



## **Hartwood PTO General Meeting Agenda**

**November 11, 2024**

**7 pm- 8 pm**

**In Person, Hartwood Library**

**or**

**Virtually, via Zoom**

**Join via Zoom:**

**<https://us06web.zoom.us/j/82001971023>**

**Attendees: Heather Echard, Meredith Webb, Sheila Papale, Mandy Gallagher, Nicole White, Dagny Mol, Courtney Killian, Melissa Weitzel, Lisa Hnatow, Jan Fox (virtually)**

### **1. Welcome- Heather**

### **2. Financials – Mandy**

- Monthly Update

### **3. Two Generous Donations- Heather and Meredith**

- We received a \$440 donation from Trinity United Church of Christ.
  - \* A former Hartwood family is a member, and this is their second year donating.
  - \* They would like the funds to be used for Hartwood Helping Hands.
- We received a \$1,500 anonymous donation.
  - \* They also would like this donation to be used to close the gap for the holiday gift cards and the remaining funds with an emphasis on food security.
- Mrs. Kissinger identified families who would be appropriate recipients. The donated funds will be used throughout the year.
- If you feel as though your family would benefit from assistance, please reach out to Mrs. Kissinger.

**VOTE: Heather Echard motioned that we vote to approve the PTO purchasing \$25 ALDI gift cards for the families Mrs. Kissinger has identified for Winter break. The motion was seconded by Meredith Webb and the motion was carried.**

#### 4. Past Events

- Read Out – a part of the Summer Reading and Book Fair activities
- Fall Festival; THANK YOU to the numerous volunteers who helped make the day a success
- Apparel Sale – \$549.49 raised
- Dine and Donate **Meredith Webb - we are expecting a check from the Panera Bread dine and donate soon; We will be taking a break from Dine & Donate events until after the holiday season**

#### 5. Current Events – Heather

- Book Fair
  - \* Student shopping occurs during library class Monday-Thursday this week.
  - \* Family shopping occurs Thursday evening from 5-7pm.
  - It seems we are on track to reach our normal approximately \$10,000 in sales though our profit is significantly less.**
- Bake Sale
  - \* Will be held in conjunction with the evening Book Fair (Thursday from 5-7pm)
  - \* Food donations may be dropped off as early as Wednesday.
  - \* Make us shop for you! Monetary donations through Venmo will be accepted through Tuesday evening.

**Melissa Weitzel will need the Venmo QR code printed for bake sale shoppers to use on Thursday evening. Melissa will also be purchasing the baked goods we receive donations for through Tuesday evening.**

#### 6. Upcoming Events – Heather

- Staff Appreciation Breakfast
  - \* Will be held on Monday, November 25<sup>th</sup>.
  - \* Parents are asked to donate food, plates, and cutlery. **A Sign-Up Genius has been created and was distributed today.**
  - \* New this year is the addition of a coffee truck that will be run the same way coffee trucks have been run; teachers get their own drinks for the first hour, committee/board members make deliveries the second hour **This coffee truck is \$350 and has been vetted by the teachers at Fairview**
- Holiday Shop **will be held December 3-6**
  - \* Lisa Hnatow and Melissa Weitzel will be joining us during the General Meeting to give an update.
  - \* **Sign-Up Genius has been created and will be distributed next week. Parent/Guardian letters and budget envelopes will go home with students next week. E-Blasts and Facebook posts will be sent.**
  - Facilities request will be completed by Nicole White and Mrs. Casile-Gross.**
- Winter Parties **Courtney Killian is chairing.**
  - \* Will be held on Friday, December 20<sup>th</sup>.

**Courtney has asked that if anyone that was involved in last year's parties has any suggestions to please let her know.**

- Magnificent Mondays
  - \* Confirmed classes: Math Pentathlon, Outside the Box, Tae Kwon- Do, Yearbook, Painting/Crafts
  - \* The gym and gym equipment are available for anyone who would like to teach a class; it does not have to be Open Gym

The committee would love to have additional classes and is looking forward to hearing from those interested in facilitating.

REMINDER: This year's Square1 Art Sale ends Wednesday, 11/13

### 7. Miscellaneous Items - Heather

- Field Trip T-Shirts
  - \* Our order has been placed with Foxes Den.
  - \* Teachers have voted on the shirt's design.
  - \* Fifth grade has requested their shirts say "Fox Chapel" instead of Hartwood so that students can wear them when they transition to DMS.
- Student Council T-Shirts
  - \* Student Council is considering new shirts since the majority of student members do not have shirts.
- Scripps Spelling Bee
  - \* The PTO has sponsored Hartwood's participation in the Spelling Bee again this year. Participation is open to 4<sup>th</sup> and 5<sup>th</sup> grade students. More information will be forthcoming.

The PTO has paid the fee of \$185 as requested by Mrs. Wetherill for the spelling bee. We'll also be disbursing additional funds for the 4<sup>th</sup> and 5<sup>th</sup> grade winners (most likely a medal from Amazon).

- TAP – (Meredith Webb) Nothing to Report
- School Store (Meredith Webb) The school store flyers went home more than a month ago. No additional e-blasts were sent to parents. We have nine entries so far into the contest to win a book vending machine. Our profit so far is approximately \$1,000.
- PTO Closet – (Meredith Webb) If you are hosting an event, please clean it up as quickly as possible after the end of the event. Also, if you are a committee chairperson, please consult with the PTO before making any purchases as we may have the items already in the PTO closet for use.
- Other Nothing to Report