

## May 15th 2023 PTO Agenda and Notes

**Meeting Start Time: 6:35pm**

**Attendance:**

Heather Leeman, Jennifer Dalene, Tara Nielsen, Erika Hoidalen, Tara Nicholas

**1) Teacher Appreciation Week**

Imma Canelli stopped in the PTO meeting and gave a huge thank you to all of the PTO members for the wonderful Teacher Appreciation week. There was a basket of Thank You cards for the PTO in the library from the schoolteachers and staff! We read them and truly appreciated all of the notes!!!! That was so great 😊

Plants from the decorations were raffled off and the winners were: Sherice Bennett, Roxanne Cane and Laura Morin!

\$10 donation for teacher appreciation week came from Katie Mangione- thank you Katie!

Some reimbursement requests from the week were sent to Pam directly. We are sending the rest of them to Pam with the receipts.

*Idea for next year:* Nurses Appreciation week fell at the same time as Teacher's Appreciation week – even though we included the school nurse in the activities, let's spike that out separate to honor it as well!

**2) Testing Week of May 9th**

Checking on receipts for reimbursement for **\$404.30**

Cheese sticks at Costco \$160/Pretzels\$ 244.30

PTO approved 4/17/23

Jill submitted Cheese stick receipts to Pam for \$126.39.

Pam sent a Treasurer update and Sherice submitted her receipts for Pretzels and is reimbursed.

**3) Movie Night 5/5/23**

What a great night! Kids had an amazing time! The team sold candy and pizza and it paid for the cost of the night. Let's make sure everyone has been reimbursed their cost from the proceeds and then we will get the rest to Pam.

Tara Nielsen – reimbursed

Jen-reimbursed

Jill- submitted pizza cost of \$40.35 to Pam for reimbursement.

Total proceeds (\$143 -40.35 = **\$102.65** Tara Nielsen will get to Pam)

Since Movie Night was such a hit, we are planning another movie night in the Fall.

#### 4) **Where's Hartland T-Shirts**

Orders link is available on the Hartland Gazette and below:

Cost per t-shirt (Burgundy w/ Gold lettering OR, Gray w/ Burgundy lettering) with Where's Hartland? printed on the front.

Kids (XS, S, M, L, XL) \$20

Adults (S, M, L, XL) \$20

Adults XXL \$25

All Orders and Payments MUST be received by: **May 22nd, 2023**

To make your purchase, please use the below link:

<https://forms.gle/kzGgiogCjMZZL9Bf8>

or contact PTO Co-President, Julie Burke via email at [burketherapy@gmail.com](mailto:burketherapy@gmail.com)

~Check payments should be made out to Hartland PTO~

#### 5) **Shoe Fundraiser**

The kit is being mailed. We would like to start the week of 5/15/23 but need to draft a flyer so the school can approve. We have at least 6 weeks to collect. We will be sharing dates and times of collection in the school parking lot (if approved). YMCA called back that they can have us leave a bin. Can use school board to also advertise but will wait until after graduation announcements are there. We plan on also looking into other areas like Stop & Shop in Granby to see if we can set up tables on certain dates.

Tara Nicholas has a coach meeting scheduled for 5/16/23.

Request being submitted to school for use of grounds:

**Starting Saturday 5/20/23 through 6/30/23**

We will schedule out dates in May for collection:

Sat 5/20 – 2-4pm

Mon 5/22 - 5:30-6:30pm

Wed 5/31 – 5:30-6:30pm

June – TBD

#### 6) **4<sup>th</sup> and 5<sup>th</sup> Grade Bus Transportation Request – Jennifer Dalene**

LeGeyt Bus estimate = \$465.00 to Sturbridge Village 6/8/23

PTO just to confirm final approval. Pre-approved from last meeting.

Confirmed final approval of \$465.00

- 7) **Bag Fundraiser** – looks like the company is going out of business but orders submitted will be mailed. Bags orders are on their way, and we are waiting on the proceeds.

8) **Yard Goat Ticket Sales-**

We had a big push at the end to sell tickets, great work by everyone! We also discovered in the past we work with the school to provide 1 family tickets to the game for free. Erika found out from our previous PTO president Michelle and the school helped identify a family for this year too! We will add this to the 'year in progress' template.

We made \$280 dollars for the PTO! (Paid \$780 – Received \$1060). We gave 5 tickets to a family. Only 2 tickets left that did not sell.

- 9) **Ideas for additional fundraisers** – save for next PTO meeting.

10) **PTO Membership**

Since PTO will not meet again until after the summer, a couple of great suggestions were made to see if we can get more PTO membership:

**8/28/23 is Kindergarten Bus Ride Day-** Heather Leeman will be there, we should have PTO forms available for that day.

**9/13/23 is Open House on Wed-** PTO will make sure we have a table there to see if any of the parents are interested in being a part of PTO.

Follow up- get the latest PTO form version from Julie.

11) **Determine PTO Dinner Date/Time at the Riverton Inn**

We are targeting Wednesday 6/7/23 at 6:30pm.

PTO will send out a separate email to find out who can attend.

**Tracking History:**

- a) **Bus Transportation Requests** -reimbursement to the school  
All PTO approved bus reimbursement requests receipts have been submitted to the treasurer to reimburse the school. *Pam needs actual **final invoices** before she can reimburse the school.*

Update 6/2/23 –

Bus Transportation for 6/7<sup>th</sup> grade to People's State Forest for \$240 sent out for PTO vote via email and approved 5/25/23.

**Bus Transportation for 2<sup>nd</sup>/3<sup>rd</sup> grade to CT Science Center for \$355 sent out for PTO vote via email and approved 6/2/23.**

- b) **PTO Insurance** receipt has been submitted to the treasurer for reimbursement. Reimbursement complete.
- c) **Movie License** – renewal payment made.
- d) **Middle Dance Expenses (revision)** has been submitted to treasurer for reimbursement. Reimbursement complete.
- e) Pending - **Teacher Appreciation Week** expenses.
- f) Pending – **Movie Night** – the last reimbursement of pizza , Jill submitted her receipts to Pam.
- g) Pending- **Testing Week** – Sherice done. Jill submitted her receipts to Pam.
- h) Pending – **PTO Citizenship Award**. Jen Dalene will ask the names of the students so we can tell Pam for the 2 PTO checks. The presentation is at 8<sup>th</sup> grade graduation on 6/16/23. Julie and Tara will be at the graduation if a PTO representative is needed for the presentation.

Revision to the award amount is being requested for a vote 5/19/23. Per our treasurer we have had 2 students in some of the past years and still gave each student \$100.00. Every student for the last 8 years has received \$100.00 award.

**Update 5/23/23: The revision to the award amount has been approved by the PTO to be \$100.00 per student as it has been for the last 8 years.**

**Meeting End Time: 7:35pm**