

Hickory Grove Elementary School Parent Teacher Organization

January 14, 2025

Attendees:

Jeremy Etnyre, Gretchen Primeau, Natalie Cobb, Aaron Telford, Tessa Day, Rhiannon Rotondo, Courtney Pierce, Elizabeth Fung, Annie Cohen, Nicole Scott, Fangping Yan, Roxanne Olmstead, Karla Anderson-Sarquis, Judy Oler, Christy Daily, Megan Krisher

Meeting Minutes:

- I. **CALL TO ORDER**
 - a. Meeting called to order at 6:36 PM
 - b. Secretary, Tessa Day, confirmed that with 15 of the 19 PTO board members present, a quorum is met.
- II. **Welcome and President's Report - Gretchen Primeau**
 - a. Welcome, we hope you had a good December off of PTO. We have many activities coming up this semester.
- III. **Principal's Report - Jeremy Etnyre**
 - a. January 20 is Martin Luther King Jr Day, a day off of school.
 - b. Donuts with Dudes will be January 24. Please use back parking for parents. Front lot will only be staff and buses. This event is for 3rd grade only. Officers will be here to help with parking.
 - c. Planning has started for the 2025-26 school year. Kindergarten pre-registration is now available.
- IV. **Teacher's Report:** Jannaya Merna, Darby Brenkman 5th grade
 - a. Thank you for helping fund the field trip to Challenger Learning Center. Students share that it is always a favorite field trip experience.
- V. **Officer's Reports:**
 - a. Treasurer's Report – Aaron Telford
 - i. November had a lot of activity, December was less busy based on number of check deposits that were received. Please review your committee line on the budget provided to make sure things look correct.
 - b. Secretary's Report – Tessa Day
 - i. Requested motion to approve PTO meeting minutes from the November 2024 meeting, motion by Roxanne Olmsted, second by Elizabeth Fung. Vote approved.
 - c. Vice-President of Membership – Natalie Cobb
 - i. Proposed amendment to bi-laws. Requesting to remove the Junior Achievement position, per Mr. Etnyre, Dunlap schools have decided not to pursue this program further. The program basically dissolved during and after covid. No other schools in the district have re-implemented it. We had explored starting it in 2nd grade, however a decision was made to suspend efforts at this time.

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- ii. Kerry Garman had been in the Junior Achievement committee position, as well as working as project manager for the Outdoor Learning Center. Proposal to make the OLC Project Manager a committee position with the following responsibilities:
 - 1. Establish yearly budget with Principal and PTO President.
 - 2. Work with communications to provide quarterly update to community on ongoing OLC projects/maintenance.
 - 3. Work with Principal and PTO President on continuous maintenance plan.
- iii. Requested motion to approved proposed OLC position. Motion by Megan Krisher, second by Rhiannon Rotondo. Vote approved.
- iv. Request motion to elect Kerry Garman to the OLC position. Motion by Elizabeth Fung, second by Nicole Scott. Vote approved.
- v. Bylaws will be updates to reflect these changes.
- d. Vice-President of Fundraising – Rhiannon Rotondo
 - i. Sweetheart dance and Donuts with dudes are coming up. Committee members will share additional details.
 - ii. Looking at next year’s Direct Donation Drive, we are researching 3 different platforms as options for managing this next year.
- e. Vice-President of Communication – Courtney Pierce
 - i. Communication processes have been going well, please continue to submit to CJ directly for managing the communications efficiently.

VI. **Committee Reports**

- a. Events - Judy Oler
 - i. Donuts with Dudes, January 24. Event is organized, we are looking for a few volunteers for Thursday PM and Friday AM set up and assistance. Please use Sign Up Genius.
 - ii. Tiffany Eccles: Sweetheart Dance February 7. Ticket sales are live and sales are starting to come in. Will be looking for someone to take over this event next year. If anyone wants to learn from Tiffany, this is a good time to do so. Planning to provide popcorn and water in the cafeteria during the event. Photo booth has always been slow, making plans to alter the process. Will have 3 selfie stations, with backdrops and props to speed things up. Check-in will be electronic with QR code. Will be in need of some volunteers, sign up coming soon. A group of DMS students has offered to volunteer, and may be assigned to help at selfie stations. Ticket sales are currently set at 250 ticket capacity. Cash tickets will be available at the door.

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- iii. Fun Run: Judy shares the planning meetings will start in February. Event is set for May 2. Will be looking for donations for the auction soon. Looking for committee members.
- iv. 5th grade ice cream event, this is something the events committee is looking to add near the end of the year. Students would need to bring their own \$5.
- b. Teacher Appreciation– Roxanne Olmstead & Courtney Young
 - i. Thank you for all the donations in December.
 - ii. February 14 is a SIP day, we will provide lunch for the teachers. Panera soup, salad and bread.
- c. Culture Fair - Megan Krisher
 - i. Event will be March 15. Communications regarding the event went out last week. Starting to get performers and booths to sign up. Will have a meeting for participants. Plan to use upper and lower hallways this year to alleviate congestion. The night prior to event there will be rehearsal and booth set up time. Communications are easier this time, with more experience it was easier to know what information to gather. A reminder email regarding sign ups will go out February 17.
- d. Outdoor Learning Center PM - Kerry Garmann
 - i. Not present. He has been looking at bricks for donors who gave money a while ago. Would like to get those bricks made and installed soon.
- e. Book Fair - Elizabeth Fung
 - i. We are not planning a spring book fair. Fall fair was very successful, and we have adequate funds to use for the year. Teachers who still have money to spend will get reminded again. Any money not used by teachers will get rolled over to the library.
- f. Spiritwear/ “Merch” - Annie Cohen
 - i. Held a December store, which earned \$190. Will do a spring sale as well with the same design options.
- g. Restaurant Nights - Jodee Driscoll
 - i. Not present. Shared report, has nights lined up fundraiser nights for Portillos, Panera, and Culvers in February, March, and April. Details to be shared as they approach.
- h. Yearbook - Nicole Scott
 - i. First yearbook sales announcement went out. Books will be sold until March 20. Fifth grade ads information will be going out soon. Ads will be due by April 2. Club photos will be taken soon during the school day. Will also need to gather donor information for ads, Natalie Cobb will help provide this information. There are 11 classrooms that she does not yet have photos from. Karla Andreson- Sarquis will help gather these.

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- i. Room Parents - Karla Anderson-Sarquis
 - i. At the Winter party, many parents showed up, with some misunderstanding that anyone who signed up to donate an item should attend parties. Additionally, a sibling/ non student was brought to a party raising concerns. Mr. Etnyre states this has been addressed with the appropriate family. Parents need to understand that they should only attend if they sign up for a position that needs to be in attendance. Karla will send a refresher with rules prior to the Valentine's Day party.
 - j. Accelerated Reader – Christy Daily
 - i. Prizes for AR and Super Reader, are being distributed routinely. Almost 50 Super Reader nominations have been submitted this year and the kids are very excited when they receive these acknowledgments. AR awards distributed this month will be December and January combined.
 - k. School Supplies - Fangping Yuan
 - i. New email from supply company was received and the portal to create kits is now active. Mr. Etnyre shares that the Dunlap school supply list is ready, and will make sure Beth emails it to Fangping and Gretchen. District has now allowed each school to have their own list, by grade level at each school building. We may see more changes from prior years due to this change. This should create more effective supplies for teachers to get specifically what they need and use.
 - l. Fundraising Programs – Andrea Botero-Moriarty
 - i. Not present. Need to resend Kroger program and possibly Schnucks.
 - m. Copy Coordinator – Carly Lynch
 - i. No present. No update
- VII. **Open Discussion - Old Business, New Business**
- a. A bike has been donated to the PTO. Would like to find a creative way to fund raise with it, perhaps a raffle. Explored idea of a PTO monthly raffle with various items. Promote it to the kids during lunch hour.
 - b. Mr Etnyre: Reminder, in the winter there is increased traffic at drop off and pickup. Speed limit is 20 MPH. Please go slow.
 - c. Mr Etnyre: The district has focused on attendance, they have seen improvement in attendance. Also trying to focus on arriving on time. Please try to be ahead of time, to give students adequate time to arrive and settle in.
 - d. Discussed ability to expand parking lot, at this time, Mr Etnyre states that based on past quotes, it is cost prohibitive based on the amount of use.
- VIII. **Adjournment**
- a. Meeting adjourned at 7:47 pm.

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Supplemental Material & Written Reports

Written Reports

None.

Supplemental Material:

PTO Meetings

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

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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Budget Review - School year (2024-25)				2022 - 23		2023 - 24	
HGES PTO 2024/25 Budget				Budget	Actual	Budget	Actual
INCOME Category	Gross	Expenses	Net	NET	NET	NET	NET
Donation Drive	\$20,000	-\$500	\$19,500	\$19,500	\$18,522	\$19,500	\$17,271
Shopping Rewards (Kroger, Raise Right)	\$1,000	\$0	\$1,000	\$1,000	\$2,154	\$1,500	\$685
Restaurant Nights	\$2,500	\$0	\$2,500	\$2,500	\$2,444	\$2,500	\$2,032
Spirit Wear	\$6,000	-\$5,000	\$1,000	\$1,000	\$1,859	\$1,000	\$1,664
Spring Fundraiser	\$12,000	-\$1,000	\$11,000	\$11,000	\$9,663	\$11,000	\$17,711
Business Sponsor	\$5,000	\$0	\$5,000	\$6,000	\$7,200	\$6,000	\$2,946
School Supplies	\$5,750	-\$4,250	\$1,500	\$1,500	\$0	\$1,500	\$0
Yearbook	\$8,700	-\$7,200	\$1,500	\$1,500	\$3,597	\$1,500	\$5,180
Total Budget Income:	\$60,950	-\$17,950	\$43,000	\$44,000	\$45,439	\$44,500	\$47,488
EXPENSE Category	Gross	Expenses	Net	Expense	EXPENSE	Net	EXPENSE
5th Grade Field Trip	\$0	-\$2,500	-\$2,500	-\$2,500	-\$1,980	-\$2,500	\$0
Accelerated Reader	\$0	-\$1,400	-\$1,400	-\$1,200	-\$1,113	-\$1,400	-\$1,034
HGES Gives Back	\$0	-\$300	-\$300	-\$300	\$0	-\$300	-\$25
Annual Operating Fees	\$0	-\$1,350	-\$1,350	-\$1,350	-\$1,330	-\$1,350	-\$809
Book Fair Expenses	\$0	-\$400	-\$400	-\$400	-\$393	-\$400	-\$82
Culture Fair	\$0	-\$500	-\$500	-\$500	\$0	-\$500	-\$140
Field Day	\$0	-\$250	-\$250	-\$250	\$0	-\$250	\$0
HGES Misc. Expenses/Supplies	\$0	-\$1,000	-\$1,000	-\$1,000	-\$970	-\$1,000	-\$489
School Library Purchases	\$0	-\$1,000	-\$1,000	-\$1,000	-\$1,000	-\$1,000	-\$1,000
Social Events	\$0	-\$3,500	-\$3,500	-\$2,850	-\$5,467	-\$4,350	\$4,353
Staff Appreciation	\$0	-\$4,000	-\$4,000	-\$3,500	-\$3,009	-\$3,500	-\$3,746
Teacher Fund	\$0	-\$9,500	-\$9,500	-\$9,500	-\$6,731	-\$9,500	-\$5,092
Total Budget Expenses:	\$0	-\$25,700	-\$25,700	-\$24,350	-\$21,993	-\$26,050	-\$7,121
Total Net Budget (excluding school purchases)	\$60,950	-\$43,650	\$17,300	\$19,650	\$23,446	\$18,450	\$40,368
School Purchase Expenses:				-\$25,000	-\$14,227		
Outdoor Learning Center	\$0	-\$25,000	-\$25,000				-\$4,833
Sign	\$0	\$0	\$0	\$0	\$0	-\$8,000	-\$7,765
Sidewalks	\$0	\$0	\$0	\$0	\$0	-\$16,000	-\$14,860
Total NET Budget (Income less expense)	\$60,950	-\$68,650	-\$7,700	-\$5,350	\$9,219	-\$5,550	\$12,888

HGES PTO Cash Position	
Starting Funds for the 2024-2025 School Year	\$60,780
+/- Projected 2024-2025 Budget (excluding School Purchases)	\$17,300
School Purchases	-\$25,000
Projected Available Funds for 2025-2026 School Year	\$53,080
<i>(must maintain \$8,000 in available funds)</i>	