

Highland Park Elementary PTO Meeting Minutes

September 19, 2023; 5:30pm

Members Present: *Andrea McGuire; Jessica Morgan; Jessica Trentacosti; Lyndsay Cole; Mark Marker; Brenda Jairell; Tara King; Misty Meza; Heather Neeriemer; Torey Schmidt; Sarah Houghton*

- A. **Call to Order: Welcome to Parents and Teachers**
 - No babysitter for this meeting, but there will be a babysitter for all other meetings this year.

- B. **Minutes:** Minutes from the April meeting reviewed, approved, and posted for public viewing – Highland Park on SCSD2 website for review/ reference.

- C. **Principal’s Report:** Molly Swan
 - 1st PBIS assembly- Discussed PBIS and stated it’s going well. Had the first Pie in the Face assembly; students loved it, teachers have been giving out more tickets for positive behavior, so it’s a win-win.

- D. **Treasurer’s Report:** Heather Neeriemer
 - Shared current balance and updates.
 - Highlighted expenditures from last year, including, but not limited to: Pizza Party for 2nd Graders at end of year; 3rd grade field trip costs at HF Bar Ranch; Vore Buffalo Jump costs for 4th grade; Retirement Gift cards for teachers; and Teacher Appreciation Week.
 - Highlighted PTO made \$375 in Summer Movie Ticket Sales.
 - Discussed filling out necessary paperwork to ensure PTO is 501(c)3 certified. Will be discussing it with an accountant.

- E. **Old Business**
 - a. Snack Pantry
 - Highlighted continued importance and use of the Snack Pantry.
 - Was encouraged by the extra snacks leftover from summer school and donations from The Food Group.

 - b. End of the Year Picnic Discussion
 - Discussed pros and cons of having the End of the Year Picnic, versus not having. Some teachers appreciated not having a large picnic, which encouraged teachers to have individual parties/celebrations in individual classrooms, and promoted a safe environment for students on the last day. Some teachers missed the larger celebration.

- Discussed providing funds from PTO to teachers instead of spending on pizza or foods for the entire school, so teachers could have individual celebrations, but not have to use personal money to fund.
- Discussed PTO funding bouncy house during Field Day, instead of last day of school.
- Everyone liked the ice cream treats provided by PTO last year.
- Discussed having a school wide celebration, not necessarily with a meal provided for families, but still having musicians to make the day a special occasion, and to find a happy medium.

F. **New Business**

a. **Jogathon/Fall Fundraiser**

- Will take place on October 6th. \$600 raised so far. Funds raised go towards new basketballs, soccer balls, T-shirts bought for HP students for PBIS, and field trips. Students will get pledges on the number of laps they run, or a flat rate amount. Will keep track of laps with rubber bands. Laps will go around the blacktops and soccer fields.
- Sarah will create Signup Genius to help get parent volunteers to help with the event; will need volunteers for Data Collection, Water table, Setup Crew, Photographers; DJ.
- Discussed getting an inflatable Finish Line arch for students to run through. One has been picked out on Amazon, will do more research, could be something fun that would be used at future events; possibly the last day of school for 5th graders and other students.
- PTO will provide a treat popsicle for students after the race and cups for the water table. Students will be encouraged to bring water bottles as well.
- PTO will have a PTO information table to advertise the need for more parental participation in the PTO. Will have pamphlets available.

b. **Book Fair**

- Heather handing the reins to Lyndsey Cole and Megan Mack: Both ladies have been in contact with Scholastic Rep. Discussed the need for more chapter books.
- Dates and times the book fair is open: October 30th-November 2nd. Discussed hours of sales being 1hr before school and 2hrs after school and possible lunchtime hours, which is good for kids that have to ride the bus.
- Set Up and theme for book fair: "Once Upon a Book Fair" Theme.
- Sign Up Genius for volunteers: Sarah will create the Signup Genius for parent volunteers.

c. **Officer Elections at our November meeting**

- Megan is stepping down as secretary, so will need that position filled.
- Heather will be stepping down at the end of the school year, so will need a new treasurer.

G. Any Additional Concerns or Announcements?

H. Adjournment

Addendum: After above PTO meeting, it was discussed and agreed upon by Mrs. Swan, teachers, and PTO members, that a portion of the Jogathon proceeds will go to the Highland Park PTO. PTO has purchased the finish line arch and is helping to organize the volunteer effort for the event.