

Highland Park Elementary PTO Agenda

April 10, 2025

A. Call to Order @ 5:35 PM

Welcome Parents & Teachers

16 Teachers/Parents in attendance

B. Minutes

Minutes from the previous meeting were reviewed, approved, and posted for public viewing on the Highland Park link of the SCSD2 website under the *Parent Resources* tab for reference.

C. Principal's Report

Molly Swan

1. Getting ready for Wy-Topp- incentives to help students do their best
 - a. Growth goals
 - b. Newsletter home to ask parents to provide new headphones for testing and how they can best support their child during testing
2. Garden PD coming up
3. Hat day for a HP family in need tomorrow
4. The New Trolley cart has arrived
5. A few staff changes- Jenn Tarver will be next year's math interventionist. Michelle Davis will be next year's Literacy Coordinator, and Andrea McGuire will be our Reading Recovery teacher. The new 5th grade teacher is a recent graduate from the University of Wyoming. Her name is Grace Davis.

D. Treasurer's Report-Nicole Christensen

1. Expenses
 - a. Bingo for books supplies- \$337
 - b. Babysitter- \$80
 - c. Snack Pantry- \$213.91
 - d. Misty- \$42.21
2. Incoming -
 - a. Deposit- reimbursement for teacher in-service
 - b. Bing for Books Net Proceeds- \$1,001.38

E. Old Business

1. Field Day -
 - a. Tentatively scheduled for Thursday, May 29. May move to Wednesday if weather is bad.

- b. Mr. Elliott has reserved two inflatables. Coordinating with him and Karin to provide payment/reimbursement.
- 2. HP Trolley -
 - a. Purchase drinks & snacks with PTO Funds. Fill the cart on April 18th or 21st for staff by Tuesday. Avoiding another Sign-Up Genius due to needing 2-3 in the next two weeks.
 - i. Teachers have communicated with Karin about what they like
 - ii. Gluten-free Oreos
 - b. Decorate the cart- Harry Potter decorations

F. New Business

- 1. Find a new secretary for next year. Seeking interested parties or recommendations.
- 2. Spring Art Show - Ms. Fraser has reached out. Purchase her Amazon wish list and coordinate volunteers for set up.
 - a. May 7 from 5:30-7 PM
 - b. Space Theme
 - c. 5th Grade volunteers to help that night
 - d. Purchase of craft supplies
 - e. Volunteers to hot glue projects on posters and Monitor in the Gym
- 3. Teacher Appreciation Week (May 5-9th)
 - a. The luncheon will be on May 5th.
 - i. Mexican Theme
 - 1. Erica - Tamales? Tres leche cakes
 - ii. Janeal will send the Sign-Up Genius out by April 21st.
 - b. Coffee will be on May 7th.
 - i. Sarah has coordinated the order sheet and the Colombian Coffee Truck.
- 4. End of year festivities -
 - a. May 30 is the last day of school. Start lunch at 11, tell Dominoes 10:45 am
 - b. Order pizza (number of kids x2) by April 28th and confirm details.
 - c. Ice Cream Treats- 4 parent volunteers
 - d. 341 kids and 50 adults
- 5. Retirement Gifts -
 - a. Confirm who is retiring
 - i. Ms. Jarrell
 - ii. Ms. Grammens
 - iii. Catherine Johnson
 - iv. Resigning- Jamie Lynn
 - b. Possibly an engraved journal filled with notes from students -Sarah
 - i. Art and Library will give kids time to fill them out
 - c. Gift Cards and bookmarks- Nicole
 - d. Someone to get cards and gift cards.
 - e. Gift cards from First Bank?
- 6. Local book Fair- Look back into it in the fall
 - a. No Scanner or Credit Card Machine

- b. \$10,000-12,000 of books-
- c. Responsible for loss
- d. 30% of book sales in her store or 25% cash
- e. Meadowlark (has a cash register), HAC, and Big Horn

G. Any Additional Concerns or Announcements

H. Adjournment