

# Agenda/Minutes

Highland Park Elementary PTO Meeting  
November 16, 2023 5:30pm

**A. Call to Order:** Welcome to Parents and Teachers

- a. 15 total present---parents, teachers, and specialty staff
- b. Babysitter onsite for the meeting (paid by PTO)

**B. Minutes:** Confirmed minutes were located under Parent Resources → Highland Park on SCSD2 website for review/reference

**C. Principal's Report:** Molly Swan

- a. School Board/PTO Meeting at HP Thursday, March 7
  - i. Held in Media Rm at HP and light lunch provided
  - ii. Purpose: share concerns and ask questions of school board members
- b. Successful Fall Fun Run event- \$21,338 raised. Thank you!
  - i. Per the newsletter money to date has been spent towards GaGa Ball Pit, HP T-shirts for every student, library donation, and most recently a \$5500 donation to PTO
  - ii. Remaining money will be spent for various child celebrations, Husky Huddle, teacher specific requests, etc that will be reviewed by PBIS team
    1. Constant need/desire for more swings and will continue to evaluate this option for HP playground
- c. Holiday program on Thursday, December 21 at 9:00 and 1:00 p.m.
- d. Angel Tree—message to be sent out via SeeSaw this week and gifts to be returned to HP by Dec 19.
  - i. Reminder forms can be filled out if in need and remain confidential; Teachers can also nominate a student. Currently managed by Mrs. Shatto and Parent Liaison-Kelly
- e. Turkey Trot- Tues Nov 21. Brief school focused event taking place around 12:40. Encourage children to wear Husky Pride t-shirts that day

**D. Treasurer's Report:** Heather Neeriemer

- a. 501(c) 3 filing is still underway. Shared history on the situation and status that is in process and awaiting IRS review
- b. Discussed minimal needs once approved in terms of maintenance— Accountant to file \$50 fee on our behalf every year
- c. Shared budget updates with current balance of \$5468.35 (not including \$5500 donation received tonight from PBIS team from Fall Fun Run)

**E. Old Business**

**a. Fall Fun Run Discussion**

- i. Big Success!!! Shared appreciation for donation from PBIS
- ii. Evaluated areas that went well and for improvement if doing it again next year (i.e., less volunteers needed for dual jobs, parent pacer volunteer position). All in agreement it was an enjoyable event and plan to do so again next year.
- iii. Money raised and where funds are going—see Principal’s Report

**b. Book Fair Discussion**

- i. Another Success! Special thank you to Megan Mack and Lyndsay Cole for organizing it!!!
- ii. Bookfair total purchases \$8,160.86; to include the use of Scholastic Dollars for every student Pre-K to 5<sup>th</sup> to choose a book for \$8 or less
- iii. Total Scholastic Dollars earned (and from prior balance): \$4,402.68—continue to use for future bookfair purchases for children, teacher use for the classroom, etc
- iv. Discussed considering a local bookfair with Sheridan Stationary— books would be brought and set-up like a typical bookfair. 25% cash benefit to the PTO for proceeds. All in attendance shared interest in this idea and supporting the local community, as well as the opportunity for a second bookfair (smaller) in the Spring during parent-teacher conferences
  - 1. \*\*Megan to follow-up with bookstore and gather more specific information and details to solidify for next meetings discussion.
- v. Feedback
  - 1. Ask for a scanner that also has a cash drawer vs separate cashbox
  - 2. Discussed set-up changes to aid in more visibility of certain items
  - 3. Discussed parent consideration for Scholastic Bookfair in the spring vs fall due to so many other activities and costs; majority felt it was nice to have it in October and shared the kids eagerness

**F. New Business**

**a. Officer Elections:** 1 year term

- i. Discussed election process to be focused on volunteers vs voting. Sarah outreached parents who expressed interest in officer positions and gave them an opportunity to volunteer at the meeting
- ii. Agreed bylaws will need to be updated, but current guidance discusses 1 year terms for max of 2 terms and can share roles. Other areas to consider is ensuring a clean hand-off between positions and

clarity of information sharing; specifically as it relates to Treasurer information.

**iii. Officers selected for Nov 2023-Nov 2024**

- 1. President: Sarah Houghton (2<sup>nd</sup> term)**
- 2. Vice President: Monica LaToush (1<sup>st</sup> term)**
- 3. Treasurer: Nicole Christensen (1<sup>st</sup> term)**
- 4. Secretary: Abby Hurley (1<sup>st</sup> term)**

iv. Huge thank you to our volunteers!!!

**b. Holiday Plans**

- i. Food drive with The Food Group
  1. Collecting Items Dec. 4-21 with pickup on Dec. 22
- ii. Christmas Potluck Luncheon for the Teachers
  1. Soup and Salad
  2. Sign-up genius to go out soon for Monday, Dec 18
- iii. Angel Tree (see Principal's Report)

**G. Any Additional Concerns or Announcements?**

- a. Teachers and Principal inquired about PTO support for book program; One School-One Book. Where a book is purchased for each student and utilized in the classroom and at home. Agreed to gather more information about specific book, how many needed, and program specifics.
  - i. \*\*Megan followed-up with Mrs. Swan following the meeting and will maintain contact on details and share back with PTO board to approve or deny between meetings
- b. Supporting other SCSD2 Elementary School PTOs. Topic came up in Parent Stakeholder meeting and one local school shared concerns with PTO engagement. Discussed some successes at HP and identified it is a work in progress. Offered to invite individual to our next meeting, as well as 1:1 meeting with president or other PTO members if interested.
- c. List below of what seems to be working:
  - i. Principal requesting/requiring teacher's to sign-up for 1 meeting
  - ii. SeeSaw notifications about minutes and date/time of meetings
  - iii. Using Signup Genius for volunteers
  - iv. Setting meetings for the whole year at a consistent day/time and meeting every other month vs monthly
  - v. Offering childcare onsite
  - vi. Personal invitations to parent friends
  - vii. Openly sharing the value to their children through newsletters, etc H.

**Adjournment: 6:35 p.m.**

I. **Next PTO Meeting:** Jan 18 at 5:30 p.m.; childcare will be provided