

Hartwood PTO September General Meeting Minutes

Date: September 9, 2024

Time: 7pm

In-Person Attendees: Heather Echard, Meredith Webb, Jan Fox, Mandy Gallagher, Sheila Papale, Megan James

Virtual Attendees: Dr. Rachel Fischbaugh, Katie Ziegler, Alisha Wetzel, Courtney Killian, Darla Brock, Jess Townsend, Melissa McMahon, Dagny Mol

Personal Message from Heather Echard, Board President to all Families – Heather wanted to ensure all families knew they were welcome on the PTO. While there are stereotypes and certain portrayals of PTO in the media, she wants all Hartwood families to know that they are welcome with open arms just as they are – whether stay-at-home parents, working full-time or part-time, Moms, Dads, Guardians, Grandparents, whether you can give lots of time or a little – Hartwood PTO wants you and would love to have you join us.

Introduction of the PTO Board –

Heather Echard, President – Heather is in her second and final year as PTO president. She has daughters in 5th and 6th grade and a son in 3rd grade.

Nicole White, Secretary – Nicole's first year on the board. She is looking forward to working with everyone. She has a stepson in 3rd grade, two-year old daughter, two-month old daughter and 18 year old son.

Mandy Gallagher, Treasurer – Mandy has been Treasurer for three years and has children in 5th grade, 2nd grade, and a high schooler.

Meredith Webb, Vice President – Meredith was Secretary last year. She has children in 4th and 6th grade.

Jan Fox, General Director – This is Jan's final year as General Director. Her daughter, Rachel, is in 3rd grade.

Sheila Papale, Webmaster – This is her second year as Webmaster. Sheila has children in 1st and 4th grade.

Financial Report, Mandy Gallagher –

Starred items on the financial report are areas that have been changed or updated since last year's budget. Bake Sales line item was added as a Fundraiser as that has not been included in past budgets.

Under Sponsored Events, the Field Trip Buses amount was increased as inflation and the price of gas continue to steadily increase. That is where we spend the most as a PTO.

The gaga ball pit has been finished on the playground, so the discretionary budget has been reduced from \$10,000 to \$5,000.

The Student Council Budget was also increased.

Meredith suggested that we increase the budgeted amount for Indoor/Outdoor Recess items as pre-Covid, the amount was \$750 annually, and we know prices have only increased since then. It seems most of the recess items from pre-Covid are missing. Some funds were used last year and \$100 has already been spent this year on recess items. More are needed and kids have been going to the gym to ask Mrs. T for playground items. It was suggested that the budget for Indoor/Outdoor Recess items be increased to \$1,000 annually.

VOTE: Heather proposed that the budget as discussed this evening be approved by the Board and General membership. Jan Fox seconded and the motion carried.

What does the PTO do at Hartwood? How can you participate?

The PTO supports many activities and opportunities for students throughout the year. In addition, the PTO helps to support families in our school who may need a bit of extra help.

Clearances are required for any student interaction or volunteering within the school

PTO Meeting Schedule, Heather –

The PTO meets every other month in the school library and via Zoom. Remaining dates for the year are as follows: November 11, January 6, March 3, May 5.

Membership Drive and School Directory, Jan Fox –

The PTO Membership Drive will last through September 17. Membership in the PTO lasts for one year. You will find a QR code when the membership information is sent by email. You can also log in to the website to join. There is a prize for the class who has the most PTO members signed up.

The PTO Directory – The Directory sign-up Google Form will be sent after September 17. Parents can opt in to have information about them and their children published. If parents signed up last year, the information would automatically be included this year. Parents would need to add a new student to the directory. The directory entries are transferred when 5th graders move to DMS. Please keep in mind that if you signed up for the directory in the past and would like your information to be removed, you must submit a request in writing to the district. You can ask Jan for additional information.

Personal Message from Dr. Fischbaugh – Dr. Fischbaugh thanked the PTO Board and volunteers for everything they do. She also mentioned she has needed to take care of family and that the school, teachers, and student families have been very kind and sending thoughts.

Committees, Heather Echard –

PTO will be sending emails throughout the year. These emails will request “day-of” volunteers as well as committee volunteers. Committee Sign-Up emails will go out a few months before an event. These are the people who will help to plan the event. If you see an event committee you truly want to join, and it looks full, please reach out and we will be able to add space.

This is not the case for day-of volunteers who help on the day of an event. Those sign-ups go out a few weeks to a month before an event and there are sometimes limited spots available.

Committee Updates

Apparel Sale, Darla Brock – We will again be using GPSA as we did last year. They did a great job for us. They are putting together a website and should have it emailed to Darla by early next week. The link will go out and all orders will be received by Christmas. Once the Orders are received, Darla will pick them up and an email will go out to families about when the apparel is going to be distributed at Hartwood. Darla is also hopeful we'll do a Spring Apparel Sale as we haven't done that in the past

Yearbook, Allison Waynik (presented by Meredith Webb)– The Yearbook Committee is looking for a lot of help this year. We know the yearbook is all-important, but how much work goes into the making and preparation of the yearbook is not always thought of. The Yearbook Committee is looking for grade-level coordinators to ensure that all the kids in the school are represented. Dr. Fischbaugh mentioned that Ms. Kissinger will also be taking pictures throughout the school for different events and she will be able to assist in making sure we have lots of pictures available. The Yearbook Committee is also looking for proofreaders and some event photographers. Yearbook sales have raised \$178.40 so far from the sale of 40 books and we've received 2 free yearbooks already. If we sell 10 more yearbooks by the end of January, we'll receive two additional books. It was also noted that you are able to purchase an extra yearbook to donate to a student in need.

Staff Appreciation, Courtney Killian – The first event of the year was the back-to-school treat for teachers. The theme was “Rollin’ Back into School” and coffee and cinnamon rolls were provided to Hartwood teachers and staff.

The Staff Appreciation Breakfast will be on the morning of November 25. Sign-ups will be going out for families to sign up to bring various breakfast items for the teachers and staff.

The Staff Appreciation Luncheon will be held on March 20 this year. Planning will begin soon. Last year, there was a weeklong scavenger hunt and it has been said the teachers were in it to win it.

The Staff Appreciation committee will be looking for volunteers to help with each event.

Upcoming Events, Heather –

Friday, September 27 – Hartwood Read Out – this is a continuation of the summer reading program. A request will go out for students to bring a beach towel or small blanket and their favorite book to school that day. No day-of volunteers will be needed.

Friday, October 11 – Fall Festival – many volunteers will be needed. There are currently four committee members, but more will be welcome. Each grade participates for an hour throughout the day. There are crafts, sports activities, a bounce house, and other carnival-type games. A Sign-Up Genius will be going out soon.

November 8, 12-14 – Scholastic Book Fair – Meredith and Heather are chairs this year. We will be looking for volunteers to assist at the book fair as cashiers and student shopping assistants. It is important to note we encourage students to purchase a book with their funds first as opposed to some of the toy-type items. Students who achieve their summer reading goal will receive a certificate for a free book at the book fair. In addition, students who participate in the Backpack for

Hunger program will also receive a free book. The certificates are almost identical, with one small difference so cashiers know from which account to pull funds.

November 14, 2024 – Evening Book Fair & Bake Sale – A handful of volunteers will be needed for the book fair and bake sale. We may consider using high school volunteers for the event. Families will be welcomed from 5pm to 7pm.