**HKIMS PTO MEETING (In person and Google Meet) September 8, 2021**

Meeting was called to order by Karen Castelli @ 7:01pm

**Members in attendance**: PTO Board Karen Castelli (President), Jen Savoy (Treasurer), Jen Voegtli (Secretary), Eric Larson (Principal, IS), Dolores Bates (Principal, MS), Stacie Thompson, Jennifer Shatraw, Jen O’Neal, Lisa Carlson, BJ Noonan, Allison Bailey, Jen Favalora, Karen Albert

**Members virtual**: Kara Sanderson, Bart Wichowski, Nicole Harlow, Roslyn Reeps, Lauren Casini, Michelle Ouellette, Ruth Masci

**Secretary’s Report**: (presented by Karen Castelli)

June minutes were reviewed. Jen O’Neal made a motion to approve. Jen Savoy seconded. Minutes passed.

**President’s report** (Karen Castelli):

-Back to school events well. 4th grade had popsicles at a meet and greet. The first day of school kids were welcomed with balloons and bubbles, and a welcome sign was put up with cups (reused from last year’s 8th grade graduation) on the fence. Teachers were given cookies at the end of the week.

-Google meets will continue and Jen O’Neal will run them

-2 years ago new note cards to incorporate the IS on the cards were approved. Karen made a motion to approve $150 maximum spending on new note cards. Seconded by BJ Noonan. Motion passed to spend up to $150 on new note cards.

-New description for committees with specific committees for the IS are being worked on.

**Treasurer’s Report** (Jen Savoy):

-Review of Budget for this school year. Fundraisers include Amazon Smiles HKIMS PTO, Craft Fair, Logo Wear, Book Fair, Box Tops. Expenses include Cultural Arts events for both schools, $1000/grade to offset field trips, DC trip, Bus Driver appreciation, HCSC (Holocaust Survivors) donation, donation of yearbooks, Poetry Coffee House for 4th grade, Welcome Back celebrations, 8th grade activities including moving up celebration and post SBAC celebration.

**HKMS Principal’s Report** (Dolores Bates):

-Dolores thanked the PTO for the balloons and bubbles for welcoming back students.

-We are off to a good start this year, and everyone is adjusting with Covid procedures again.

-Sports are starting this fall

-Fall clubs start Sept 20th, and we are hoping to staff the PM room daily until 5pm.

Michelle Ouellette mentioned the MS Yearbook will be on sale for $27 up until November 19th. The price goes up after Nov. 19th. There will be a QR code to place orders.

-Curriculum night will be on September 22nd.

**HKIS Principal’s Report** (Eric Larson):

-Lion King tryouts for 4th and 5th grade started today. There was a great turn out for the first day.

-Eric thanked the PTO for the 5th grade stepping up celebrations to 6th grade last year.

-4th grade stepping up celebrations went well.

-We are off to a great start in the IS. Opening assembly on the first day went great.

-Looking to reschedule the IS Open House to September 29th.

-Both schools are monitoring Covid in the district. Currently Killingworth is in the red.

-21 new students were welcomed into the school this year. Eric thanked the PTO for reaching out to the new families.

-The IS kids love using the lockers this year.

-Harvest event will be at the end of September. Pumpkins were discussed for the event for our 270 students.

**Committee Reports**:

**Fundraising** (Lisa Carlson):

-Lisa discussed an idea for a Fun Run, which has been previously done at Burr. The event is a major fundraiser bringing in about $30k, with only $2k in expenses. Booster is the company that runs the event. Booster takes 40% of the funds. Lisa is checking on dates with Booster for when we can run the event. The fundraiser is online and all kids receive a t-shirt, subsidized by sponsors.

-Lisa also discussed a Drive-In movie fundraiser. Dolores has a movie screen. True Value has the entire set up for $200.

-Lisa welcomes other fundraising ideas.

**Bus Driver Appreciation** (Karen Castelli):

-need someone to take this committee over. More information will come in October.

**Craft Fair** (Jen Favalora):

-Scheduled for December 4th.

-Great response from previous vendors. About 70 are coming back, and there are 12 spaces currently open.

-Need to check with Covid guidelines closer to the event/at the time of the event.

-A question was raised about doing a concession stand and/ or bake sale.

-Book fair is usually included during the Craft Fair.

**Book Fair** (BJ Noonan):

Fall Book Fair:

-Same week as Craft Fair. Already scheduled with Scholastic.

-We can use the library this year.

-Can be untied with Craft Fair if needed.

-eWallet option/touchless payment system is available.

-More information will be coming next meeting.

Spring Book Fair:

-Week of AAFA Show. Already scheduled with Scholastic.

-Can be moved to March for ‘Love to Read’ month or coincide with Parent/Teacher conferences if done in person.

-Dolores mentioned March Madness of Books, where kids read books and vote on them. Maybe we can purchase book winners at the fair?

**Logo Wear** (Maura Natanzon):

-Sales for logo wear will be set up very soon.

-Needs a new chair for next year.

**Welcome Wagon** (Karen Castelli):

-Tanya Bottaro will take over next school year.

-Do we want to keep water bottles for the welcome wagon bags (new students)? We can only buy the bottles early in the year.

-Ideas for welcome bags for new students, besides water bottles, that we can purchase?

**HKIS Yearbook** (Nicole Harlow):

-Changing companies this year to the one used at Burr (TreeRing).

-The book is more expensive.

-Can sell recognition ads.

-Each student will have the option to customize 2 pages in their own yearbook (personalized yearbooks). There is an option to add additional pages to be printed in your own yearbook. Families can upload their own photos to the TreeRing website.

-The book cost $23.25 @ Burr. There is a 10% discount if purchased in September. 5% discount if purchased in October.

-Question on taking and collecting photos this year. Only 1 parent was allowed last year. We may be able to have more this year, but will have to arrange in advance for special occasions.

-Michelle Ouellette set up a shared drive so teachers can upload their class photos.

-A donation program to offset cost of book was considered. Maybe round up purchase price? Extra books can’t be ordered.

**Box Tops** (Karen Albert):

-Please download the box top app. It is easy to use.

-Add the school in your app and scan your receipts.

-Dolores and Eric will mention it in their Friday emails.

-You can also send receipts into school and Karen will scan them.

-If you have trouble with the app, Karen will help you with it.

**HKIS Activities and Vending Machine Committees**:

-Still need Chairs

**Cultural Arts** (Karen Castelli):

-New ideas are always welcome.

-Question of how many events we can have this year.

-Last year events were held at Parmalee and that worked very well. We can still use Parmalee this year.

-As of now we can still hold assemblies with HKIS. HKMS with 3 grades is too big. We will have to split up 6th/7th events, and 8th events.

-Looking to hold at least 3-4 events.

-Can we do a Festival of Arts day like KES does?

**New Business**:

-Allison Bailey asked about being a chair or organizing activities for 8th grades, such as an 8th grade dance, and a field trip to Boston as the 8th grade DC trip may not happen.

Meeting adjourned at 8:20pm by Karen Castelli

Next meeting scheduled for October 6, 2021.