

# HCE PTO – October 2024 Meeting Minutes



**DATE:** October 8, 2024  
**TIME:** 3:30pm  
**LOCATION:** Zoom

Attendees: Crystal Henrichsen (Co-President), Sarah Murrow Kruse (Co-President), Jennifer Tavarez (1<sup>st</sup> VP), Jeffrey Henrichsen (2<sup>nd</sup> VP), Kristin Brewer (Volunteer Coordinator), Hillary Lovelady (Treasurer), Jamie Williams (Volunteer Coordinator), Allison Garrahy (Parliamentarian), Carrie Turansky (PR Chair), YJ Choi-Hwang (Business Partner Chair), Alexis Alexandris (Membership Coordinator), Rob Kruse (Recording Secretary), Amanda Leahy, Andrea Gartner, Doris Hastings, Jennifer Sosa, Meliah Mallory, Ashlee Mcquary.

- **Agenda Items:**

- Call to Order
- Approval of September 2024 Meeting Minutes
- Treasurer's Report – September 2024
- Business Partner Update
- Upcoming Event – Movie Night (10/11)
- Upcoming Event – Parent/Child Dance (10/25)
- Committee Establishment – Fund Run
- Playground Update
- Principal's Update
- Open Forum
- Adjournment

- **Call to Order**

- The motion to call the meeting to order was made at 3:32pm EST by Sarah Murrow Kruse. The motion was seconded by Rob Kruse.

- **Approval of September 2024 Meeting Minutes**

- Meeting minutes from the September 2024 PTO meeting were submitted for approval by the PTO Board by Crystal Henrichsen. Rob Kruse motioned to approve the minutes; Jeff Henrichsen seconded. None opposed.

- **Treasurer's Report – September**

- Hillary Lovelady provided an update on the PTO's finances as of meeting date. The ending bank balance of the PTO account as of September 30, 2024, was \$75,834.24.
- The total spirit wear profit this year was \$749.03 (anticipated \$1,000), but there is still spirit wear we can sell, including croc jibbitz, stickers, t-shirts, and sweaters.
- The PTO's first spirit night, at Chick-Fil-A, was a huge success with YJ reporting we made \$730! (We anticipated making \$1,000 for the year.)
- Additionally, the PTO surpassed the business partner anticipated income of \$5,000 - as to date, there are \$7,944.12 in donations (which includes banner expenses).
- At the close of September, for teacher grants, only Media/Library has maxed out the budgeted grant. The only other grade levels/teacher groups that have used money: 5th grade (\$455.53) and the Access Unit (\$223.98).

# HCE PTO – October 2024 Meeting Minutes

- For the Father/Daughter dance, on the spreadsheet since it's considered an expense, and we have actually made money - it is appearing as a negative \$254.51 - meaning, we have \$1,254.51 available to spend still.
- The Back-to-School bash line item will be closed out, we did spend more than the \$500 anticipated, as each teacher and staff member in attendance received a \$50 Amazon gift card as a thank you. The PTO spent a total of \$853.56.
- Donuts with Grown-ups for the first breakfast, which was Pre-K and K combined, cost \$662.96. There were decorations that won't need to be repurchased, but the food itself was \$515.98.
- **Business Partner Update**
  - YJ Choi-Hwang provided an update on Business Partners, including Cantina Louie providing a teacher luncheon prior to the holiday break along with gift card/monetary donations. The PTO will work with Principal Gonzalez to determine a date for the lunch.
  - Additionally, Mathnasium and Panera joined as Business Partners with in-kind donations supporting Teacher Appreciation Week and Character Counts, respectively.
  - The PTO's Chick-fil-A nugget tray fundraiser will run through October with pick-ups scheduled for 11/1 prior to the Florida-Georgia game. The pick-up location confirmation is still pending from Principal Gonzalez.
- **Upcoming Event – Movie Night (10/18)**
  - Crystal Henrichsen discussed the upcoming Movie Night for Friday, October 18. Volunteers are needed to help set up and work the concession stand during the movie.
  - Day-of purchases include ice pick up with Rob Kruse volunteering to handle, as well as popcorn donation pickup from Cinemark with Jenn Tavarez volunteering to pick up.
  - Kristin Brewer has drafted the Sign Up Genius for volunteers and will publish.
- **Upcoming Event – Parent/Child Dance (10/25)**
  - Crystal Henrichsen provided an update on the Parent/Daughter Dance, with 148 tickets sold to dance (82 students, 66 adults)
  - Carrie Turansky has email and social media posts scheduled
  - Kristin Brewer and Jennifer Sosa volunteered to help print flyers for student distribution
  - Alexis Alexandris stated she would assist being one of the day-of coordinators for the dance.
  - The next meeting for dance planning is scheduled for October 18 via Zoom
- **Committee Establishment – Fund Run**
  - Jeff Henrichsen provided an update on the Fund Run. The fundraising will start 10/21 and continue through 11/15 with the actual run occurring 11/13
  - The website is built and ready; it will pivot from being individualized by student to being by grade level with an overall school goal of \$30,000.
  - YJ is working with Krispy Kreme and Dunkin' Donuts to price out munchkins/donut holes to pass out to students. Donut lollipops will also be available for students with allergies or dietary restrictions.
  - School-wide rewards will be in \$5,000 increments; \$10k – Hat Day; \$15K – Pajama Day; \$20K – Disney Day; \$25K – Slime the PTO/Staff; \$30K – Principal Kisses a Goat
- **Playground Update**
  - Due to a meeting reschedule, there was no playground update this month.
- **Principal's Update**

# HCE PTO – October 2024 Meeting Minutes

- There was no Principal's Update this month.
- **Open Forum**
  - There were no additional topics brought forward during Open Forum.
- **Adjournment**
  - The meeting was adjourned at 4:17pm EST by Crystal Henrichsen. The motion was made by Hillary Lovelady and seconded by Sarah Murrow Kruse.