Thursday, October 1, 2026

HKIMS PTO Meeting Minutes

Attendance

Nicole Harlow, PTO President	Julie Peryga, PTO Vice President	Heather Menzano (Virtual)
Eric Larson, IS Principal	Crystal Parmalee (Virtual)	Kelly Drajewicz
Randi Edwards	Jamie Sierpinski	Jen Clark (Virtual)
Crystal Melville	Heath Melville	Alisha McNamara (Virtual)

Meeting Start: 6:02pm

Introductions

- We went around the room introducing ourselves so any new members would know who was who.

Prior Business:

- Nicole asked everyone to read the meeting minutes from the last PTO meeting.
- Kelly D made the motion to approve and Jamie Sierpinski 2nd.

IS Principal Report

- Classes are coming together, picture day went well.
- Fall Festival is scheduled for Friday, 10/30.
- Mr. Fagan left, hired new P.E/ Health teacher. Max Warner is a building sub that will cover Mr. Burkle's classes while he is out.
- Clubs have started, estimate about 150 students' part of after school activities.
- Custodian Appreciation Day (10/2) was mentioned, asked if PTO was planning anything. Nicole explained that we've been doing a small appreciation gift for the custodians in recent years because the night staff doesn't get to partake in the efforts that occur during the school day.

MS Principal Report (provided by email)

- Sports and clubs are in full swing, and we are happy so many students are participating.
- New P.E teacher Ian Agnew started and is off to a great start.
- New school psychologist Kelsey Link also started and is off to a great start.

COMMITTEES

Teacher/ Staff Appreciation – Chair Jamie Sierpinski

- Jamie has lots of ideas for the school year. Asked if we celebrate all staff or just teachers. We said all staff.
- There are 5 pods and it is helpful to use pods during teacher conferences, so teachers are able to grab something quickly in between conferences.
- Asked what the total staff count was, Mr. Larson said about 100.
- Looking to do something during parent teachers conferences – snacks and drinks.
- Nicole just asked Jamie that before anything is purchased the executive board receives an email to approve.

Book Fair – Chairs – Crystal Carlson and Jamie Sierpinski

- They met with Patty the Scholastic representative
- Fall Book Fair will be on 12/1 – 12/5, set up on the 11/30.
- Leanne was ok with shortening the fair from 4 to 3 days. The fair will be set up for 4 days, but we will only have volunteers and sale for 3 days.
- Book Fair will be open during the craft fair 9am-3pm.
- We need to spend $981.59 scholastic dollars before end of year or we will lose funds. Nicole asked that Crystal and Jamie contact Leanne who will create a wish list of books for those funds to be used for.
- Volunteer signup will go out around 11/1, as well as information to parents on the book fair and book fair wallet.
- Crystal and Jamie will coordinate with Wendy Scoppa to see if there are kids that need assistance. We will hand those students' coupons to be used at the fair.

Fall Festival: (this is an IS event) Kelly D will chair and Crystal Melville will assist.

- Event will start at 1pm on Friday 10/30.
- Let Kelly know that the supplies were in the PTO closet.
- Mentioned that goodie bags were handed out last year and she can decide if she would like to do those again.

Veteran's Breakfast – Randi Edwards said she can chair. She is available on the day of event but could not do much prior.

- Last year it was mentioned if we could have more variety this year for food options. Crystal M mentioned that Sharon at the HS can maybe put together some food items for the event and give us a price. We can then do a sign up for contributions towards food.
- Nicole will reach out to Sharon to get pricing and food ideas.
- Julie mentioned to Randi that she can help with the sign-up genius.

Bus Driver Appr – chair Jen Clark

- Jen said they are thinking of doing $20 Amazon gift cards with a snack. She will need to connect with the KES PTO on this idea.

- Looking to do in November.

Cultural Arts – chair Nicole Harlow

- 1st assembly is for IS on 10/23 – Little Potato + Hard to Peel
    - Kelly D will take photos
- Boogie Chillin for MS and IS scheduled for 12/9. 1pm and 2pm.
- Mike Paramore for MS scheduled in March.
- Still looking for IS Field Day assembly. Have some ideas.

Yearbook (IS) – Chair Kelly Inga. Heather Menzano will assist.

- Kelly is working with school and yearbook club. A Theme has been decided - Doodles.
- Heather M needs access to the yearbook email. Nicole will send something over to her.
- Heather is working on the photos from 1st day of school and the Summer Learning Celebration.
- Principal Larson to post on Parent Square to help with yearbook sales.
- Kelly and Heather are making a credentials badge for those who help with taking photos at events.

Cup Committee: chair Kelly D.

- Kelly will take down the current design and will look to put up a pumpkin with HK on it for October.

Welcome Wagon: chair Kelly D.

- All supplies have been depleted. Had 20 new kids at starts of school year.
- Kelly will look to replenish items.
- Randi mentioned that she works with the vendor that supplied the HK Football gear and could look into pricing for items if we are interested.

Family Fun Night: chair Alisha McNamara and Lindsey Devonna

- Alisha asked what events were done in the past, mentioned Bingo and Trivia night have been done.
- Nicole mentioned that the PTO received an email from Youth & Family Services about partnering to do a movie night. The email will be forwarded to Alisha so she can respond and see if this will work.

Glow Party (IS): chair Heather Menzano.

- Alisha and Randi said they can assist with this event.
- Budget $1,250
- Alisha asked if the executive board could share correspondence from last year.

- Heather will pick some dates and share with Mr. Larson

Fundraising: OPEN

- Asked the principals for dates for this event.
- Talked through the idea and planning so far, calling it Cougar Olympics
- Randi said she can assist with this event.
- Once we have a date, emails can be shared with those interested in assisting to help plan.

PTO President/ Vice President's Report

- Nicole mentioned to all chairs that once ideas are planned that those ideas be shared with the executive board. The board will then communicate with the principals.
- No purchases should be made until approved by the executive board.

Treasurer's Report – to be discussed in private executive session

The Board ended the public meeting at 7:31pm and entered an executive session with Principal Larson at 7:33pm. Executive Session ended at 8:00pm.