



Hammond Elementary School PTA
8110 Aladdin Drive, Laurel, MD 20723

PTA Meeting Minutes

5/13/2025, 7:15pm – 8:00pm

OFFICERS

- President: Melissa Zawadzki
- Treasurer: Michele Haltmeyer
- Secretary: Emily Griffin
- VP Communications: Sophia Quirk
- VP Membership: Korin Sharp

ATTENDEES

- Melissa Zawadzki
- Michele Haltmeyer
- Emily Griffin
- Sophia Quirk
- Korin Sharp
- Aubrey Simon
- Heather Moraff
- Jess Breedlove
- Christine Pearman
- Carman Henry
- Katie Thorne
- Meredith Meadows
- Kelly Edwards
- Adriene Rodgers
- Sharon Meyer

MEETING AGENDA

- Officer Updates
- Teacher Appreciation Week
- Wrapping Up Fiscal Year Budget
- Officer Elections
- General Updates

Quorum met? Yes

Call to order, minutes reviewed and entered into record.

Membership: nothing to add

Communications: nothing to add

PTACHC: nothing to add

Administration: Thanks for a fantastic Teacher Appreciation Week; keep an eye out for end-of-year celebration events. Yearbook sale ends May 15, 2025. June 6 from 5-7pm is the 5th grade party.

Treasurer

- On the Border (OTB) went bankrupt before providing their donation from a restaurant night, we are owed \$101.29
- Should we pull money from the discretionary fund to have some yearbooks on sale, just in case?
- Looks like carnival earned about \$3500; as with most other fundraisers this year, most were not as profitable as we had hoped. Restaurant Nights continues to be a surprising reliable passive income.
- Fiscal year for PTA is ending and summer audit is quickly approaching, so receipts are needed to balance the budget

President

- Aubrey Simon presents herself for a vote for PTA president; her background is extensive in Research and Education Policy
- Vote: all Aye, motion passes, Aubrey Simon is new HES PTA President
- Need for Kindergarten liaisons to facilitate summer popsicle playdates

- Open positions for Chair or Committees: Restaurant Night, Harlem Wizards (event Nov.10), Yearbook, PTACHC (delegate needed monthly who then relays county-wide PTA news to our PTA at HES), Multicultural Night (Rachel Lee?), Trunk or Treat
- Volunteers from grades 4 and under needed for 5th grade graduation
- Planning for Month of Military Child for 2026 needs help

DESCRIPTION OF EXECUTIVE BOARD MEMBERS

- President: Oversees all PTA operations and leads meetings and initiatives.
- Treasurer: Manages the PTA's finances, including budgeting and expense tracking.
- Secretary: Records meeting minutes and maintains official PTA documentation.
- VP Communications: Coordinates all PTA communications, including newsletters and announcements.
- VP Membership: Leads efforts to recruit and retain PTA members and build community engagement.