

September 18th 2023 Hartland Hawks PTO Agenda and Notes

Meeting started at 6:35pm

1) **Stephani Kish**

It is with sad news that Stephani is stepping down as the PTO Secretary. We are so thankful for all her contributions and really appreciate everything she has done!!!!

Volunteers requested for the Secretary position during the meeting. Melissa Bascetta offered to volunteer, and Jill Skaret will back her up. PTO guidelines will be updated with the new board members.

Revised:

ROLES

PTO Board Committee roles

PTO Co-President - Julie Burke
PTO Co-President - Tara Nicholas
PTO Treasurer - Pam Weber
PTO Secretary- Melissa Bascetta

✓ **Voted and Approved**

2) **PTO Donations of \$5.00 to be able to vote for the 2023-2024 school year**

We will continue to collect the donations into next meeting.

3) **Scholastic Book Fair**

The school is requesting help on having a book fair this year. Previous years the PTO helped provide cash for the register (\$200.00) and the funds were reimbursed after the book fair.

We need 4 weeks advanced notice to submit dates to their site. Looking into October conferences for grades pre-k through 5. **The dates are 10/19 & 10/20.** Submitted request through this site: **bookfairs.scholastic.com** Dates confirmed.

Home Page: <https://www.scholastic.com/bf/hartlandschool>

New book package for 2023 now includes:

- Teen reads table box
- Celebrate every voice assortment case

<https://bookfairs.schoastic.com/content/fairs/hub/book-resources.html#ChooseSchool>

Bring on the Bookjoy—our Book Preview is a seasonal guide that showcases the incredible selection featured at most Book Fairs: bestsellers, new releases, graphic novels, and much more.

We're now providing two formats for max convenience—a [PDF list of titles](#) and a [spreadsheet for easy sorting of titles](#).

We will need PTO approval to help and will need the following support:

- Book the gym/secure dates and delivery
- Set up the shelves/tables and register in the gym
- Create sign-up genius for all teachers/parents to work the book fair for the 2 days
- Break down the fair to prepare for them to pick up

Need to vote on this and assign a Chairperson.

The new book package will need to be looked at and approved by the school.

Book drop off date ranges during school hours are: Wed 10/11-Tues 10/17

Book pick up date ranges during school hours are: Mon 10/23-Fri 10/27

If the books are in by Mon 10/16, the PTO will use the meeting time to set up the Book Fair in the gym.

Tara Nicholas and Jackie Calderon will co-chair this event

✓ **Voted and Approved**

4) Hartland School Open House 9/13/23

PTO helps get supply list from teachers and picks a theme and decorates teacher doors so parents can help donate supplies needed for the classrooms.

Tara Nielsen is leading this for 2023, theme picked 'Hot Air Balloon & Clouds' The clouds will list the supplies the parents can take.

Need to vote to ensure Tara gets reimbursed for decoration expenses. This is an annual tradition. Expenses: \$59.97

The school is leaving the supply list up until the parent/teacher conferences in October. The PTO also voted and approved on what doesn't get supplied by the parents, the PTO will cover. Let's review this after the conferences to work out the logistics of what is left over.

✓ **Voted and Approved**

5) Trunk or Treat

Proposing **Saturday 10/14 2-4pm** or **Sunday 10/15 2-4pm** as a rain day. We are working around the soccer schedule.

Estimated expense \$200.00. Need to vote on this budget.

✓ **Voted and Approved**

Ideas to incorporate into the event:

-Start as soon as possible so people can work this into their schedules.

Include that candy can be donated!

-Create awareness that trunk kits are also available to purchase at very reasonable prices to make it easy to be a part of the event!

<https://www.orientaltrading.com/teaching-supplies-and-stationery/sunday-school/trunk-or-treat-a1-553757.fltr>

We have several folks volunteer their own decorations/blow ups for the event.

We should keep our eyes out for after season specials to continue to make this event special!

6) Shoe Fundraiser – 23 bags of shoes collected. Pick up is going to be October. If anyone has grown out of those cleats, sneakers, boots, shoes, sandals, flip-flops, slippers, crocs and boots please reach out to Tara Nicholas 860-992-4250 who will gladly come and collect them until pick up! We take anything that isn't torn or ripped.

7) PTO Membership

New PTO members from the following:

8/28/23 is Kindergarten Bus Ride Day- Heather Leeman put together a great flyer!

9/13/23 is Open House on Wed- PTO table set up with a sign-up sheet.

8) Share other good news- status of the T-Shirt fundraiser!

The PTO raised just under another \$300.00!!

9) Hartland Hawks PTO name

Discuss the suggestion.

The Hartland Hawks is still relatively new. We think referring to it as a PTO may help create more awareness and consistency. Even just using the symbol in flyers we create will build on the theme! This will not impact any fundraising or bank account information. Any checks made out to PTO will still remain as 'Hartland PTO'.

✓ **Voted and Approved**

10) Fundraiser Bracelets

Julie sharing that Purevida now offers fundraising bracelets. Designed two options to consider.

Offer 2 options at \$4.00 cost. Charge \$10.00.
PTO approved this as a fundraiser and charging \$10.00 per bracelet.
Will target October – November in time for the holidays.

✓ **Voted and Approved**

11) School Recess Equipment

Jen/Jill/Alissa

Items that are needed are basketballs, chalk, baseball mats, tennis balls, whiffle balls, corn hole set, soccer balls and cones to make goals.

If parents have any items like the plastic block makers for igloos, please donate them so kids can use them at recess in the winter.

It was approved that PTO provide a budget of \$250.00.

✓ **Voted and Approved**

12) Pie and Cookie Dough MCM Fundraiser

This is a very good PTO fundraiser; it is right before the holidays. Forms for kids are being distributed. The due dates for the forms are 10/16/23.

The delivery date is 11/15/23 for pick-up.

Pam Weber and Tara Nielsen will work together again to distribute the delivery.

13) Yard Goats

Yard Goats reached out to us to secure next set of tickets. The fundraiser was difficult this last time and the PTO decided to try other fundraisers instead of this one.

✓ **Voted and Approved**

14) Welcome Back Baskets for Teachers

It was brought up that other schools do this for their teachers. Jill and Alissa have been doing this annually for the Hartland teachers without PTO help. The PTO voted that we can help fund this for next year with an estimated budget of \$100.00 . Jill and Alissa will just need to provide receipts.

✓ **Voted and Approved**

15) Ice Cream Truck Reconciliation

While reconciling the expenses from the ice cream truck and the funds provided, it was determined that the submitted receipts did not include the \$125.00 truck charge. Jill needs to be reimbursed for her out of pocket expenses. A new screen shot of the expense was made. PTO voted and approved the expense.

✓ **Voted and Approved**

Other Notes:

The PTO bank balance is \$4717.26. There are items in progress and will bring our balance to \$5160.26.

Other schools will do a fee for trunk or treat or a food drive. We are not going to charge a fee for kids and right before Thanksgiving the Student Counsel does a food drive and they always get great donations.

Meeting Adjourned at 8:00pm