

Highland Park Elementary PTO Meeting Minutes

September 12, 2024 @5:30 PM

- A. **Call to Order:** Welcome to Parents and Teachers
 - a. Attendance: 18 parents and 3 staff members present
- B. **Minutes:** Minutes from the previous meeting reviewed, approved, and posted for public viewing on the Highland Park link on the SCSD2 website underneath *Parent Resources* tab for reference

- C. **Special Guest:** Beth Music, SCSD2 After School Program Coordinator
 - a. Need a HP site coordinator
 - i. Beth will run the HP in the meantime
 - b. Spots are first come first serve for ASP - Currently full with waitlist
 - c. Looking for more teachers or volunteers to help teach
 - i. Asking parents to come guest speak/teach
 - ii. Could be for one day or one whole session
 - d. This year's focus on increasing ELA, engagement, relationship-building, and family involvement
 - e. Program Details:
 - i. 1st - 5th graders
 - ii. 3:00 - 4:45 M/T/W/TH
 - iii. 9-week sessions with one week break between sessions
 - iv. Friday and Week off are used for planning and Professional Development for teachers/coordinators
 - v. Kindergarten is not included because of staffing requirements and best interest of young student needs
 - f. Contact Beth.music@scsd2.com with questions
- D. **Principal's Report:** Molly Swan
 - a. Changes to the Snack Pantry-
 - i. Concerns: Kids opting out of healthy snacks to get snacks and multiple kids coming at one time causing work for Karin
 - ii. This year teachers will access the snack pantry and take a stash to their classroom.
 - iii. Kids will be asked to try healthy snacks before asking for an alternative snack from the snack pantry
 - iv. We welcome individually packaged donations of nut free and low sugar snacks- take to Karin
 - b. PBIS Celebrations

- i. Husky tickets for being responsible, respectful, safe, and kind- kids can put their tickets to vote which teacher gets a pie in the face
- ii. Space theme shirt for each staff and student are coming
- c. Used funds to purchase classroom supplies

E. Treasurer's Report: Nicole Christensen

- a. Yearly Budget Review - Nicole went over all items from the previous year expenses
- b. Current balance \$7,008.18
- c. Planned Budget Items for this school year
 - i. Snack pantry \$1,000
 - ii. Book fair \$100
 - iii. Class fun funds \$150 per class- \$2,850
 - iv. Child care \$200 for PTO 5 meetings @\$40 per meeting
 - v. Teacher appreciation \$350
 - vi. Last day of School celebration \$1800
 - vii. Accounting fees \$75
 - viii. Bingo for Books \$250
 - ix. Art night \$300
 - x. Total= \$7,200

F. Old Business

a. Art Night

- i. Went very well. Very fun, interactive, and organized
- ii. More volunteers the night or two before to help set up
- iii. Volunteers at craft stations were not needed
- iv. Get the date on the calendar early as May is a busy time of year

b. End of the Year Celebration/Art Night

- i. Provided inflatables for Field day the last week of school was great - kids enjoyed the celebration
 - 1. Possibly change the types of inflatables- Mr. Elliot and Parent concern
- ii. Pizza parties with teachers/kids in their classrooms
- iii. PTO cart delivered ice cream

G. New Business

a. Fun Run: September 27, 2024

- i. Sign Up Genius
 - 1. Race Volunteers-
 - i. Snacks- oranges and bananas
 - ii. rubber bands distributors

- iii. Pacers
- iv. Photographer
- v. Sign- set up
- ii. Add a sign fundraiser
 - 1. Sell lawn signs to parents to take home to decorate and bring back on race day.
 - 2. PTO sticks them in ground before fun run
 - 3. Amazon approx \$2 per sign- Charge \$5 per sign
- iii. PTO sponsored water and snack table
 - 1. Fruit- possibly preorder Ridleys or Albertsons
- b. **Book Fair:** October 28-31, 2024
 - i. Lyndsey Cole and Megan Mack have agreed to be the organizers of this book fair
 - ii. Space theme
 - iii. If you are interested in helping organize/order let Lyndsey or Megan know
 - iv. Sign Up Genius for Book Fair Volunteers

H. **Any Additional Concerns or Announcements**

- i. Officer Elections at our November 14 meeting @ 5:30
 - 1. Sarah will be the past president so we need a new president. Sarah would love to help someone in the new president position.
 - ii. Create a schedule of events
 - 1. Sept- Dec and Jan- May to send out to all parents.
 - 2. Molly will share school dates
 - 3. Add on our events
 - iii. Possible clothing tag partnership to help people label kids' items. PTO gets 20% of proceeds
 - iv. Add to next month's agenda- a field trip for each grade level
- I. **Adjournment @6:40 PM**