

Hickory Grove Elementary School Parent Teacher Organization

April 8, 2025

Attendees:

Jeremy Etnyre, Gretchen Primeau, Natalie Cobb, Tessa Day, Rhiannon Rotondo, Courtney Pierce, Nicole Scott, Jodee Driscoll, Fangping Yan, Roxanne Olmsted, Karla Anderson-Sarquis, Judy Oler

Not In Attendance:

Aaron Telford, Elizabeth Fung, Kerry Garmann, Annie Cohen, Courtney Young, Carly Lynch, Christy Daily, Megan Krisher

Meeting Minutes:

I. CALL TO ORDER

- a. Meeting called to order at 6:34 PM
- b. Secretary, Tessa Day, -11 board members present - quorum is met.

II. Welcome and President's Report - Gretchen Primeau

- a. Happy Birthday to Mr Etnyre
- b. I appreciate everyone who is here and your contributions to the PTO. A special thanks to those who will be leaving at the end of the year. Please provide a handoff to the person taking over your position during the month of June.
- c. Thank you to Rhinannon, she has been working so hard the past few weeks on the Fun Run and Auction. Thanks to everyone on the committee, they are devoting significant time.

III. Principal's Report - Jeremy Etnyre

- a. IAR testing has started in ELA and Math for 3-5 grade, plus science for 5th grade. Kids are making a great effort, and attendance has been good. Thank you to parents for helping make this attendance happen.
- b. K and 1 music programs are on 4/10 and 6:00 and 7:00. K will also have grandparents day on 4/11 from 9-10:00. Parking in the lower level parking lot.
- c. Getting bids for OLC, amphitheater with 4 phases of construction. Hoping to made progress on the construction this summer. Stage 1 deck/stage area. 16'x 22' with step down around it and rail along the back. Stage 2 Stone benches, 16 benches set into the hillside. Stage 3 ADA sidewalk. Stage 4 landscaping and finishing touches. Will review estimates with Gretchen and present at the May meeting. This is not funded by the district, it is a PTO project. Should be very proud of this contribution. Vote will take place for spending in May, please be in attendance if possible.

IV. Teacher's Report: Raylynn Sahm, 3rd grade, Sarah Middendorf, kindergarten

- a. 2nd grade has been working on a lot of fun things and is thankful for all the PTO does.
- b. 4th grade: 103 runners in running club, this is very popular.
- c. Chris Walker, secretary, wants to acknowledge the PTO and how wonderful and easy they are to work with.

V. **Officer's Reports:**

- a. Treasurer's Report – Aaron Telford
 - i. Not present, but please review budget provided. (view supplements)
- b. Secretary's Report – Tessa Day
 - i. Requested motion to approve PTO meeting minutes from the March 2025 meeting, motion by Roxanne Olmstead, second by Jodee Driscoll. Vote approved.
- c. Vice-President of Membership – Natalie Cobb
 - i. Slate (view supplements) reflects positions that are finishing their term this year. New members are listed and slots filled with potential candidates.
 - 1. Elizabeth Fung will be taking over as treasurer
 - 2. Suzie Jeziorczak will take secretary role
 - 3. Tiffany Ecccles will go to Fundraising programs
 - 4. Mary Robben will take copy coordinator
 - 5. Grant Day will take restaurant night
 - 6. Katlin Reardon will take book fair
 - 7. Emily Taylor will take OLC program manager
 - ii. Motion to approve slate by Judy Oler, second by Rhiannon Rotondo, motion passes. Positions will officially begin on July 1, 2025
- d. Vice-President of Fundraising – Rhiannon Rotondo
 - i. Culture fair, thank you to everyone who assisted and attended. \$420 came in from raffle baskets. All went well.
 - ii. Upcoming Fun Run and auction. Thanks to everyone who is working on this.
 - iii. Researching what other PTOs do for fundraising, and will present options at the May meeting. Could also do a survey with student body parents for ideas that they would like to engage with. There are several great websites available to help coordinate fundraisers.
- e. Vice-President of Communication – Courtney Pierce
 - i. In the past month she has sent 9 emails, 13 content posts on Facebook which involve graphic design, collaboration for things such as fun run, culture fair, yearbooks, school supplies, PTO meeting reminder, sponsor spotlights. People are following the process for submittals, and things are going smoothly. Would also like to create a PTO newsletter next year.

VI. **Committee Reports**

- a. Events - Judy Oler
 - i. Things are underway for the Fun Run. Auction donations are in or arriving soon. Will need helpers for the Fun Run specifically with race

packets and day of help. Sign up will come out soon. Donors over \$500 can create ½ sheet ad to put in race packets. Auction will be live from April 28 until 8pm on May 2.

- ii. Regina: 3 food trucks are planned: Trailin Smoke, Papa Murphys, Kamaelas Kreamery. Speakers and sound system are planned. Sign-up Genius will come out for helpers. Communicated with HOA and Medina Township regarding race path. Tshirts will go for production tomorrow evening. Signs for advertising are up. Gretchen to help connect to DHS for student volunteers. 250 registrations are in, which is similar to last year at this point.
- iii. May have K-1 turn around at ¼ mile (½ mile total) to make it easier on them.
- b. Room Parents - Karla Anderson-Sarquis
 - i. Will be preparing on Field Day, if you have feedback from last year's quantities for refreshments please communicate with Karla.
 - ii. Room parents will be reminded about Teacher Appreciation week, and they can plan gifts and treats as they like for their class.
- c. Culture Fair - Megan Krisher
 - i. Not in attendance.
- d. School Supplies - Fangping Yuan
 - i. Email has gone out for the initial announcement for ordering school supplies. May 12 is the end date to order. Mr Etnyre will also make sure we can send it via email to incoming K parents.
- e. Restaurant Nights - Jodee Driscoll
 - i. Portillo's fundraising night in March made \$382.
 - ii. Great Harvest fundraiser day set for April 23, 7am - 5:30pm.
 - iii. Sweet Cece's will be scheduled in May.
 - iv. Panera can be scheduled for the first event in the fall.
- f. Yearbook - Nicole Scott
 - i. 508 books sold. May look at raising the price next year, will be easier for parents to pay a flat \$20, and will be more profitable for PTO. This year's profits are less than \$100, and if we charge \$20 a book it would profit over \$2,000.
 - ii. Looking at other platforms for uploading photos to simplify the process. Also, photo submittals get confusing for room parents, as they don't know which kids are "no media" students.
 - iii. When books arrive will work on sorting orders and add labels. Mr. Etnyre will help coordinate distribution at school.
- g. Teacher Appreciation- Roxanne Olmstead & Courtney Young
 - i. Thanks for the prior donations for recent SIP day.
 - ii. Teacher appreciation week is planned as follows:
 - 1. Monday: Faire coffee
 - 2. Tuesday: Blue Margaritas
 - 3. Wednesday: Lemonade bar
 - 4. Thursday: Pie Pockets, handmade pies
 - 5. Friday: Jeremy and Cheryl will grill for the teachers.

- h. Outdoor Learning Center PM - Kerry Garmann
 - i. Not in attendance
- i. Accelerated Reader – Christy Daily
 - i. Not in attendance
- j. Book Fair - Elizabeth Fung
 - i. Not in attendance
- k. Spiritwear/ “Merch” - Annie Cohen
 - i. Not in attendance
- 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.

VIII. **Adjournment**

a. Meeting adjourned at 7:33 pm.

Supplemental Material & Written Reports

Written Reports

None.

Supplemental Material:

PTO Meetings

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

Events

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

Executive Board	Term	Name	Begin Term	End Term	Proposed	Comments
President	2	Gretchen Primeau	2024	2026		
VP Membership	2	Natalie Cobb	2023	2025	Natalie Cobb	
VP Fundraising	2	Rhiannon Rotondo	2024	2026		
VP Marketing/Communcation	2	Courtney Pierce	2023	2025	Courtney Pierce	
Treasurer	2	Aaron Telford	2024	2026	Elizabeth Fung	* 1 Year Interim Position
Secretary	2	Tessa Day	2023	2025	Susie Jeziorczak	
Non- Executive Board						
Events	2	Judy Oler	2024	2026		
		Events Committee - Hayley Martin, Jackie Kellogg, Regina Park, Annie Cohen				
Fundraising Program	2	Andrea Botero Moriarty	2023	2025	Tiffany Eccles	
Copy Coordinator	2	Carly Lynch	2024	2026	Mary Robbins	* 1 Year Interim Position
Culture Fair	2	Megan Krisher	2023	2025	Megan Krisher	
Junior Achievement	2	No longer a position	2024	2026		
Restaurant Nights	2	Jodee Driscoll	2024	2025	Grant Day	
Room Parent	2	Karla Anderson-Sarquis	2024	2026		
School Supply Chair	2	Fangping Yuan	2023	2025	Fangping Yuan	
Spirit Wear	2	Annie Cohen	2023	2025	Annie Cohen	
Staff Appreciation	2	Roxanne Olmsted/Courtney Young	2024	2026		
Yearbook	2	Nicole Scott	2024	2026		
Accelerated Reader	2	Christy Daily	2023	2025	Christy Daily	
Book Fair	2	Elizabeth Fung	2023	2025	Katlin Reardin	
Outdoor Learning Center Program Manager	2	Kerry Garmann	2024	2026	Emily Taylor	* 1 Year Interim Position

HGES PTO 2024/25 Budget				7/31/24 Actual	8/31/24 Actual	9/30/24 Actual	10/31/24 Actual	11/30/24 Actual	12/31/24 Actual	01/31/25 Actual	02/28/25 Actual	03/31/25 Actual	YTD Activity	Budget vs Actual	
INCOME Category		Gross	Expenses	Net	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	
Donation Drive		\$20,000	-\$500	\$19,500				\$153	\$12,919	\$100	\$200	-\$66		\$13,316	-\$6,184
Shopping Rewards (Kroger, Raise Right)		\$1,000	\$0	\$1,000				\$187	\$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				\$3,164	\$3,842	-\$7,158
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									\$579	\$579	-\$921
Total Budget Income:		\$60,950	-\$17,950	\$43,000	\$100	\$0	\$2,536	\$191	\$15,793	\$137	\$1,607	\$2,636	\$3,743	\$26,743	-\$16,257
EXPENSE Category		Gross	Expenses	Net	EXPENSE	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									-\$1,029	-\$1,029	\$371
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								\$287	\$97	\$597
Field Day		\$0	-\$250	-\$250										\$0	\$250
HGES Misc. Expenses/Supplies		\$0	-\$1,000	-\$1,000									\$1	\$1	\$1,001
School Library Purchases		\$0	-\$1,000	-\$1,000					-\$596		-\$1,326	-\$750	-\$373	-\$3,045	-\$2,045
Social Events		\$0	-\$3,500	-\$3,500	-\$40			-\$527			-\$60	\$1,423	-\$327	\$469	\$3,969
Staff Appreciation		\$0	-\$4,000	-\$4,000				-\$1,032	-\$711		\$45		-\$204	-\$1,903	\$2,097
Teacher Fund		\$0	-\$9,500	-\$9,500	-\$179		-\$435	-\$362	-\$296		-\$259	-\$1,287	\$200	-\$3,019	\$6,481
Total Budget Expenses:		\$0	-\$25,700	-\$25,700	-\$409	\$0	\$4,802	-\$8,188	-\$1,774	\$0	-\$1,601	-\$1,080	-\$1,844	-\$10,093	\$15,607
Total Net Budget (excluding school purchases)		\$60,950	-\$43,650	\$17,300	-\$309	\$0	\$7,338	-\$7,997	\$14,019	\$137	\$7	\$1,557	\$1,899	\$16,650	-\$650
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	\$1,899	\$4,854	\$12,554
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	\$65,634		
+/- 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)															