

## Echo Hill PTO Agenda / Meeting Minutes May 2, 2022



**Call to Order Time: 6:31pm**

**Introductions:** Board

**Quorum:** Hay Hegland Corwin Becker Lough

**Review of STEAM Night-** Allison Adams

What a great family event! The feedback received was positive, both from parents who attended as well as presenters. They had 15 presenters plus preschool. More than 20 volunteers helped that evening. Thank you to the high school and middle school helpers as well. 251 students signed-in/attended! 33 were signed up that didn't attend or at least didn't check in. They had 3 walk-ins that the team were able to accommodate. The STEAM team received a \$250 donation to help with costs. They were able to stay on par with the budget of \$1,600. The swag bags for the kids were a hit and the marketing/communication were fantastic for the event. Thank you to Amy S. for helping with the flyers and updating the website with current information.

Things to change going forward, the check-in process was chaotic, so it is suggested to maybe move the tables further from each other (down different wings) to help alleviate the backup down the main hallway. Some complained that the rooms were hot, so opening doors or adjusting the thermostats earlier before others arrive may help. When marketing, make it clear to parents on when doors open vs. when sessions begin. Some didn't allow enough time to check-in before sessions began. Lastly, some had a hard time hearing the announcements on when it was time to switch or how much time was allotted per session (some were done way early, some were late, etc.). A huge thank you to Allison Adams for coordinating this event and for the team that assisted alongside of her. Wonderful job, STEAM team!

### **General Business**

- **Treasurer's Annual Report-** Stacey Corwin

This report was reviewed at length during the April meeting. (Please see the minutes from that meeting for a more in-depth summary.) We are currently at a good spot financially. Stipends are still trickling in from teachers. Breakfast with Buddies receipts have been completed. Teacher request line is still open with proposed money as well as teacher appreciation items and STEAM night money coming in. With the money received from Dash for Cash along with restaurant nights and donations we are ahead of where we budgeted from last year. Keep filing in receipts, so PTO can close out the end of year financials.

- **Proposed 2022/2023 Budget-** Hayley Hegland

Hayley reviewed the proposed budget for the 2022-2023 school year.

Highlights included:

- Dash for Cash expenses- took \$200 off of this line item since we plan to use the same super hero theme next year. Using the same theme cuts down on the cost.
- Community Fundraisers (Restaurants and Hyvee)- this is a new line item (\$100) will help with printing/rewards that may be given/needed throughout the year.
- Linn-Mar Mane Event Basket- this is a new line item to help support the Linn-Mar Foundation's silent auction. It is something that has been done for years, so a line item needed established
- Teacher/School Requests- Teacher Stipends will be increased from \$75 to \$100pp next year. To balance that, a decrease by \$1,000 to the school/teacher requests was made.
- Hospitality- will stay the same and be supplemented by parent donations.
- Teacher Stipends- the current stipend was \$75 for each teacher to use for items in their classrooms. The proposed budget increases this to \$100 per teacher.
- Open House- taking off \$400 to account for no Kona Ice for the Open House evening. This was in place before we had Hazel Point Intermediate School on campus. With the addition of extra people and limited parking availability, it is proposed to no longer offer this.
- Homecoming Parade- Increased to \$300
- Trunk or Treat- Increased to \$500
- Dash for Cash goal for the 2022-2023 year will be \$12,000 (this is the fundraiser that supports all PTO events, activities, and stipends each year and is essential to our budget)
- Dash for Cash Employer Matching goal will be \$1,000 (rough estimate)
- Box Tops goal will be \$100
- Amazon Smile goal will be \$800
- Restaurant Nights/Spirit Events goal will be increased to \$1,000
- Misc: Apparel Sale, Yearbooks, etc. goal will be \$1,000
- The carry over funds to support the difference will be around \$715
- Total expenses \$16,615.00 with the total inflow of \$16,615.00 with net cash flow of \$0.00. Any carry over budget from prior year may be utilized for a larger school enhancement project, depending on PTO discussion and vote

After the above information was discussed and explained at length, Hayley motioned to pass the proposed budget for the 2022-2023 school year. Jessica Becker seconded the motion. All present were in favor and the motion was granted. Budget will be reviewed again at the first meeting of the 2022-2023 school.

- **Teacher Request-** Charlie Hugo

Mr. Hugo is asking for \$2,087.89 for 2 peg boards and 2 adjustable pull-up bar systems

along with the equipment needed to help students perform these tasks (especially for the lower grades). Echo Hill currently does not have any climbing equipment for students to practice or learn these upper body/core skills. Over time students will improve learn and improve upper body techniques to assist in these types of tasks. Hayley motioned for the PTO to provide the funds for this equipment. Heather Lough seconded the motion. All that were present were in favor, the motion was passed and Hayley will contact the school to place the order. Thank you Mr. Hugo for presenting to us.

**Principal's School Update** - Hayley Hegland on behalf of C.J. McDonald

Mr. McDonald wasn't able to attend this meeting. The TV's purchased earlier this year are installed and have power access. The school is currently waiting on the software needed to get them up and running. The school and PTO are looking forward to using these next school year. No other news from the school at this time.

**Committee Lead Updates:**

**Volunteer Coordinators** - Carrie Hay and Amanda DeSalvo

The next volunteer workshop will be on May 4th. See you on Wednesday!

Thank you to those that were able to attend the Echo Hill volunteer recognition event held on April 21, 2022. Keep logging your time for each volunteer opportunity you give to Echo Hill.

May 19th will be the 100 hour volunteer recognition luncheon. You should have received an email regarding specifics for that event if you have reached 100 hours (or are projected to reach it by the end date in May).

May 20th is Inflatable Day and May 25th is Enrichment Day at Echo Hill. Please check your email for a sign up for these events coming soon.

If you are not an active volunteer and you do not receive volunteer opportunity emails from Amanda and Carrie and would like to, please contact them at [ehvolunteers@linnmar.k12.ia.us](mailto:ehvolunteers@linnmar.k12.ia.us)

**Hospitality** - Hayley on behalf of Jessica Witt

It is Teacher Appreciation Week at Echo Hill. This year's theme is "Teachers, we'll be there for you", with the logo and decor from the show 'Friends'. The staff this week will be receiving the following:

Monday- Coffee, Donuts and Fruit

Tuesday- Teacher snack delivery as well as extra snacks and drinks in the lounge.

Wednesday- Soup, salad and breadsticks from Olive Garden.

Thursday- Stillwater coffee truck

Friday- Ice cream treats and raffle

A big thank you to Jessica and Molly for putting this week together and to all those that donated for Dash for Cash, which has provided this for our amazing teachers and staff at Echo Hill.

**Yearbook:** Jessica Becker

Yearbooks have been delivered to the students. Jessica received positive feedback on the design and finished product. Thank you to Jessica for volunteering her time to work on this project for all of our Echo Hill students.

**Community Fundraising:**

We will be receiving a check for \$500 from Villa Patio Mexican Restaurant. Thank you to Villa for supporting our PTO and thank you to all the families that participated.

**Amazon Smile/Box Tops/Hy-Vee receipts:**

The total is approximately \$1,800 that the school will be given to help pay for special days for teachers/staff (meals, treats, etc.)

**PTO Events/Activities:**

**Enrichment Day:** Hayley

The presenters for Enrichment Day are secured and Mrs. Bundy has sent the flyers home with the students. Please send these back with your child's marked preferred sessions written out. Please see an email from the volunteer coordinators regarding any additional volunteers needed for this day. Thank you to everyone that signed up to be a presenter as well as any volunteers.

**Inflatable Day:** Jessica B.

Inflatable Day will take place on May 20th. Jessica will be creating a list of how many volunteers will be needed for this day once she receives specific information from the school. Look for information on our website/social media as well as emails from the volunteer coordinators for volunteering.

**Fourth Grade Goodbye**

The fourth grade team plans to have a field day with games on one of the last days of school, before their students head to Hazel Point Intermediate for 5th grade in the fall.

Amy S. has designed a yard sign that parents can purchase for roughly \$9 for their child to display in their yard through Rapid Reproductions. The PTO would also like to place an announcement out front of the school “Goodbye 4th graders” on the last day of school. The PTO is looking to purchase the letters/numbers needed for this and then we can reuse them each year.

**Echo Hill Night@the Kernel’s**

Kernel’s night will be on Friday May 27th. Echo Hill will receive \$2 for every ticket purchased with the flyer that was sent home. You may also order online using the link on the Echo Hill PTO website. Our own P.E. teacher, Mr. Hugo will be throwing the first pitch. We look forward to seeing you at the ballpark!

**School Supply Packs- Heather L.**

Heather and Hayley plan to hold a drive-up event in August for families to receive their packs before the Open House night. That way they have time to go through their items and label them ahead of time. This isn’t a fundraiser for our school, just a way to make shopping easier for parents. Please see the school weekly newsletter for more information on how to place your order. Please note, there is a link for K-4 and there is a separate link for the current 4th graders heading to Hazel Point.

**\*General Updates/Discussion**

Hayley will be working on establishing a rough calendar of events for next school year. As well as Stacey closing out the budget/financials for this school year (once all receipts have been collected). We look forward to seeing everyone in August/September! Have a wonderful summer Echo Hill!

**Questions**

***Where is the best place to find information and updates on PTO events?*** Echo Hill families of Iowa page on Facebook as well as our website at echohillpto.com

***Next Meeting: September 2022***

**Adjourned Time: 7:31p.m.**

**May 2, 2022 PTO meeting attendees:**

Name	Name	Name
Hayley Hegland	Jessica Becker	Carrie Hay
Becky Garms	Amy Stouffer	Heather Lough
Stacey Corwin	Sarah Fridono	Allison Adams

Amanda Pierce Snyder	Amanda DeSalvo-Zoom	Abby Huston-Zoom
Jessica Witt-zoom	Molly Mulholland-Zoom	Charlie Hugo