



**Harper PTO Executive Board Meeting Notes**  
**Thursday, August 24, 2023 9:30 a.m.**  
**LOCATION: Allison Achter's House, 1225 Middlebury Lane**

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

**Old Business**

- Call to order- 9:33 am
- Approval of Minutes – June 2023 [Erin, Marni]

**Reports:**

- Principal/ Ass Principal via Zoom
  - School running smoothly- great start to the year!
  - Heat plan in place
  - Making rounds to classrooms to greet students
- President
  - PTO Cal for 23/24 School Year
    - Sep/Oct Save the Dates
      - **Thu 9/7** - Curriculum night grades 1-4
      - **Wed 9/20** - Exec Board Meeting, 9:30 @ Harper
      - **Fri 9/29**- General PTO Meeting , 9:30 @ Harper (new day and new more casual format- hoping to catch working parents on Fridays working from home)
      - **Sun 10/1**- Harper Hoedown, 12-3 (Later time to cater to weekend activities)
      - **Thu 10/5**- Picture Day
    - PTO Survey Results Slide Show
      - Majority are aware of what PTO/ iGnite is
      - Many don't understand why extra costs in addition to taxes
      - Majority of parents want more field trips and more enrichment activities that align with what kids are learning in school
    - New tablecloths- investment by PTO to reduce waste
    - Slate Openings
      - FAN Liaison
      - 4th Grade Farewell Party Co -Chair
      - Yearbook Committee
    - Grade Level crafts for Parent Social/ Fundraising

- Anything with the kids faces, handprints etc. always a hit
    - iGnite and enrichment committees to work w/ Ms. Tromp to create ideas for grade level projects
- President Elect: Danielle Slattery
  - Garden Grant Update
    - We are waitlisted for grant (awaiting further funding)
    - Organic Gardener working w/ A.P. to schedule time for each classroom to head to outdoor classroom
    - Organic Gardner rep to teach curriculum based on the crops harvested this fall
  - Flower Planters- watering solution is responsibility of the head of the flower planters committee
  - Hoedown Update
    - Planning in full swing
    - Rethinking some of the rides/ games based on rising costs
    - No petting zoo this year
    - In comms with the people who put on Freaky Friday about inflatables etc.
    - Round numbers for concessions so not dealing with change?
  - Community Service
    - Working closely with several organizations throughout the year
    - Each month there is a new opportunity to work with various charitable organizations
    - Trying to emphasize kids getting hands on rather than just donation based
    - Bernie's Book Bank, Fill a Heart, Halloween Donating candy, Canned Food Drive, Toy Drive etc.
- Secretary
- Treasurer
  - Officially transitioned to Zelle/ chase account
  - Some challenges with Zelles coming in w/ no memo in notes section
  - Must emphasize to parents that memo section must include what payment is for
  - Financial Policies Reminder
    - Remember to get your reimbursement forms in quickly
    - 2 Signatures for checks over \$1000
  - CD
    - Excess funds now in a CD to collect interest
    - Mature at different times
- VP Room Parents / Asst
  - Room Parents status/ working list
    - All filled except one K class (has been remedied since)
    - Popsicle Parties
      - SUG to avoid overcrowding
      - All parties to take place at Harper over the first few weeks of school

- VP Enrichment/ Asst
  - Field trip/ in school enrichment activities up and running
  - Teachers working with committee to finalize details
  - Katie Mott working to help coordinate field trips with what kids are learning in school
  - Costs of buses have risen but should be workable in budget
  - Upcoming author visit
  - Mindfulness for kids coming
- VP Ignite and Fundraising/ Asst
  - K Curriculum night presentation helpful to new parents
  - QR code for donating at 1-4 curriculum nights
  - Exec members to mention in classrooms? Marni or Tracy to walk around and announce?
  - Fundraising activities
    - Fun Run Coming- no cost to us!
    - Cookie sales happening winter holidays and spring

#### **VP Communications**

- HH submissions due Monday to Allison
- Add enrichment section to promote iGNITE sponsored activities (weekly?)
- Jackie's section doing well in HH
- Very high open rate for August

**Adjournment: 10:48**