

MINUTES

HSA PTA Meeting

September 8, 2021, 8:45 am | Meeting called to order by PTA President Emily Casey

CALL TO ORDER

- I. **President Welcome:** PTA generally meets once/month; goal is to keep agenda focused on things happening that month. Will try to add Google Meet/Zoom so that's an option going forward.
- II. Introduction of PTA Exec Board Members

OLD BUSINESS

- I. **PTA Meet & Greet:** Thank you to volunteers who set up and attended on the first day of school: Mary Anderson and Maria-Paz for coffee/snacks, Veronica who made awesome artwork signs
- II. **Spirit Wear:** Now have multiple ways to be sold: Twice a year via manual order form (updated flyer will launch at Fun Fest); small amount of inventory on hand to be sold at upcoming events; a new website. When you buy online it ships straight home and PTA gets a kickback. Already 100 dollars raised.

NEW BUSINESS

- I. **Family Fun Fest** Sept 12th, 11 am-3 pm
 - a. Volunteer links:
 - i. General volunteer link - <https://www.signupgenius.com/go/30e094fa4ac2fa7fb6-hawthorne>
 - ii. Kindergarten Food Booth volunteer link - <https://www.signupgenius.com/go/30e0a4daba829a6fa7-hawthorne>
 - b. Event Lead: Jamie Fleischmann running again for 5th/6th year. Flyers went out in backpacks. From 11-3. She'll be there ~9 making sure everything is set up. Wristbands and raffle tickets ordered.
 - c. Payment:
 - i. PayPal: All executive committee members now have PayPal access for credit card machines. Abby has list of exec team shifts that day; will circulate so it's clear who can swipe cards throughout the day.
 - ii. Petty cash: Need ~\$200 in 5s, 10s and 1s. Box is in the office in the vault. Should clear every 2 hours and then at the end of the event.
 - d. Spirit Wear:
 - i. PayPal app includes spirit wear options from flyer sent by Brad so people can scroll and buy. Have about 4-5 bins of inventory on hand.
 - ii. Tiffany/Emily to man separate spirit wear table. May include PTA membership here as well.
 - e. Signage: Hoping to print out 11x14 version of the flyer. Veronica is making signs (~10) for K table that includes menu/pricing and 2 big posters for K table. Need signage at main check-in as well.
 - f. Food:
 - i. Booth run by K families; all money goes to kindergarten aide fund.
 - ii. Ordering Little Caesar's pizza and Veronica secured donation of 200 hot dogs/100 jalapeno cheddar dogs for adults. Looking to price out combo of hot dog and pizza with chips. K room parents are picking up condiments, juice, water, etc.
 - iii. Need to finalize dessert options based on freezer status. Address question of whether ice cream competes with snow-cones.
 - iv. Grill: K parents supplying but Christine says there's a Weber at school; need to confirm.
 - g. Events:
 - i. Tie-dye: Brad and Melanie are doing all the prep (materials ready by Friday) but need volunteers.

- ii. Snow-cones: package of 50 but upping to 100.
 - iii. Sand art: supplies ready; enough for 100 Half stickers sheets and half mini bottles. Has sand in containers and staffing set.
 - iv. Body painting/tattoos: Lemp is on it. Found body art markers.
 - v. Kickball: 16 teachers volunteered to play kickball as ticketed event - Lavin in charge. Need to set aside part of the field.
 - vi. DJ: Maria-Paz's brother. Coming at 10 am to set up.
 - vii. Cakewalk: about 40 prizes. Rubber numbers and discs purchased.
 - h. Other Staffing:
 - i. Need to plan for Exec team floaters as well as assigned staff.
 - ii. Ryan will be here for the first couple of hours, arrive by 9:30. Rollins is coming too.
 - iii. We have 4 volunteers at 10 am for set up.
 - i. Vendors: Hyvee rock art, RAS, Lakeshore, Chicago Fire juniors club and coach or two coming – need to reach out about activity window due to potential conflict with PE teacher events.
 - j. Social Media: Will post flyer to Roscoe Village and Lakeview Facebook to encourage locals to come.
 - k. Masks: Will have some boxes of masks on hand. Not mandatory on the weekends but will encourage.
- II. **Kindergarten Aide Fundraising Update:** Families are traditionally tasked with fundraising goal of \$25K for aide. On hold last year but happening again. That's why they're doing food booth, holiday fair, likely some kind of afterschool event/movie, coffee orders, raffle for lunch with the teacher. Already over \$12K raised.
- III. **PTA Memberships:** \$20 per family/ \$10 per teacher. Forms around and made it easy to pay on website. Or send Zelle, cash or check. We pay dues in December and we track members; currently ~38 members with \$750 donated. Need Why Join the PTA? Flyer to highlight PTA discounts and post on website. And Abby has membership stickers she made to distribute at fun fest.
- IV. **Treasurer Updates:**
- a. Motion to remove former HSA PTA Treasurers Melanie Walsh and Christine Lee and add on Emily Casey and Adriana Menezes for the Byline Bank and Lakeside Bank accounts. Motion seconded by Lydia Vincenty. No objections; vote taken and unanimously approved. Motion passed.
 - b. PayPal now connected to QuickBooks.
 - c. Fun Fest reimbursement: Send Sophia pay stubs or receipts and she can send you money. For next year note to keep track of costs per event.
 - d. Venmo update: We are not on Venmo - need to be clear. For Zelle need to add notes about intent.

OTHER BUSINESS

- I. **Save the Date: Walk-a-thon** Oct 21 (Oct 22 rain date). Goal: ~\$30 to 40K. Signup genius will go out. Using same website as raffle. Looking for pics of old walkathons. Flyer going out next week in backpacks.
- II. **Save the Date: HSA Family Outing Chicago Fire @ Soldier Field** Oct 23rd. 7 pm game with discounted game tickets. No fundraiser, just community event.
- III. Kim O'Malley doing garden cleanup outside post-meeting for available volunteers.
- IV. Quick thank you from Trish.
- V. Room parent selection process: Varies - K has them preset to start funding; some teachers are specific and do outreach themselves; JH doesn't really feel the need for a lot of assistance. If someone is interested talk to your teacher directly. Once finalized will circulate internal list.
- VI. Introduction of new PTA members

NEXT MEETING

October 6, 8:45 am.