

# HCE PTO – November 2024 Meeting Minutes



**DATE:** November 12, 2024  
**TIME:** 3:30pm  
**LOCATION:** Zoom; HCE Library

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 October 2024 Meeting Minutes
- Treasurer's Report – October 2024
- Fund Run – Updates & Final Details
- Upcoming Events – Review & Planning
- Holiday Shop
- Spirit Wear
- Volunteer Discussion
- Principal's Update
- Open Forum
- Adjournment

- **Call to Order**

- The motion to call the meeting to order was made at 3:30pm EST by Rob Kruse. The motion was seconded by Carrie Turansky.

- **Approval of October 2024 Meeting Minutes**

- Meeting minutes from the October 2024 PTO meeting were submitted for approval by the PTO Board by Sarah Murrow Kruse. Allison Garrahy motioned to approve the minutes; Jamie Williams seconded. None opposed.

- **Treasurer's Report – September**

- Hillary Lovelady provided an update on the PTO's finances as of meeting date. Final figures for Father/Daughter dance was pending.

- **Fund Run**

- The Fund Run was scheduled for 11/13. Total raised to date was \$16,396.
- Logistics were discussed for water, cups, donuts and lollipops for classrooms, and music/speaker set up.
- School-wide rewards earned so far were \$10k – Hat Day; and \$15K – Pajama Day.

- **Upcoming Events/Calendar Review**

- Events for November discussed: Donuts with Grown Ups, Character Counts, Nothing Bundt Cakes
- Events for December discussed: movie night (rescheduled to January), Staff Cookie Exchange, Holiday Shop

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- **Holiday Shop**
  - Holiday Shop was discussed in-depth including sign up slots for teachers and volunteers, the structure for Reindeer Lane (vendor), point of sale and payment methods accepted, and room set up. Flyers will be sent home the first week in December.
  - Based on the need for a Point-of-Sale system for Holiday Shop, a motion was made to use PTO Supply funds to be a PTO-owned iPad. The motion was taken to a vote, with no opposition. The cost is anticipated to be approximately \$200
- **Spirit Wear**
  - There is no current overall inventory count for spirit wear.
  - Due to a high number of size small/extra small sweatshirts, a motion was made and passed to provide them to the Pre-K classes as a gift from the PTO. No opposition.
  - Adult t-shirts were discussed as a possible incentive for volunteers.
- **Volunteer Discussion**
  - There was an overall discussion of how to increase volunteer engagement; potential incentives were discussed including spirit wear, goodie bags, gift cards, and more outreach to potential senior volunteers.
- **Principal's Update**
  - 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 5:10 pm EST by Sarah Murrow Kruse. The motion was made by Hillary Lovelady and seconded by Rob Kruse.