



Harper PTO Executive Board Meeting
Monday, June 7, 2021 9:15am
LOCATION: 1216 Middlebury Lane (backyard)

Attendance - Daniela Burnham, Laurel Nelson, Katie Colt, Johanna Toppenberg, Tracey Fitzgerald, Kari Darmstadter, Marni Sheehan, Laura Geiger, Katie Hilton, Sheetal Shah, Jessie Shirmang, Beth Bailey, Danielle Slattery

Old Business

- Approval of Minutes – June 7, 2021 meeting minutes approved

Principal's Report - Aaron Dubnow

- The start of the year is going really well. Students have been so great learning our new routines and expectations. We think it has been a very successful start!
- Lunch has been outside each day and that is going really well. It has been organized and we are fine-tuning all of our little procedures to make it go as efficiently as possible. Grade-levels have been playing together at recess; we are happy that students have this ability to play with any of their friends this year.
- Curriculum night is next Thursday, Sep. 9 between 5:30-7:30. We are excited to open our classrooms up virtually to parents/guardians. Teachers will send zoom links prior to curriculum night.
- ME: I am sorry I am not there with everyone. I am starting my leave today as my wife is being induced later today. Melanie Horowitz will be the substitute principal- she is ready, she has been transitioning with me for about 2 weeks.

President Report: Laurel Nelson

- Filling open slate positions (Community Building, Garden, Pass39 Building Coordinator)
- Garden - on hold, no volunteer. Researching what maintenance Harper is responsible vs the PTO. PTO provided mulch several years ago possibly as a gift.
- Harper Happenings: Deadlines/responsibilities - send directly to Daniela by Tuesday afternoon
- Crossing guards - Marni confirmed PTO pays for Greenwood and Elmwood. This is Trevors last year and we need to find a solution moving forward.
- Cafeteria update
- Pumpkin contest - Muffy will handle going forward.
- Thornwood project/General PTO meeting - For our Jan PTO meeting the village would like to talk about the project at Thornwood Park.

- Gift- who tracks the every other year gift
- Facebook - Admins are being proactive about posting information. Let Admins know if questions come up that need to be addressed on the page.
- Positive results from new routines - No parents inside the building on the first day is better. For kindergarten small groups worked well.
- Book fair - will be in person, with a focus from diversity and inclusion, parents can shop during non school hours.
- Some parents confused about joining PTO to access directory. Consider name change of PTO Membership name to Directory Access instead.

President Elect Report: Kari Darmstadter

- Hoedown update – Ticket sales/volunteers - going well, coffee got 7 more volunteers, sales on PTO website, sales going well. Early bird price. Budgeting for smaller attendance due to covid, 70 plus volunteers, use room parents to communicate. No stuffed animals due to covid. Purchasing prizes. Spreading around the whole school including north field.
- Room parents - Stock the lounge email out early next week and will go to everyone with annual schedule. Kari will coordinate date with Tracey so not too many emails sent at once. Need to give admin permissions to room parents to use AtoZ to send emails.
- Parent Social update - pushed to spring
- Opening Day Coffee feedback - went well, caught people that wouldn't have gone down to the cafeteria, will continue for the future, Kari created google doc checklist for future.
- Covid test info will be posted to Facebook page to clarify how it works.

Treasurer: Marni Sheehan

- Ignite - we are at just under 20k. Budget is 34k. Ended year at 80k. This is a gifting year. We are ok.
- Forms updated on harper PTO website, tax exempt form is on PTO website

Room Parent: Tracey Fitzgerald & Laura Geiger

- All classes filled. A couple just have one parent - teachers can ask for another volunteer at curriculum night.
- Sent intro emails to all the teachers introducing their room parents
- There will be a room parent zoom tomorrow night. Catherine will explain how to do AtoZ emails.
- Laurel - Encourage room parents to remind classes about Ignite on curriculum night and to join the Facebook page.
- Aaron - encourage popsicle parties especially for kindergarten and first grade.
- Reminder to check your spam folder for PTO emails
- Yearbook sold 100 copies so far, Stuart Rodgers coming to photograph the hoedown.

Enrichment: Katie Hilton & Sheetal Shah

- The school is allowing some enrichment to come to the school.
- Field trips are on hold for the first semester
- K and 1st have fall activities planned
- Enrichment reps are mostly returning
- Visiting author in November
- Working with Aaron to plan whole school enrichment
- Marni - remind reps to get exec signature when submitting reimbursement.

Ways & Means IGNITE: Jesse Schirmang

- Book fair - lots of volunteers, wondering what to do with scholastic dollars (\$4900), contact Aaron/Muffy
- Spirit Wear update - Samples arrived yesterday, took a lot of orders, will have a table for them at Hoedown
- edukit - Courtney Dill is training Natalie to take over.
- Taffy apples - will be October 14-15 - will setup on the north field
- Amazon Smile - post on Facebook and is in the happenings

Diversity and Inclusion - Katie Colt & Beth

- Any new insight from other schools? - Laurel is connecting with contacts from other schools to work together.
- Focus will be on book fair and library, auditing classroom books
- Talk to Muffy - audit library, encourage ongoing diversity
- Compile a list of holidays to represent
- Reach out to Mrs. Incandela (PTO teacher rep) and interim principle - start conversation to find teachers to audit classroom books and make a list of what could be added to the rooms.

2021-2022 Harper Exec Board Schedule

Executive Board Meeting Schedule: All meetings are the first Tuesday of the month at 9:15 am at Laurel's house (1216 Middlebury Lane) or on Zoom.

August 31

October 5

November 2

December 7 (cookie assembly)

January 4

February 1

March 1

April 5

May 3

June 7

General PTO Meetings: Three meetings at 9:00am at Harper: kick-off meeting in September (probably Zoom), January and May