

# HCE PTO – September 2024 Meeting Minutes



**DATE:** September 10, 2024  
**TIME:** 3:30pm  
**LOCATION:** Hickory Creek Elementary; Zoom

Attendees: Sarah Murrow Kruse (Co-President), Crystal Henrichsen (Co-President), Jenn 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), LeAnne Johnson, Alyson Schulte, Tehila Deutsch, Erin Piibor, Tara Espinoza, Lara Yar, Amanda Huston, Wendi Herbst, Jennifer Sosa, Matthew Mecke, Yvette Cubero-Gonzalez (HCEs Principal), Bianca Soto, Doris Hastings, Anne Tressler, Daggie Meireles

- **Agenda Items:**

- Call to Order
- Approval of May 2024 Meeting Minutes
- PTO Board Open Position – Holiday Shop
- Back to School Bash Update
- Teacher Planning Week Update
- Kindergarten Parent Social Update
- Business Partner Update
- Teacher Grant Update
- Royal Hawk Parking Spot Update
- Spirit Wear Sales Update
- EPI School Supply Update
- Treasurer’s Report – August 2024
- Calendar of Events
- Committee Establishment – Parent Child Dance
- Committee Establishment – Fund Run
- Committee Establishment – New Playground
- Principal’s Update
- Open Forum
- Adjournment

- **Call to Order**

- The meeting was called to order at 3:29pm EST by Crystal Henrichsen. The motion was by Rob Kruse.

- **Approval of May 2024 Meeting Minutes**

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

- **PTO Board Open Position – Holiday Shop**

- Crystal Henrichsen discussed the current PTO Board Position that is vacant for Holiday Shop. The group discussed the merits of utilizing a company to manage the shop as opposed to an individual as in years past due to lack of interest. Crystal stated she had reached out to a company and would keep the group apprised on their response for rates, products, etc.

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- **Back to School Bash Update**
  - YJ Choi provided an update on the Back to School Bash, originally scheduled for 9/6/24 but rescheduled to 9/19/24 due to inclement weather.
  - At the time of the meeting, there were 8 confirmed Business Partners attending with two food trucks
- **Teacher Planning Week Update**
  - Sarah Murrow Kruse provided an update on the lunch and gift cards provided to teachers and staff during planning week prior to school starting. The PTO catered Chick-fil-A lunches, as well as gift cards for the teachers. The lunch was well received by teachers and staff.
- **Kindergarten Parent Social Update**
  - Jenn Tavarez provided an update on the Kindergarten Parent Social (the “Boohoo Breakfast”) that the PTO sponsored the first week of school. Suggestions were made to rebrand it next year as an “HCE 101” Breakfast as volunteers and attendees who had been at the school several years still learned new information and got updates.
- **Business Partner Update**
  - YJ Choi provided an update on the Business Partner program, which at the time of the meeting comprised of 5 gold, 5 silver, and 2 bronze level sponsors, totaling \$12,000 in donations, including both monetary and in-kind.
- **Teacher Grant Update**
  - Sarah Murrow Kruse provided an update on the Teacher Grant program, which will be distributed to lead teachers, resource teachers, and applicable staff that evening via email. The Grant program provided additional 2024–2025 year funding for the Access Unit classrooms. It was noted that one additional stipulation for the program this year was that outside of SSYRA books, the PTO would not be purchasing books directly, but would provide the teachers requesting books a gift card in the same amount so they can purchase individually.
  - The Grant program concludes for the 24-25 school year on April 30, 2025.
- **Royal Hawk Parking Spot Update**
  - Crystal Henrichsen provided an update on two of the Royal Hawk Parking Spots, the winners of which had been announced on Facebook. The third spot would be sold via silent auction at the Back to School Bash.
  - It was noted that moving away from physical tickets made the process easier to manage and the PTO would revisit moving to a quarterly system for next school year.
- **Spirit Wear Sales Update**
  - Note: Jess Schreck (Spirit Wear Chair) was not in attendance
  - Hillary Lovelady provided an update on the Spirit Wear Sales year to date which was approximately \$700
  - There was discussion around the success of the preorder versus the inventory the PTO maintained last year.
  - It was noted that having Administration drive/revive Spirit Wear Fridays might incentivize future sales
- **EPI School Supplies Update**
  - Carrie Turansky provided the update around school supply preorder – despite having fewer students and switching to a new vendor, we were within \$20 of last year’s profit

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- **Treasurer's Report – August**

- Hillary Lovelady provided an update on the PTO's finances as of meeting date. The ending bank balance of the PTO account as of August 30, 2024, was \$81,369.39.
- The largest budget item for August is Spirit Wear, with the PTO having \$3,455.31 in income, less the payment to Limitless Design for the fulfillment of the order (\$3,223.50), which has not been cashed yet as of meeting date.
- Taking the payment into account, the PTO will have made \$231.81 in profits from the first spirit wear order.

- **Calendar of Events / Committee Establishments**

- Sarah Murrow Kruse noted that the first Donuts with Grownups would be on 9/25/24 and the monthly event per grade level would replace the prior Grandparents Breakfast. The PTO reminded everyone to ensure they are an approved volunteer through SJCS. Principal Gonzalez requested the PTO drive additional communication via social media and email that any parent/adult who would like to enter the school must be an approved volunteer through the District.
- Crystal Henrichsen noted that the first Character Counts for the year would be on 9/27/24, and volunteers would be appreciated.
- Sarah Murrow Kruse reviewed the date of the upcoming Parent-Child Dance on 10/25/24, with a Committee Sign Up sheet in the room. Additionally, the Fund Run is will be held 11/13/24, with a Committee Sign Up sheet in the room as well.
- Free movie night will take place on 10/11/24
- Note: Committee Establishment for the New Playground was tabled until the October 2024 meeting due to time constraints

- **Principal's Update**

- Principal Gonzalez a highlight for the year would be attendance, with several students already missing 5+ school days at the time of the meeting. Attendance will continue to be a big push throughout the year.

- **Open Forum**

- Sarah Murrow Kruse noted that SSYRA books would be discussed and/or voted as part of Open Forum. Ms. Espinoza requested via the Grant program for the PTO to partner with SAC to purchase SSYRA classroom copies.
- Discussions were held between Tara Espinoza (Media Specialist) and members of the meeting to discuss SSYRA successes and challenges with the program.
- Sarah Murrow Kruse put the funding of the SSYRA books, in partnership with SAC, to a vote. The majority of attendees, both in person and via Zoom, were in favor of the funding, with one opposed and two abstaining to vote. The motion passed.

- **Adjournment**

- The meeting was adjourned at 4:59pm EST by Sarah Murrow Kruse. The motion was made by Crystal Henrichsen and seconded by Jennifer Sosa.