

MEETING MINUTES



DATE: May 6th 2024
TIME: 3:30pm
LOCATION: Hickory Creek Elementary

- o **Attendees:** Sarah Kruse (President), Jenn Tavarez (VP), Jeffrey Henrichsen (VP), Crystal Henrichsen (Recording Secretary), Kristin Brewer (Volunteer Coordinator), Kim McKeller (Corresponding Secretary), Hillary Lovelady (Treasurer), Jamie Williamson (Volunteer Coordinator), Allison Garraghy, Carrie Turansky, YJ Choi/Hwang, Coach McKee, Jessica Schrek, Rob Kruse, Tyann Kinard

AGENDA ITEMS: Approve April Minutes, PTO Board Voting and Updates

Meeting called to order at 3:30pm.

Sarah called it to order 3:30pm

Jeff Motions

Allison Seconded

Approval of April Minutes:

Jenn is motioning to approve meeting minutes. Hillary 2nd approval.

Treasurer's Report:

- Alright, almost to the end of the year, the last report will capture the checks and all the teacher appreciation expenses.
- As it stands, we started out the month with the bank account at \$97,511.06, and ended at \$82,537.99.
- This month we had a lot of spending from the teacher grant program, we actually went over budget, but if you look at the spreadsheet, as a whole, we still are under budget for the year.
- The last of the big expenses next month will be the remainder of the teacher grants, as well as teacher appreciation week. We had a sponsor for this year's teacher appreciation lunch: Sweetwater Restoration, and a sponsor for the teacher gifts was Bright Smiles Pediatric Dentistry. Additionally, we have a few new business partners: Jacksonville Children's Chorus, Bright Smiles Pediatric Dentistry.
- Our new school supply kit company graciously paid the cancellation fee we incurred from our old company, and that will be reflected on next month's statement.
- Finally, the last big expense this month, not formally budgeted for, but approved by the PTO, which is the LEGO Spike kits (\$5,049). Ms. Pietri presented a plan to the PTO for use in class, and to start-up an afterschool STEM program for the 2024-2025 school year.

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- A special call out to YJ for her raising money.

PTO Board 2024/2025 voting: All voted in favor.

Principal Update:

- Thank you for all the things for Teacher/Staff appreciation weeks.
- Everyone at the school loved the decorations and loved looking for photos.
- Finishing up testing right now.
- Budget for new school year has been done.
- We had to give \$64,000 back to the district. Not instructional staff for budget back.
 - o We are supposed to have associate teachers next year, but we canceled that to hold the funds down.
- We are not planning to over count in any grade levels besides Kindergarten and First Grade.
- Kindergarten count is low right now 32 usually 64 at this time.
- The principal is going to do school tours to open the doors to parents.
- ESE department is changing to access units, students in wheelchairs and other needs this upcoming school year and 9 new adults.
- Playground- Café playground is becoming the access playground.
- Willy Wonka playground has had items removed that make it unsafe and its on plan to get redone.
 - o They are done with budget meetings, but risk management is coming to look at the playground.
 - o What is the school able to provide and the district will do the rest. Project for the next school year.
- The Principal has written a request for a shared principal to the district because we have to lose head count of one of the principals.
- 816 right now 725 predictions for school population. Expecting the number to increase the next school year. 2024-2025 will be low population, then expected to raise in 2025-2026.

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- Penny tax is going to be back on the ballot and that has helped a lot, think about that when voting -because it adds funds.
- SAC survey would be a fundraising advertisement of where its going.
- 20TH Anniversary Celebration- Retro Spirit wear- Here is opening spirit wear from the past.
- Looking at adding chess and Taekwondo for after school programs and the Odyssey.

Spirit Wear- Retro Wear looking at new shirts.

- Do hoodies for teachers maybe only. We want to support the teachers more this year.
- Survey Monkey- for what the teachers want for t-shirt.

School supply kits order still open.

- 5/21 but it gets more expensive, still can order. Order by the end of June.

Open forum:

- May 24- June 6 Principal is out of the office.
- The planners – need to be ordered so we can pay for it.
- Fun Run- 15% Company charges us and gives us the option to pay it. 95% of the costs were covered by grandparents and parents.
 - o If we take it in house only set cost is 2.9% plus \$0.03 per transaction. \$4500 looking at a saving and cut cost to bring more money physically in our hands.
 - o They have an optional tip to the server company and can't disable it but they upgraded the server free of charge.
- 1 over the summer planning meeting.
- Coach loves the sharks and if we can do an event with them.
- Skate Station for a fundraiser.
- We did have an increase in the use of the SSYRA quizzes and the number of brag tags. The photo on bulletin board.

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- Shout out to 3rd Grade – 49 level 1 and now 9

Motion to Adjourn by:

Crystal motioned.

Allison seconded.

Meeting adjourned at 4:30 pm.

Category Name	Previous Budget	Previous Year Spent	Current Budget	Year To Date Amount	Variance Amount
1st Day of School Supplies	\$500.00	\$825.00	\$500.00	\$400.00	\$500 was received from new first day of school supply company, and will be reflected on the May statement
Amazon Smile	\$200.00	\$410.47	\$0.00	\$0.00	
Fund Run	\$10,000.00	\$23,479.76	\$10,000.00	\$26,289.49	
Hawk Rock	\$1,500.00	\$1,447.55	\$1,500.00	\$903.28	
Holiday Shop	\$5,000.00	\$1,257.36	\$5,000.00	\$11,467.10	
Parking Spot	\$1,000.00	\$1,502.31	\$1,000.00	\$1,586.67	
PDQ cards	\$1,500.00	\$1,334.81	\$1,500.00	\$190.72	109.56 in PDQ spirit night money to be reflected on May statement
Spirit Wear	\$4,000.00	\$3,838.35	\$3,500.00	(\$921.71)	
FUNDRAISERS TOTAL	\$23,700.00	\$34,095.61	\$23,000.00	\$39,915.55	
Business Partners	\$5,000.00	\$3,884.25	\$5,000.00	\$3,780.82	\$2,000 was received from new business partners, will be reflected on the May statement
Donations	\$1,000.00	\$1,501.89	\$1,000.00	\$2,262.08	
OTHER INCOME TOTAL	\$6,000.00	\$5,386.14	\$6,000.00	\$6,042.90	
TOTAL INCOME	29700	\$39,481.75	\$29,000.00	\$46,408.15	
Helping Hands	\$250.00	\$0.00	\$0.00	(\$205.00)	
Physical Fitness Awards	\$200.00	\$70.00	\$200.00	\$310.26	
Planners	\$3,700.00	\$3,922.35	\$4,500.00	\$0.00	
PTO Supplies	\$200.00	\$709.88	\$200.00	\$88.46	
School Improvement/Appropriations	\$28,201.00	\$27,671.31	\$5,000.00	\$10,133.24	
Sympathy/Retirement gifts	\$500.00	\$98.99	\$500.00	\$25.44	
Teacher/Staff Grants	\$16,000.00	\$5,516.70	\$17,500.00	\$19,067.71	
HCE DONATIONS TOTAL	\$42,150.00	\$37,989.23	\$27,900.00	\$29,420.11	
AIM Insurance	\$500.00	\$435.00	\$500.00	\$435.00	
Bank Fee/Returned Check	\$125.00	\$0.00	\$125.00	\$0.00	
Office Supplies	\$200.00	\$204.10	\$200.00	\$165.34	
PTO Manager	\$200.00	\$129.00	\$200.00	\$0.00	
Sun Biz	\$100.00	\$131.25	\$100.00	\$61.25	
Tax fees	\$250.00	\$0.00	\$250.00	\$0.00	
Website Communications	\$500.00	\$465.17	\$500.00	\$16.17	
PTO BUSINESS TOTAL	\$1,875.00	\$1,364.52	\$1,875.00	\$677.76	
5th Grade Celebration	\$500.00	\$500.00	\$500.00	\$925.66	
Art/Show Ice Cream Social		\$0.00	\$500.00	\$119.52	
Back to school bash	\$500.00	(\$30.14)	\$500.00	\$7.94	
Grandparent's Event	\$1,500.00	\$1,364.32	\$1,500.00	\$2,136.57	
PTO Membership Drive	\$400.00	\$183.06	\$400.00	\$46.22	
Spring Fling	\$1,000.00	(\$800.00)	\$2,000.00	(\$2,207.88)	
Teacher Appreciation Week	\$3,000.00	\$2,057.51	\$3,000.00	\$880.90	\$1900 in donations from businesses, will be reflected on May statement
Teacher Planning Week		\$0.00	\$3,500.00	\$3,089.59	
Teacher/Staff Appreciation	\$2,000.00	\$1,462.90	\$2,000.00	\$1,831.94	
Volunteer Appreciation	\$250.00	\$260.65	\$450.00	\$273.00	
PTO SPONSORED EVENT TOTAL	\$4,250.00	\$4,998.30	\$14,350.00	\$7,103.46	
TOTAL EXPENSES	\$60,076.00	\$44,352.05	\$44,125.00	\$37,201.33	

HCE PTO 2024 - 2025

EXECUTIVE BOARD NOMINATIONS

CO-PRESIDENT	SARAH MURROW KRUSE
CO-PRESIDENT	CRYSTAL HENRICHSEN
1ST VICE PRESIDENT	JENNIFER TAVAREZ
2ND VICE PRESIDENT	JEFF HENRICHSEN
TREASURER	HILLARY LOVELADY
RECORDING SECRETARY	ROB KRUSE
CORRESPONDING SECRETARY	KIM MCKELLER
PARLIAMENTARIAN	ALLISON GARRAHY
VOLUNTEER COORDINATOR	KRISTIN BREWER
ROOM PARENT COORDINATOR	JAMIE WILLIAMS
MEMBERSHIP COORDINATOR	ALEXIS BERNREUTER
BUSINESS PARTNER CHAIR	YJ CHOI
SPIRIT WEAR CHAIR	JESSICA SHRECK
HOLIDAY SHOP CHAIR	

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