

# Hickory Grove Elementary School Parent Teacher Organization

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October 8, 2024

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## Attendees:

Jeremy Etnyre, Gretchen Primeau, Tessa Day, Rhiannon Rotondo, Courtney Pierce, Elizabeth Fung, Annie Cohen, Nicole Scott, Roxanne Olmstead, Courtney Young, Christy Daily

## **Meeting Minutes:**

### **I. CALL TO ORDER**

- a. Meeting called to order at 6:34PM
- b. Secretary, Tessa Day, confirmed that with 10 of the 19 PTO board members present, a quorum is not met.

### **II. Welcome and President's Report - Gretchen Primeau**

- a. Thank you for being here tonight.

### **III. Principal's Report – Jeremy Etnyre**

- a. Thank you to Cub Scout Pack 452, they assisted with the OLC, spread 6 cubic feet of mulch. 30 kids, 12 adults worked very hard. Kids felt they were giving back and improving the school, which is a valuable experience.
- b. Elizabeth Fung, thank you for the book fair. It's busy but fun, and everything appeared to run smoothly.

### **IV. Teacher's Report:** 2nd grade teachers: Michelle Gladstone, Lindsay Brown

- a. Book fair: We are very grateful. The kids were so excited. Books coming into their classrooms are very appreciated.

### **V. Officer's Reports:**

- a. Treasurer's Report – Aaron Telford
  - i. Not present.
  - ii. Budget available for review, see supplemental material. Question presented about teacher appreciation expenses which aren't showing yet. Gretchen will check with Aaron
- b. Secretary's Report – Tessa Day
  - i. Without quorum, voting on the September 2024 meeting minutes will be passed to the next meeting.
- c. Vice-President of Membership – Natalie Cobb
  - i. Not present.
- d. Vice-President of Fundraising – Rhiannon Rotondo
  - i. Direct Donation Drive will run from Oct 15- Nov 1. Goal of \$25,000, which would be approximately \$30 per child. Several aspects are set up differently this year. Trunk or Treat (no movie) Wednesday Oct 30, 4:30-6:30. Top 3 classes for fundraising will get a pizza party. Looking for buttons or key chains for a prize item distributed when donations reach \$15,000, all student will receive it. This will eliminate need for ongoing tracking and distribution of prize items. Emails, fliers, yard signs all coming out soon. Make sure donations are marked with

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child's name and class for tracking purposes. Direct donation income goes to the general operating expenses of the PTO.

- ii. Childers will sponsor spring breakfast.
- e. Vice-President of Communication – Courtney Pierce
  - i. Did we receive the OLC items that came from Holy Family, Maggie Bertram Foundation grant? Mr Etyre reports these are in Texas, in transit. Will inform CJ when they arrive.
  - ii. Trunk or Treat: sign up will be a Sign Up Genius with slot numbers. Open to families or groups.
  - iii. Communications should ALL come through CJ. Please use her form with details about your correspondence needs. Do not send to the secretaries, send to CJ. Also helps with spreading out and not overloading. "HGES PTO Communication Form" at:  
<https://form.jotform.com/242816568649169>

## VI. **Committee Reports**

- a. Events - Judy Oler
  - i. Judy not present. Annie sharing next event info. Goodies with Gals, set up 10/10/24, 6-7:30 pm, have 3-5 helpers. Only have 2 helpers Friday morning, could use a few more helpers, 10/11/24, 6:30-7:30am (a little later for cleanup). Need signed checks for officers who help with parking. Lower parking is for visitors, upper parking for teachers only. Change to focusing on 1 grade level has improved the experience.
- b. Book Fair - Elizabeth Fung
  - i. Total sales \$23,773. Coin wars raised \$5,621 all that money goes to teachers' classroom libraries.
  - ii. Rewards: \$4,950 in Scholastic dollars for teachers and support staff. \$8,800 in Scholastic dollars go to the library (or \$4,400 if "cash out"). Elizabeth will determine spending with Sarah Bell, District Librarian.
  - iii. Elizabeth will be following up with teachers if they still have money to spend. Mrs. Cox's class gets a pizza party.
  - iv. Scholastic dates for next year: Will try to keep it about the same time frame. Also wondering if we want to have a spring book fair? Will continue to discuss. Would be more about getting books for kids, and not as much about fundraising.
- c. Spiritwear/ "Merch" - Annie Cohen
  - i. Class shirts were delivered. Made \$1,156
  - ii. \$240 earned on spiritwear orders
  - iii. 3 new HGES designs and 1 new Dunlap design will be in the next sale. Hope to have sale in November with December delivery before winter break.
- d. Restaurant Nights - Jodee Driscoll

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- i. Not present. Gretchen provided report. Upcoming date: Oct 23 Bay Leaf (Indian), Nov 19 Potbelly.
  - ii. Weavers is on hold with fundraising at this time. Also exploring Brasky and Knuckles as options.
- e. Teacher Appreciation– Roxanne Olmstead & Courtney Young
  - i. Next event is the Parent-Teacher conferences, 1 dinner and 1 breakfast will be provided. Might be Potbelly for dinner.
- f. Yearbook - Nicole Scott
  - i. 5th grade cover contest in process. Has received 12 submissions, 1 week left to submit.
  - ii. Google albums are going on, link will be put on the PTO website
  - iii. Picture retakes were today
  - iv. Need a volunteers to take pics at Goodies with Gals: Annie Cohen will do so.
- g. School Supplies - Fangping Yuan
  - i. Not present. Has signed contract with same company for next year.
- h. Room Parents - Karla Anderson-Sarquis
  - i. Not present. All rooms have people identified. Going well.
- i. Culture Fair - Megan Krisher
  - i. Not present. No updates.
- j. Fundraising Programs – Andrea Botero-Moriarty
  - i. Not present. Hope to get updates from her soon with information to push out to parents.
- k. Copy Coordinator – Carly Lynch
  - i. Not present. No update.
- l. Accelerated Reader – Christy Daily
  - i. Going well. Launched AR and Super Reader. Gave out the first set of Super Reader winners. Has a list of winners for August and September to give prizes to.
- m. Junior Achievement – Kerry Garmann
  - i. Not present. No update.
- n. Outdoor Learning Center PM - Kerry Garmann
  - i. Not present. Update from Mr. Etnyre. Looking at funds still available from last year's budget. Looking at the 'HGES amphitheater", and possibility of breaking this project into 3 parts: stone seating for the hillside, stage decking, and sidewalk. Will be looking at prices.

## VII. **Open Discussion - Old Business, New Business**

- a. Open question: OLC what are all the items used for? OLC provides exploration, listening piping. Explore and find a way to play with it. Providing choice and exploration. Mr Etnyre had a teacher meeting to explain ways for them to encourage exploration.

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- b. Blood drive: Friday October 11, 12-6pm, sign up available. Students are learning from this and we appreciate a good turn out. 4th grade is learning about literal and figurative heart.

## VIII. **Adjournment**

- a. Meeting adjourned at 7:29 pm.

## **Supplemental Material & Written Reports**

### **Written Reports**

None.

### **Supplemental Material:**

PTO Meetings

Tuesday, Nov. 12 at 6:30 p.m.

**\*\*No December Meeting\*\***

Tuesday, Jan. 14 at 6:30 p.m.

Tuesday, Feb. 11 at 6:30 p.m.

Tuesday, Mar. 11 at 6:30 p.m.

Tuesday, Apr. 8 at 6:30 p.m.

Tuesday, May 13 at 6:30 p.m.

Events

Direct Donation... Tuesday, October 15th-Friday, November 1

Goodies with Gals (1st grade)...Friday, Oct. 11 from 7:00-7:30 a.m.

Trunk - Or - Treat Wednesday, Oct 30, 4:30-6:30 p.m.

Donuts with Dudes (3rd grade)...Friday, Jan. 24 from 7:00-7:30 a.m.

Sweetheart Dance... Friday, Feb. 7 from 6:30-8:30 p.m.

Culture Fair... Saturday, Mar. 15 from 3:00-6:00 p.m.

Fun Run... Friday, May 2 from 4:30-7:30 p.m.

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HGES PTO 2024/25 Budget				7/31/23 Actual	8/31/23 Actual	9/30/23 Actual	YTD Activity	Budget vs Actual
INCOME Category	Gross	Expenses	Net	INCOME	INCOME	INCOME	INCOME	INCOME
Donation Drive	\$20,000	-\$500	\$19,500				\$0	-\$19,500
Shopping Rewards (Kroger, Raise Right)	\$1,000	\$0	\$1,000			\$187	\$187	-\$813
Restaurant Nights	\$2,500	\$0	\$2,500				\$0	-\$2,500
Spirit Wear	\$6,000	-\$5,000	\$1,000				\$0	-\$1,000
Spring Fundraiser	\$12,000	-\$1,000	\$11,000	\$100	\$0	\$78	\$178	-\$10,822
Business Sponsor	\$5,000	\$0	\$5,000				\$0	-\$5,000
School Supplies	\$5,750	-\$4,250	\$1,500			\$2,272	\$2,272	\$772
Yearbook	\$8,700	-\$7,200	\$1,500				\$0	-\$1,500
<b>Total Budget Income:</b>	<b>\$60,950</b>	<b>-\$17,950</b>	<b>\$43,000</b>	<b>\$100</b>	<b>\$0</b>	<b>\$2,536</b>	<b>\$2,636</b>	<b>-\$40,364</b>
EXPENSE Category	Gross	Expenses	Net	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE
5th Grade Field Trip	\$0	-\$2,500	-\$2,500				\$0	\$2,500
Accelerated Reader	\$0	-\$1,400	-\$1,400				\$0	\$1,400
HGES Gives Back	\$0	-\$300	-\$300				\$0	\$300
Annual Operating Fees	\$0	-\$1,350	-\$1,350				\$0	\$1,350
Book Fair Expenses	\$0	-\$400	-\$400			\$5,237	\$5,237	\$5,637
Culture Fair	\$0	-\$500	-\$500	-\$190			-\$190	\$310
Field Day	\$0	-\$250	-\$250				\$0	\$250
HGES Misc. Expenses/Supplies	\$0	-\$1,000	-\$1,000				\$0	\$1,000
School Library Purchases	\$0	-\$1,000	-\$1,000				\$0	\$1,000
Social Events	\$0	-\$3,500	-\$3,500	-\$40			-\$40	\$3,460
Staff Appreciation	\$0	-\$4,000	-\$4,000				\$0	\$4,000
Teacher Fund	\$0	-\$9,500	-\$9,500	-\$179		-\$435	-\$614	\$8,886
<b>Total Budget Expenses:</b>	<b>\$0</b>	<b>-\$25,700</b>	<b>-\$25,700</b>	<b>-\$409</b>	<b>\$0</b>	<b>\$4,802</b>	<b>\$4,393</b>	<b>\$30,093</b>
<b>Total Net Budget (excluding school purchases)</b>	<b>\$60,950</b>	<b>-\$43,650</b>	<b>\$17,300</b>	<b>-\$309</b>	<b>\$0</b>	<b>\$7,338</b>	<b>\$7,029</b>	<b>-\$10,271</b>
<b>School Purchase Expenses:</b>								
Outdoor Learning Center	\$0	-\$25,000	-\$25,000	-\$8,672			-\$8,672	\$16,328
Sign	\$0	\$0	\$0				\$0	\$0
Sidewalks	\$0	\$0	\$0				\$0	\$0
<b>Total NET Budget (income less expense)</b>	<b>\$60,950</b>	<b>-\$68,650</b>	<b>-\$7,700</b>	<b>-\$8,981</b>	<b>\$0</b>	<b>\$7,338</b>	<b>-\$1,643</b>	<b>\$6,057</b>
<b>HGES PTO Cash Position</b>				<b>Running Ending Bank Balance</b>				
Starting Funds for the 2024-2025 School Year	\$60,780			\$51,799	\$51,799	\$59,137		
+/- Projected 2024-2025 Budget (Excluding School Purchases)	\$17,300							
School Purchases	-\$25,000							
<b>Projected Available Funds for 2025-2026 School Year</b>	<b>\$53,080</b>							
(must maintain \$8,000 in available funds)								