

Highland Park Elementary PTO Meeting Minutes

September 11, 2025

I. Call to Order

- A.) Welcome Parents and Teachers @ 5:35 p.m.
- B.) 19 parents and teachers in attendance

II. Minutes

- A.) Minutes from the previous meeting held on 4/10/2025 have been reviewed, approved and posted for public viewing on the Highland Park link of the SCSD2 website under the *Parent Resources* tab for reference.

III. Principal's Report- Molly Swan

- A.) Principal Swan reported that the school has undergone construction on the roof and exterior siding while the school has continued to operate in session.
- B.) Principal Swan explained that a decision had been made by the staff to try not ringing the recess and lunch bells for each grade level in an effort to save time and to not interrupt learning. Research has shown that children's anxiety levels lessened without bells. Principal Swan indicated that feedback from teachers regarding the change has been positive.

IV. Treasurer's Report- Nicole Christensen

- A.) Yearly Budget Review
 - 1.) Treasurer Christensen indicated that the budget will need to be reviewed and discussed at the next PTO meeting.
- B.) Current Balance & Planned Budget Items for the Year
 - 1.) A total of \$396.00 was spent on last year's Art Night. As there are left over supplies, the PTO will order half of the amount for this year's art show.
 - 2.) The ending balance from last year's budget is **\$7,189.12.**

- C.) Outstanding Item: Thomas did not cash his check from *Bingo for Books* - He states he deposited it.
- D.) PTO owes Highland Park approximately \$47.00 due to overpayment for movie tickets.
- E.) Treasurer Christensen advised that she will be increasing budgets for areas this year (i.e. Snack Pantry, HP Trolley, Bingo for Books, and Teacher Appreciation).

V. Old Business

A.) Art Night

- 1.) Feedback from last year's Art Night was positive. There was discussion held on encouraging HP's Art Teacher to reach out to the PTO far in advance for volunteers to provide her help with preparing for the event.

B.) End-of-Year Celebrations

- 1.) The PTO purchased pizza, popsicles, and ice cream to be delivered to each class for their end-of-year celebration. The teacher feedback regarding the change from having a school wide celebration to an individual classroom celebration was positive and it was noted that the change has saved PTO funds.

VI. New Business

A.) PTO Secretary & Treasurer Vacancies

- 1.) New Secretary position: Brooke Barney will serve as the 2025-2026 HP PTO Secretary as former Secretary Abby Hurley is unable to continue in her position.
- 2.) Treasurer position: The PTO is seeking a volunteer who is willing to serve as the 2025-2026 Treasurer. No nominations were held at this time.

B.) Cook needed PRN

- 1.) Principal Swan advised that the school is in need of filling a PRN cook position. It is a paid position and there will be training provided. The position is currently being advertised on the school website. It was recommended that the job advertisement also be included in the HP School Newsletter.

C.) Fun Run 2025

- 1.) Date: October 3, 2025
- 2.) Race Volunteers are needed: SignUpGenius will be sent out for snacks, rubber bands, pacers, photographer (can use school i-pad), sign set-up, etc.)
- 3.) The PTO approved for Vice President Jessica Wasserburger to purchase a water mister for the finish line for approximately \$25.00.
- 4.) It was agreed that the extra materials/inventory purchased for last year's event will be used to sell signs again for \$5.00 per sign.
- 5.) A PTO-sponsored water and snack table will be set up. Popsicles and/or Otter pops were agreed as the preferred snack.

D.) Book Fair (October 27th - 30th)

- 1.) HP will be partnering with Sheridan Stationary this year instead of with Scholastic in an effort to support local business and to offer a more diverse selection of higher quality books.
- 2.) The PTO is seeking volunteers for someone to lead the Book Fair event.
- 3.) Profit Options:
 - a.) 30% of sales if taken as store credit (books purchased with 20% discount, stretches credit further
 - b.) 25% of sales if cash option is chosen
- 4.) Sheridan Stationary will provide a card reader.
- 5.) Book Selection: Smaller fair, but includes unique books, best sellers, classics, hardcovers, and new releases; options tailored by age group (4–6, 6–9, 8–12).
- 6.) Extras: Squishy balls, book lights, bookmarks, pens, pencils, journals, notepads, erasers, gel pens (not all sell equally well). Better quality than Scholastic extras.

- 7.) Special Requests: Certain titles may be ordered upon request (submit before October 1st).
- 8.) Jessica will provide full support with the process.
- 9.) Discussion was held on the PTO utilizing Scholastic credit points to provide each student with a free book or to assist teachers with building their own library.

VII. Any Additional Concerns or Announcements

- A.) There was discussion held on purchasing school calendar fridge magnets to provide to parents. Principal Swan will contact Woodland Park Elementary School to determine the name of the vendor that they used for their school magnets.
- B.) There was discussion held on utilizing the funds raised by the Fun Run to purchase a jump pillow for the playground. There are concerns that the school will not be able to obtain insurance for this equipment.
- C.) There was further discussion held on identifying specific needs for the funds raised by the upcoming Fun Run.
- D.) A parent raised the concern that HP's PTO meeting conflicted with the Jr. High PTO meeting for those families that have students in both schools.
- E.) Next HP PTO meeting will be held on **November 13, 2025 @ 5:30 p.m.**

VIII. Adjournment at 6:36 p.m.