

# BOARD PLANNING MEETING MINUTES



**DATE:** Monday May 23, 2022  
**TIME:** 8:30 am  
**LOCATION:** Hickory Creek Elementary

**Attendees:** Kim McKeller, Sarah Kruse, Kristin Brewer, Rebecca Trevino, Julie Underwood, Kristen Diaz, Kathleen Newman, Stacey O’Keefe, Sommer Dolce, Angela Koenig, Jessica Schreck, Tania Krantz .

**AGENDA ITEMS:** Approval of Last Meetings Minutes, 2022-23 Calendar, 2022-2023 Budget, Fundraising, Teacher Grants, Business Partners/Car Tags, Back to School Bash, Spirit Wear, Bylaws.

Meeting called to order at 8:35 a.m.

## Meeting Minutes

- Minutes from May meeting motioned for approval by Sarah Kruse. Seconded by Rebecca Trevino. Approved.

## 2022-2023 Calendar

- Attached calendar was discussed and approved.
- Sign Up for Event Chairs was sent around.
  - Back to School Bash Chair – Stacey O’Keefe
  - Holiday Shop Chair December 12-16 – Sommer Dolce
  - Staff Treats Chair – Sommer Dolce
  - Grandparents’ Breakfast Chairs Feb 9-10 – Julie Underwood and Tania Krantz
  - 2023-2024 Board Nominating Committee Chair – Sarah Kruse
  - Staff Appreciation Week Chair – Jessica Schreck
  - Father/Daughter Dance and Mother/Son Event Chairs – Kristen Brewer and Danielle Parker.

## 2022-2023 Budget

- Rebecca presented a budget and reviewed each line item with Board members for discussion.
- Board approved the proposed budget. It will be taken to General Membership for approval.
- Proposed Budget is attached.

## Fundraising

- Fund run will not be done next year. There is another fund run occurring at the school.
- There was general interest in Read-a-thon. Julie Underwood is going to research a read-a-thon and talk with administration for approval.

## Teacher Grants

- Kathleen is updating the teacher grant letter.
- Grant money for 2022-2023 will be available to VPK, K-5.
- Software will be first come, first serve.

## 2022-2023 Business Partner Updates

- Coastal Postal, McDonalds, Edward Jones, Weaver Stratton, Pinch a Penny, Glenos & Hadgis, Cold Stone and Huntington Learning Center.
- Kristen Brewer sent Partners in Education paperwork to board members via email. Please reach out to friends and businesses you think may be interested.

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## **Back to School Bash**

- Stacey O'Keefe will chair the committee
- We will have food trucks this year. All food trucks must have paperwork with the district.
- We would like to have the hawk rock painted for the event.
- PTO information will be available to all attendees.

## **Spirit Wear**

- Jessica Schreck is the Spirit Wear Chair.
- We will have teal and gray shirts. \$30 sweatshirts and \$18 t-shirts.
- She plans to have car decals and water bottles.

## **Bylaws**

- Bylaws must be reviewed this year for any changes.
- No updates are needed.

**Motion to Adjourn Kristen 2<sup>nd</sup> motion Kim.  
Meeting adjourned at 10:20 am**

## **2022/2023 Hickory Creek PTO Events**

### **August**

- Staff shirts
- Spirit Wear Sale at Meet the Teacher
- Royal Hawk Parking Spot drawing
- 17 - Kindergarten parent social after drop off
- 19 - Back to School Bash 5:00-7:00 p.m.

### **September**

- 6 - PTO Meeting and Coffee 8:30 a.m.

### **October**

- 4 - PTO Meeting 8:30 a.m.

### **November**

- 1 - PTO Meeting 8:30 a.m.
- 21-22 - Pies for staff

### **December**

- 6 - PTO Meeting 8:30 a.m.
- 12-16 - Holiday Shop
- Staff Christmas treat

### **January**

- Royal Hawk Parking spot drawing
- 10 - PTO Meeting 8:30 a.m.
- 18 – Coffee & Conversations

### **February**

- 7 - PTO Meeting 8:30 a.m.
- 9-10 Grandparent's Breakfast

### **March**

- 7- PTO Meeting 8:30 a.m.
- Field day popsicles

### **April**

- 4 - PTO Meeting 8:30 a.m.

### **May**

- 2 - PTO Meeting and election 8:30 a.m.
- 1-5 Teacher/Staff Appreciation Week
- Fifth grade celebration

	<b>Budget</b>
	<b>2022-2023</b>
Amazon Smile	200
Family Nights	0
Fund Run	10,000
Hawk Rock	1,500
Holiday Shop	5,000
Parking Spot	1,000
PDQ cards	1,500
Spirit Wear	4,000
Fundraisers Total	\$23,200.00
Business Partners	5,000
Donations	1,000
Other Income Total	\$6,000.00
<b>TOTAL INCOME</b>	<b>\$29,200.00</b>
Helping Hands	250
Kitchen Supplies/Coolers	200
Physical Fitness Awards	200
Planners	3,700
School Improvement/Appr	5,000
Sympathy/Retirement gifts	500
Teacher/Staff Grants	12,000
HCE Donations Total	\$21,850.00
AIM Insurance	500
Bank Fee/Returned Check	125
Office Supplies	200
PTO Manager	200
Sun Biz	100
Tax fees	250
Website Communications	500
PTO Business Total	\$1,875.00
5th Grade Celebration	500
Art Show/Ice Cream Social	0
Back to school bash	500
Cookies & Canvases	0
Grandparent's Event	1,500
PTO Membership Drive	2,000
Spring Fling	1,000
Teacher Appreciation Week	3,000
Teacher/Staff Appreciation	2,000
Volunteer Appreciation	250
PTO Sponsored Events Total	\$10,750.00
<b>EXPENSES TOTAL</b>	<b>\$34,475.00</b>