

**PTO MEETING AGENDA- General**  
**Harloe Elementary School- Library (Zoom)**  
**September 19, 2024 6:45pm**

1. Call Meeting to Order- **Jess Doremus**

*Reminder:* Any items NOT listed on the Agenda for tonight's meeting will have to be tabled for discussion for the next regular meeting

Reminder: Please remember Robert's Rules of Order will be followed during this meeting to keep things moving along. Please remember a motion and a second must be made prior to discussion. Please keep comments to two minutes. Please be acknowledged by the President/Parliamentarian before speaking. After the discussion it goes to a vote.

2. Principal Report - **Debra Webster**

3. Teacher Report - **Sandee Sistek**

2. New Business

- Welcome- **Jess Doremus**
  - Chairs Needed
    - Margaret Harloe Co-Chair
      - 1 day event, February 20th, where you celebrate Margaret Harloe's (founder of our school) birthday with an on campus event during lunch time my quizzing kids on Margaret Harloe facts and hand out treats. More details on page 29 of the Operations manual.
    - Red Across America Co-Chair
      - 1 day event in March (dates TBD), where you help sell Dr. Seuss hats and hold a green eggs and ham contest at school. More details on page 30 of the Operational manual.
    - Goodwill Trailer Co-Chairs
      - 2 day event in April (dates TBD) where you coordinate with Goodwill to bring a trailer to the Harloe parking lot for the community to donate their gentle used items. Goodwill will pay

Harloe PTO for filling up the trailer. More details on page 25 of the Operational manual.

- Staff Appreciation Co-Chair
  - Week long event, May 5-9th, where you coordinate and execute Staff appreciation week by getting donated gift cards and providing daily breakfast and/or lunch. More details on page 31 of the Operational manual.
- Spirit Night Chair
  - Coordinate with local businesses to set up a Spirit Night at their restaurant and a portion of their profits will go to Harloe PTO. More details on page 27 of the Operational manual.
- Talent Show Chair
  - New position. Coordinate with Harloe teachers to provide Talent Show support through selling tickets on campus to ordering pizza for the kids the night of the show.
- Holiday Shop Co-Chair
  - Week long event, December 16th-20th, where you coordinate and execute an on campus Holiday store for the kids to purchase holiday gifts for friends, family and themselves. More details on page 45 of the Operational manual.

- Fall Event - **Tori Perkins & Jen Butler**
- APEX- **Sam Doornbos**
- Walk to School Day - **Meghan Fields**

#### 4. Treasures Report-**Jackie Schwind**

- Vote to approve

#### 5. Acceptance of August General Minutes- **Jess Doremus**

#### 6. Old Business

- Open Forum

#### 7. Announcements

- Upcoming dates
  - 9/19 PTO General Meeting (virtual Zoom meeting)
  - 9/20 Fall Event

- 9/26 Vision & Hearing Screening
- 10/14 APEX Kick Off
- 10/24 APEX Event
- 10/17 PTO Board Meeting (in person)
- 10/17 Picture Day Make-Up
- 11/5-8 6th Grade Science Camp
- 11/21 PTO General Meeting (virtual Zoom meeting)
- 11/25-29 Thanksgiving Break

## 8. Adjournment