



**Harper PTO Executive Board Meeting Notes**  
**Thursday, June 1, 2023 9:30 a.m.**  
**LOCATION: Central Station**

**Attendance** - Allison Achter, Jesse Schirmang, Erin Lawler, Danielle Slattery, Natalie Kapnick, Allison Soderstrom, Daniela Burnham, Tracey Fitzgerald, Deedee James, Kate McQuarrie

**Old Business**

- Call to order- 9:38 am
- Approval of Minutes – May 2023 [Allison, Jesse]

**President Report: Daniela Burnham**

- Welcome letter w/ links emailed out (slate, cal, meeting times)
- Committee Structure for transition, reminders and check-ins
  - Reach out to your committee in August to introduce yourself
- PTO Cal for 23/24 school year (early save the dates below)
  - August
    - Fri 8/11 Jackie sends welcome letter w/ PTO section
    - Th 8/17 Class list distribution
    - Fri 8/18
      - First HH goes out (submit to Allison 1 week in advance)
      - Kinder popsicle party at Harper 3:30 p.m.
    - Mon 8/21
      - Teacher Institute Day
      - New Fam nights 1-4 w/ table for VP's
        - iGnite spirit wear sales
        - Extra Edukits available
    - Tue 8/22 Teacher Institute Day
      - PTO staff lunch TBD 8/21 or 8/22 (hospitality committee)
    - Wed 8/23 First HALF day of school
      - PTO Welcome Coffee- exec to attend, tables on North Field
      - Kinder Curriculum Night w/ tables for VP's
        - iGNITE/ spirit wear
        - Edukit Boxes
    - Thu 8/24- First FULL Day of school
      - First exec meeting of next school year 9:30 am @ Harper
      - Grade Level Popsicle parties
        - Locations at Thornwood Park and Harper

- September
  - Thu 9/7 Grades 1-4 Curriculum Night
    - Tracey and Marni pop-in to classrooms to explain and promote iGNITE
    - QR code w/ links to Zelle for iGNITE contribution
  - Fri 9/29- General PTO meeting (Coffee and Doughnuts w/ Jackie and Melissa to present their vision for Harper)
    - Should the general move to Fridays
- October
  - Sunday 10/1 Harper Hoedown
- Slate Openings
  - After School Club/ Open gym coordinator (Kari scheduling but would prefer not to do)
  - 4th Grade farewell party co-chair
  - Fundraising Committee
  - Yearbook Committee
  - Jr. Great Books
  - Parent Social Planning Committee
- Hoedown Branding
  - Gathering not fundraiser
  - Seek fundraising opps at Parent social 10/1
    - Grade level projects parents can bid on
    - Coordinate w/
    - Ms. Tromp
    - Room parents help
- New iGNITE flier
- Harper PTO emails will begin being forwarded to your personal

### **President Elect**

- PTO survey for community feedback
  - Anonymous
  - Send ideas for q's
  - Danielle doing draft
  - Send out end of June?

### **Secretary**

### **Treasurer**

- Review of financial policies, expence reports and budgets
  - Reimbursements submitted to Natalie
  - Spending over 1k seek approval
  - Checks to Katie
  - Know your budgets and advise your subcommittees of budgets
  - Turn in check requests ASAP

### **VP Room Parents**

- Addressed above

**VP Enrichment**

- Griffin's Tale upcoming
- Mindfulness training for incoming 5th graders

**VP Ignite**

- Fun Run
- Grade level fundraisers
- Parent Social to have a fundraising component
- Ribbon cutting for basketball hoops
- Making a bigger deal out of iGNITE funded activities, gifts etc.

**VP Communications**

- HH submissions before 8/1
- Add enrichment section to promote iGNITE sponsored activities

**Adjournment: 10:26**