

**Harvard Schools PTO**  
**End of Year Member Meeting**  
**Wednesday, June 14th 7:30 pm**

- **Welcome (Dana)**
  - Welcome & Thank You
  - Overview of tonight's agenda
  
- **Overview of 2022/23 (Amy)**
  - Mission
    - We worked this year to fundraise but also to do more PTO and school community building and to increase our in person presence
  - Events & Programs Expanded


■ Kindergarten picnic	■ Science Fair
■ Flea market	■ PTO Parent Nights Out
■ Principal coffees	■ New Family Outreach
■ HES & TBS tour nights	■ Apparel Store Online
■ Square 1 Fundraiser	■ Spring Soiree
■ Book Fair	■ End of Year Event
■ HPS Directory	■ Pickleball Tournament
■ Readathon	
  - Teacher Appreciation Program Continued (and was awesome)
    - TA set up monthly thank you events and treats
  - Grant Program Grew
    - Funded \$29.5K+ in 2021-22 (HES \$17.8K, TBS \$12.5K)
    - Funded \$34.3 K+ in 2022-23 (HES \$14.3K; TBS \$20K)
    - This year we saw an increase in TBS interest in the grant program and requests from a wide range of areas in both schools
      - TBS: Admin, 6<sup>th</sup> grade, 8<sup>th</sup> grade, special education, criminal justice, counseling, business partners or America, music dept & art dept
      - HES: Admin, Pre-K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, SEM, Technology, DEI, Special ED, PE
  
- **Winter/Spring Fundraising & Events (Alissa)**
  - Review of events and fundraising done since our last meeting:
  - New Family - Alissa
    - HES Chair: Shannon Boeckelman
    - TBS Chair: Alissa Weiss
    - Reaching out regularly to engage new families with good response
    - New family bags now going out through Arm & Arm
  - Apparel - Katie
    - Chair: Marnie Reichenbach

- PTO Store continued to be open all year - approx \$1100 income
  - Considering a change in vendor next yr TBD
- Readathon - Dana
  - Chairs: Maren Caulfield & Danielle Miller
  - Run for 9 days over February Vacation
  - Up from 45 readers last yr to 84 readers this year
  - Small fundraiser ( <\$1000) but great event for those who participate
- Science Fair - Seth
  - Chairs: Seth & Cynthia Trotz (who took over for Rob Lutzman)
  - Awarded 5 PTO awards to 8 students this year as well as the Mark Thompson Memorial Award to 2 amazing projects
  - Fair was back in person this year and the kids projects were fabulous
- Soiree - Katie
  - Chairs: Jasmine, Lauren, Amber
  - Sold 121 tickets and had about that many attendees
  - Raised \$5000 in silent auction and raffles items and had a great night of dinner and dancing
  - Fundraising increased over last year and next yr hope to increase again
- End of Year Event - Beth
  - Chairs: Beth Cooper, Barbara Romero
  - Friday June 23rd 4 - 9
  - 283 Tickets Sold
  - Looking forward to an evening at Kimballs with dinner, ice cream and activities to celebrate the end of the year
  - Pointed out by Karen Shuttle that we should be tax exempt for this event
    - To be followed up on by the EOY chairs to take advantage of our 501(c)3 tax status
- Pickleball Tournament - Charles
  - Chair: Charles
  - Sunday June 25th 8 - 3
  - Ticket sales are low - may need to be rescheduled
  - 32 Slot Double Elimination Bracket with prizes donated by the Marcus Lewis Tennis Center
- Supplies - Rachel
  - Chair: Rachel Kopay
  - Supply program is running again this year
  - Lots of feedback was collected last year and many improvements have been made
  - Link goes out tomorrow for purchases with the option of this year multiple levels of donations to buy supplies for those who need them
- Teacher Appreciation - Geena
  - HES Chairs: Geena Fitek & Lauren Kelly-Joseph
  - TBS Chairs: Rachel Huelin & Jessica Reynolds

- Great year this year with ongoing events, teacher appreciation week, treats, song lists, meals
    - Great this year that teacher meals and treats were all shared in person
  - Open floor for other Committee Chairs? (None)
- **Review of Open 2023/24 Committee & Board Positions (Dana)**
  - 2 Committee Chairs are passing the torch this year
    - Square 1 Art
      - Run by Rachel Huelin over the last few years (thank you!!)
      - Next year being taken over by Elizabeth Bulger (hooray!)
    - Business Partners
      - Run for 2 years by Tammy Haschig (thank you!!)
      - Next year being taken over by Dylan Brix (hooray!)
  - 2 board members have fulfilled their terms & 1 will be switching roles
    - James O'Leary - Treasurer
      - Many thanks to James
      - To be taken over by Seth Trotz (introduction by Seth)
      - Requires approval by executive board (Dana, Katie, Amy)
        - Appointment approved unanimously
        - As an appointed position does not require member vote
      - Congratulations and thank you to Seth who will begin his term as treasurer on July 1, 2023
    - Katie Berg - Vice President
      - Many thanks to Katie
      - Candidate for this position: Amy Nutt (currently the PTO Secretary)
      - This executive board position requires member vote
    - Amy Nutt - Secretary
      - As Amy will be running to take over VP, the Secretary position will become available
      - Candidate for this position: Julie Salvato (introduction by Julie)
      - This executive board position requires a member vote
- **Vote for 2023/24 Open Board Positions (Katie)**
  - Candidate for Vice President: Amy Nutt
    - Motion to vote for VP made by Katie
    - Motion seconded by Alissa
    - Vote to elect Amy Nutt for PTO Vice President
      - 2 Year Term beginning July 1 2023
        - Votes Yes: 14
        - Votes No: 0
      - Amy Nutt confirmed as PTO Vice President
      - Thank you & Congratulations to Amy

- Candidate for Secretary: Julie Salvato
  - Motion to vote for secretary made by Amy
  - Motion seconded by Alissa
  - Vote to elect Julie Salvato for PTO Secretary
    - 2 Year Term beginning July 1 2023
      - Votes Yes: 14
      - Votes No: 0
    - Julie Salvato confirmed as PTO Vice President
    - Thank you & Congratulations to Julie
- **Fiscal Review (Dana) & Vote (Katie)**
  - 2022/23 Spending Overview
  - 2023/24 Proposed Budget Review
  - Motion to Vote to Approve the 2023/24 Proposed Budget made by Dana
  - Motion seconded by Alissa
    - Votes yes: 13
    - Votes no: 0
    - The 2023/24 Proposed Budget passes as proposed
- **Open Floor for Questions & Comments (Dana)**
- **Thank you & Adjourn (Dana)**

Members in Attendance (14)

1. Aaron Nutt
2. Alissa Weiss
3. Amy Nutt
4. Beth Cooper
5. Cathy-Ann Alexander
6. Charles Oliver
7. Dana Oliver
8. Geena Fitek
9. Jasmine Cook
10. Julie Salvato
11. Karen Shuttle
12. Katie Berg
13. Rachel Kopay
14. Seth Trotz