Hartwood PTO Facebook page. Great for play dates and birthday invites. Deadline to fill out form is 11/18/23.*

### **5. Upcoming Events- Ashley, Jan**

- Staff Appreciation Breakfast
- Monday, November 20<sup>th</sup>

- Drop off perishable food Monday between 7- 7:40 am.
- Nonperishable items and foods that can keep in the refrigerator can be dropped off Friday, November 17<sup>th</sup> between 1:30- 2:30 pm or 5- 6pm.
- *Sign-up genius sent out and will be shared again on the Facebook page.*

- Magnificent Mondays

- A massive fundraiser that traditionally includes over half of the students.
- A variety of classes will be held on Mondays from January 8<sup>th</sup>- February 26<sup>th</sup>.
  - EXCEPT January 15<sup>th</sup> and February 19<sup>th</sup>
- Classes will run 2:50 pm- 4:20 pm.
- We need many volunteers: to be on the committee; to teach classes; to help with arrival and dismissal; general help where needed.
- This is the last year for the current chairs. We need new chairs for next year. If you are interested in becoming a chair, please join the committee. They will teach you everything you need to know 😊!
- *Jan is organizing volunteers and determining the classes that will be offered.*
- *Math pentathlon – we need someone to learn this to take over managing this class for next year. All FC elementary schools do this. We roll it into Mag Monday, most other schools have already started. Competition against other schools 1 weekend in March.*

**6. Other Business**

- *Ms. Wetherill will be doing the Scripps National Spelling Bee competition. Students will do this in school without parent attendance this first year.*
- *Student council participating in Play it Forward again this year. More information to come.*