

Horace Mann PTA Meeting Minutes  
Monday, April 24th, 2023 (In Person)

| Agenda Item:   | Notes:   |
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| <p>Welcome and Introductions</p> <ul style="list-style-type: none"> <li>● Call Meeting to Order/Begin Recording.<br/>Welcome and Thank You</li> <li>● Approval of the Minutes <a href="#">March meeting minutes</a></li> <li>● HM PTA Meetings for FY 22-23               <ul style="list-style-type: none"> <li>● Monday, April 24th - In Person</li> <li>● Monday, May 22nd - In Person</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● March meeting minutes approved.</li> <li>● May meeting will include approval of budget and approval of new PTA board officers</li> </ul>  |
| <p>Principal's Report</p> <ul style="list-style-type: none"> <li>● FY23-24 Budget and staffing</li> <li>● HMS continued school improvement efforts</li> <li>● Donation for All School MN Zoo Field Trip</li> <li>● Kindergarten Orientation</li> </ul>   | <ul style="list-style-type: none"> <li>● Hired new 1st grade teacher and counselor. Currently interviewing internal candidates. Will be 3 rounds of interviews before looking for external candidates. Is hoping to rehire current teacher, but would need to go to external candidate phase.</li> <li>● Mr Liuzzi will not continue as the band teacher, but is reaching out to other band teachers to hopefully fill the position for next year. 1 day/week position</li> <li>● MN Zoo field trip-funds from Cargill to "spark joy for students and staff" Staff did ropes course and had a lunch, school will all go to the Zoo the Tuesday after Memorial Day.</li> <li>● Kindergarten Orientation now called Kindergarten Welcome. Families will spend 20-30 minutes in the classrooms, then DC staff will occupy kids in Library while parents are given "getting ready" tips/advice. Katie Bliss will be PTA representative at this event.</li> <li>● School Improvement-           <ul style="list-style-type: none"> <li>○ when situations occur at school, the school safety committee meets to discuss how things could be done differently for a better outcome.</li> <li>○ Staff development around trauma, how to support students who have/are experiencing trauma.</li> <li>○ Staff Development around phonics instruction-explicit and clear phonics</li> </ul> </li> </ul> |

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|   | <p>instruction now adopted in the district and is being implemented.</p> <ul style="list-style-type: none"> <li>○ School district has adopted new math and writing curriculum. Writing curriculum will be more closely tied to the phonics curriculum.</li> </ul>  |
| <p>Teacher updates</p>  | <ul style="list-style-type: none"> <li>● Reading MCAs were last week, math starts Tuesday 4/25. Students take it seriously and are working hard but do not seem stressed.</li> <li>● Other reading and math tests will be taking place at the end of the year.</li> <li>● Teachers have been spending money-field trips, etc.</li> <li>● MIA field trips are coming soon. Art adventure people will be docents this year. Chaperones need to get background checks-they are coming back quickly. <ul style="list-style-type: none"> <li>○ Form is under “Classrooms” tab, and then under “Tutoring”. Link to PDF is toward the bottom of the page</li> </ul> </li> </ul> |
| <p>Treasurer’s Report</p>   | <ul style="list-style-type: none"> <li>● Doing well with revenue for this year-total so far is \$95,596</li> <li>● Expenses-currently spent about half of budget currently, but historically have spent half in the spring and into the summer. Expect to spend about \$125,000 (more than revenue, but this was intentional spending down from surplus)</li> <li>● Field trips are currently zero-this is because HMS budget is being spent down. When cost of field trips exceeds HMS budget, then PTA funds will be used.</li> <li>● If there are questions about specific items, reach out to Treasurers (Alex Stuart and Abby Mosher)</li> </ul>                    |
| <p>PTA Team Updates (see below)</p> <ul style="list-style-type: none"> <li>● Auction Team - Great Gatherings</li> <li>● Free Family Nights</li> <li>● Yearbook</li> <li>● Plant Sale</li> <li>● Carnival</li> </ul> | <ul style="list-style-type: none"> <li>● Some Great Gatherings still have openings-open ones are listed in perspectives. Available on the auction website (see below). <ul style="list-style-type: none"> <li>○ Up to pre-pandemic levels? No-there used to be around 60, now just over 20. Unsure of</li> </ul> </li> </ul>   |

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|  | <p>the difference in revenue. It is growing and building back.</p> <ul style="list-style-type: none"><li>○ Scholarships are available for anyone to attend-cost should not be a barrier. There is a way to reach out for scholarship through the auction website.</li><li>● Free family nights-Friday May 26th is Ice Cream Night 6-7</li><li>● Carnival is June 9th.</li><li>● Yearbook is close to complete. Will be ordered for every student</li><li>● Plant Sale pickup May 13th on Eleanor ave.</li><li>● Spring garden cleanup May 6 from 9-12</li><li>● Carnival needs help getting volunteer support for carnival-will do Sign-up Genius. Need volunteers or some things will need to be cut.<ul style="list-style-type: none"><li>○ Moving toward donation for tickets-likely a QR code</li><li>○ Wilder St. will be closed, food trucks (5), snack foods for prizes, photo booth in lieu of caricatures. Henna, caricature, face paint etc. lines were too long and will not be continuing. Facepaint could if parent volunteer to do simple things.</li><li>○ Question about getting business sponsors for e.g. bounce houses<ul style="list-style-type: none"><li>■ Not enough volunteer capacity to take on any fundraising at this time.</li><li>■ Has been challenging to recruit volunteers-have been reaching out with no success.<ul style="list-style-type: none"><li>● Suggestions: k-1 concert (next year)</li><li>● Ice cream social</li><li>● Teacher newsletters (Amy will draft this)</li></ul></li></ul></li></ul></li></ul> |
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| <p>PTA and Volunteer Open Positions</p> <ul style="list-style-type: none"> <li>● PTA Board</li> <li>● Co-Volunteer Coordinator</li> <li>● Co-Recorders (2 open)</li> <li>● Committees (leads and participants)</li> <li>● Student directory Chair</li> <li>● Book Fair Co-Chair</li> <li>● Family Volunteer Service Chair</li> <li>● 5th Grade Ambassador Coordination</li> <li>● Read-a-thon Committee Members</li> </ul> | <ul style="list-style-type: none"> <li>● Many open positions for next year-listed on the left. There are more openings, but these are key positions that are needed.</li> <li>● 5th grade ambassadors question-what have the ambassadors taken on (and what would coordinator be responsible for?) Unclear other than childcare during in-person PTA meetings.</li> </ul> |
| <p>News/Updates</p> <ul style="list-style-type: none"> <li>● Teacher Appreciation Week</li> <li>● Roller Skating</li> <li>● HM School Website (see below)</li> <li>● HM PTA Employer match</li> <li>● Horace Mann Spiritwear Store:<br/><a href="https://shop.game-one.com/minnesota/saint-paul/horace-mann-school">https://shop.game-one.com/minnesota/saint-paul/horace-mann-school</a></li> </ul>                       | <ul style="list-style-type: none"> <li>● Gifts and lunches will be provided to teachers by PTA during teacher appreciation week</li> <li>● Roller skating first week of May funded by PTA</li> </ul>  |
| <p>Open Forum/Action Items:</p>  |   |
| <p>Adjourn</p>   |   |

**HM PTA website:** [www.hms-pta.org](http://www.hms-pta.org) If you have any questions, comments, or suggestions please email [web-admin@hms-pta.org](mailto:web-admin@hms-pta.org)

**Employer match:** We also encourage families to check with their employers as many offer a company match to the cash donations made by their employees

**Treasurer's Report Fiscal Report for 2022-23 School Year:**

- If you are interested in more details of the PTA budget please contact Abby or Alex directly at [treasurer@hms-pta.org](mailto:treasurer@hms-pta.org)

**Team Reports:**

Great Gatherings that are not yet at capacity are [still available for purchase through the auction site](#) (and will remain so until sold out!).

<https://one.bidpal.net/allaboardhoracemann/browse/featured>

### **Free Family Fun nights**

- Free Ice Cream Social, Friday, May 26th 6-7pm.

### **Art Adventure**

All classrooms have had volunteers present on 3 different occasions, 6 artworks total, with the theme 'Dressed for the Occasion.' Each class will take a field trip to the Minneapolis Institute of Art in May. Participation from the students has been fantastic with great insights from the students on art.

### **Carnival**

Mark your calendar for the PTA Spring Carnival on **Friday, June 9, 2023!** We'll be back with games, food trucks, and FUN! If you'd like to be involved on the planning committee, please contact Emily Sevig at [emily.sevig3@gmail.com](mailto:emily.sevig3@gmail.com). Leadership and committee member roles are available in varying levels of time commitments, and they provide great opportunities to meet other families and learn more about the school. Inquire about joining today!

**Spring Plant Sale** Pick up your lovely choices on May 13. Pick ups will happen on Eleanor Avenue this year, by the main doors. Contact [mayamissaghi@gmail.com](mailto:mayamissaghi@gmail.com) with any questions!

**Spring Garden Clean Up** Come join the Landscape Committee May 6, from 9am-12pm. Spend a few hours weeding, raking and celebrating spring's arrival! We need help to keep our beautiful school grounds in good shape and ready for the close out of the school year.

If you have gardening supplies, please bring them - gloves, rakes, clippers, wheelbarrows and those cool dandelion diggers are always welcome! We will have coffee and donuts!!

### **Yearbook - Share your photos**

The PTA is again providing a no-cost yearbook to all HMS students and staff this year. Our theme this year is Dream Big Aim High chosen by some of the kids. Yearbooks will be ordered on April 24th and should be ready by End of May.

Questions? Reach out to Delina Ferfon at [dtazdragon@hotmail.com](mailto:dtazdragon@hotmail.com).

### **Current Board Members:**

President & Vice President: Jen Williams & Grace Hanson [president@hms-pta.org](mailto:president@hms-pta.org)

Treasurers: Abby Mosher & Alex Stuart [treasurer@hms-pta.org](mailto:treasurer@hms-pta.org)

Teacher Representatives: Amy Kortuem & Mark Lindskoog [teacher-rep@hms-pta.org](mailto:teacher-rep@hms-pta.org)

Communications: Karen Vander Sanden & Katie Bliss [communications@hms-pta.org](mailto:communications@hms-pta.org)

Recording Secretary: Catherine Guglieimo & Allison Broughton [recorder@hms-pta.org](mailto:recorder@hms-pta.org)

Volunteer Coordinator: Chandra Kilgriff: [volunteer.coordinator@hms-pta.org](mailto:volunteer.coordinator@hms-pta.org)

Attendees:

Jen Williams

Grace Hanson

Abby Mosher

Amy Kortuem

Mark Lindskoog

Chandra Kilgreth

Katie Bliss

Delina Ferfon

Allison Litzenberg

Jim Litwin

Karen VanderSanden

Emily Sevig

Andrea Mayer