

Hickory Grove Elementary School Parent Teacher Organization

March 11, 2025

Attendees:

Jeremy Etnyre, Gretchen Primeau, Natalie Cobb, Tessa Day, Rhiannon Rotondo, Courtney Pierce, Elizabeth Fung, Annie Cohen, Nicole Scott, Jodee Driscoll, Fangping Yan, Roxanne Olmsted, Courtney Young, Karla Anderson-Sarquis, Judy Oler, Megan Krisher

Not In Attendance:

Aaron Telford, Kerry Garmann, Carly Lynch, Christy Daily

Meeting Minutes:

- I. **CALL TO ORDER**
 - a. Meeting called to order at 6:33 PM
 - b. Secretary, Tessa Day, - 15 board members present - quorum is met.
- II. **Welcome and President's Report - Gretchen Primeau**
 - a. Welcome, we are now in the 4th quarter, lots of PTO events coming up.
- III. **Principal's Report - Jeremy Etnyre**
 - a. Excited for the culture fair this Saturday, it's a great event for HGES.
 - b. Snap Codes for registration have been sent out. Please register promptly, this helps planning for staffing purposes.
 - c. Thank you to parents who completed the 5 Essentials Survey, that is helpful to look at trends over the years. The survey helps the district to find strengths and areas for improvements.
- IV. **Teacher's Report:** Ryan Mayhew 4th grade resource, Beth Bergschneider 3rd grade, Kerri Uhl Bright Futures classrooms
 - a. Thanks for all you do for the staff. Lunches for in-services are very appreciated. Thanks for the bookfair, we appreciate the books we can earn for the classrooms.
- V. **Officer's Reports:**
 - a. Treasurer's Report – Aaron Telford
 - i. Not present
 - ii. Budget provided includes February
 - b. Secretary's Report – Tessa Day
 - i. Requested motion to approve PTO meeting minutes from the January and February 2025 meetings, motion by Elizabeth Fung, second by Jodee Driscoll. Vote approved.
 - c. Vice-President of Membership – Natalie Cobb
 - i. Working on a slate for next year's open positions. A committee is working to seek people for positions. Please let Natalie know if interested in any open positions. We are open to shuffling people around to get individuals into positions they are interested in.
 - ii. List of positions ending their term:
 1. VP Membership
 2. VP Marketing/Communications

Hickory Grove Elementary School Parent Teacher Organization

March 11, 2025

- 3. Treasurer
- 4. Secretary
- 5. Fundraising Program
- 6. Culture Fair
- 7. Restaurant Nights
- 8. School Supply Chair
- 9. Spiritwear
- d. Vice-President of Fundraising – Rhiannon Rotondo
 - i. Upcoming: Auction and Fun Run
 - 1. Working on auction donations
 - 2. Tshirts: Would we want to explore a nicer “softer” cotton tshirt? This may be an upcharge.
 - ii. Exploring ideas for changing up the Direct Donation next year. Or, keep Direct Donation and use a platform to do so.
- e. Vice-President of Communication – Courtney Pierce
 - i. Would be happy to keep the position beyond this year.

VI. **Committee Reports**

- a. Events - Judy Oler
 - i. Auction opens April 28. Fun Run May 2. Action items coming in. Shirt orders needed for 1 month turnaround time, and donations needed by the end of March. Will put up Fun Run signs up next week around school property.
 - 1. Auction is a lot of work, running around asking for donations is a lot of time. If there is a company you have worked with previously, please do so again. \$500 or higher donations get a spot on the shirt. Will email out a list to committee chairs to seek help. CJ will send an email stating if you are a company who would like to donate.
 - ii. 5th grade ice cream social, this will be a new thing for this year. Kamaela’s Kreamery has a deposit in (\$300). Jeremy will use “activity fund” to cover the cost, approximately \$900 total. Alternatively, we could also seek a sponsor/donor.
- b. Room Parents - Karla Anderson-Sarquis
 - i. Email sent for Valentines day party, regarding limitation of 4 parents per class. Many replies from parents with concerns. Room parents do not need to be at every party, this needs to be considered. Mr Etnyre specified the PTO is in charge of these parties and can determine the recommended number of volunteer parents. Conversation tabled.
 - ii. Teacher appreciation gifts coming up in May, room parents will coordinate.

Hickory Grove Elementary School Parent Teacher Organization

March 11, 2025

- iii. Field Day, will need PTO volunteers to help with drinks and kids who are injured or need a break. Supply list will need to be reviewed.
- c. Culture Fair - Megan Krisher
 - i. Possible bad weather on Friday, moving to Thursday night rehearsal. Booth set up, Saturday 1-3.
 - ii. Performances 21-24 scheduled, 12 booths.
 - 1. Will set up chairs for performers in the gym to open up the bleachers for more to watch.
 - iii. Volunteers: 24 high schoolers have signed up, still needing 2-4 adult volunteers from 3-6pm. Additionally, I need 2 volunteers for the raffle table (2 shifts 3-4:30 and 4:30-6). Need to sweep, vacuum, pickup bathrooms at the end.
- d. School Supplies - Fangping Yuan
 - i. School supplies ordering will open after spring break, with a May 10 deadline.
 - ii. Pricing is similar to past years. List has been updated to reflect supply changes.
 - iii. Delivery will be requested in the middle of July.
 - iv. Mr. Etnyre will be able to send email to incoming kindergarten parents regarding the option of order supply boxes. .
- e. Restaurant Nights - Jodee Driscoll
 - i. Portillo's 3/12 11am-8pm, have fliers digital or paper. Will be a 20% give back to PTO.
 - ii. Little Caesars: there is an option to sell coupon codes, may explore in the future.
- f. Yearbook - Nicole Scott
 - i. Sold 47 5th grade ads, \$2,545
 - ii. Action shots needed for: Band, orchestra, Girl Scouts
 - iii. Currently 400 books are sold. 3/21 is the deadline to order.
 - iv. Missing classroom candid photos from Merna, Davis, 2L, 4M, 5E.
- g. Teacher Appreciation- Roxanne Olmstead & Courtney Young
 - i. SIP day 3/21: pizza and salad lunch, will send sign up for donations.
- h. Outdoor Learning Center PM - Kerry Garmann
 - i. Not present
 - ii. Emily Larke: Bricks R Us, will print engraved bricks. Standard size or 8x8 options. \$19 a brick for standard size. These will line the sidewalk. We can set it at a higher price, and we keep the additional profit.
- i. Accelerated Reader – Christy Daily
 - i. Not in attendance. Teachers report that things are going well. Teachers appreciate the sweet notes she writes to the winning classes.
- j. Book Fair - Elizabeth Fung

Hickory Grove Elementary School Parent Teacher Organization

March 11, 2025

- i. Nothing New
 - k. Spiritwear/ "Merch" - Annie Cohen
 - i. Tries to have some "nicer" fabrics, and a variety of options.
 - ii. Blue Anchor Boutique is an option to explore, may use for spring sale.
 - l. Fundraising Programs – Andrea Botero-Moriarty
 - i. Not in Attendance
 - m. Copy Coordinator – Carly Lynch
 - i. Not in Attendance
- VII. **Open Discussion - Old Business, New Business**
- a. Fun Run, can we set up an activity in the outdoor learning center, to promote that the PTO funded that. Could make the K/1 run over in the field.
 - b. Raffle winners for PTO attendance tonight: Elizabeth Fung, Annie Cohen
- VIII. **Adjournment**
- a. Meeting adjourned at 7:43 pm.

Supplemental Material & Written Reports

Written Reports

None.

Supplemental Material:

PTO Meetings

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

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

Events

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

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

March 11, 2025

HGES PTO 2024/25 Budget				7/31/24	8/31/24	9/30/24	10/31/24	11/30/24	12/31/24	01/31/25	02/28/25	YTD	Budget vs
INCOME Category	Gross	Expenses	Net	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Activity	Actual
				INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME
Donation Drive	\$20,000	-\$500	\$19,500				\$153	\$12,929	\$100	\$200	-\$66	\$13,316	-\$6,184
Shopping Rewards (Kroger, Raise Right)	\$1,000	\$0	\$1,000			\$187	\$38	\$214	\$37	\$217	\$202	\$895	-\$105
Restaurant Nights	\$2,500	\$0	\$2,500							\$1,000		\$1,000	-\$1,500
Spirit Wear	\$6,000	-\$5,000	\$1,000					\$1,400		\$190		\$1,590	\$590
Spring Fundraiser	\$12,000	-\$1,000	\$11,000	\$100	\$0	\$78		\$500				\$678	-\$10,322
Business Sponsor	\$5,000	\$0	\$5,000					\$750			\$2,500	\$3,250	-\$1,750
School Supplies	\$5,750	-\$4,250	\$1,500			\$2,272						\$2,272	\$772
Yearbook	\$8,700	-\$7,200	\$1,500									\$0	-\$1,500
Total Budget Income:	\$60,950	-\$17,950	\$43,000	\$100	\$0	\$2,536	\$191	\$15,793	\$137	\$1,607	\$2,636	\$23,000	-\$20,000
EXPENSE Category	Gross	Expenses	Net	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE
5th Grade Field Trip	\$0	-\$2,500	-\$2,500				-\$2,975					-\$2,975	-\$475
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				-\$364	-\$100			-\$465	-\$929	\$422
Book Fair Expenses	\$0	-\$400	-\$400			\$5,237	-\$2,927	-\$70				\$2,240	\$2,640
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					-\$596		-\$1,326	-\$750	-\$2,672	-\$1,672
Social Events	\$0	-\$3,500	-\$3,500	-\$40			-\$527			-\$60	\$1,423	\$795	\$4,295
Staff Appreciation	\$0	-\$4,000	-\$4,000				-\$1,032	-\$711		\$45		-\$1,699	\$2,301
Teacher Fund	\$0	-\$9,500	-\$9,500	-\$179		-\$435	-\$362	-\$296		-\$259	-\$1,287	-\$2,819	\$6,681
Total Budget Expenses:	\$0	-\$25,700	-\$25,700	-\$409	\$0	\$4,802	-\$8,188	-\$1,774	\$0	-\$1,601	-\$1,080	-\$8,249	\$17,451
Total Net Budget (excluding school purchases)	\$60,950	-\$43,650	\$17,300	-\$309	\$0	\$7,338	-\$7,997	\$14,019	\$137	\$7	\$1,557	\$14,751	-\$2,549
School Purchase Expenses:													
Outdoor Learning Center	\$0	-\$25,000	-\$25,000	-\$8,672			-\$1,818	-\$938	-\$369			-\$11,796	\$13,204
Sign	\$0	\$0	\$0									\$0	\$0
Sidewalks	\$0	\$0	\$0									\$0	\$0
Total NET Budget (income less expense)	\$60,950	-\$68,650	-\$7,700	-\$8,981	\$0	\$7,338	-\$9,815	\$13,082	-\$232	\$7	\$1,557	\$2,955	\$10,655
HGES PTO Cash Position				Running Ending Bank Balance									
Starting Funds for the 2024-2025 School Year	\$60,780			\$51,799	\$51,799	\$59,137	\$49,322	\$62,404	\$62,172	\$62,179	\$63,735		
+/- Projected 2024-2025 Budget (Excluding School Purchases)	\$17,300												
School Purchases	-\$25,000												
Projected Available Funds for 2025-2026 School Year	\$53,080												
(must maintain \$8,000 in available funds)													