Highlands Elementary School

PTO Executive Committee Meeting

Tuesday, November 14, 2017, 9:30-11:00am

**Minutes**

*Attendance:* Kayt Townsend, Heather Tewsky, Karen Gabler, Eyleen Braaten, Kelli Holm, Ann Velander, Katie Mahoney, Annika Joy

Absent: Betsy Johnson, Koren Nelson, Sheetal Backliwali

Guest: Sarah Patzloff

**Eyleen Braaten moved to approve the minutes from October 10, 2017, second by Heather Tuskey. The motion was approved.**

1. School Board update by Sarah Patzloff
   1. Levy passed and 4 new board members were elected after election
   2. Revisit discussion for school start and end times
      1. There will be a listening session on school start and end time on Monday, November 27, 6-8 pm. Room 349 Community Center
   3. Future school year calendar will be voted on at the next school board meeting. Highlights include:
      1. Start time will be after Labor day in 2018 due to construction
      2. 2019 winter break may be shorter to allow for 2020 pre-labor day start
2. Budget
   1. Kayt Townsend reconciled an over payment from Wellsfargo this month
   2. The science para is requesting $500 to supplement the program after budget cut. From the district

**Heather Tewsky moved to approve a $500 grant to the school math and science program as a one year line item, second by Annika Joy. The motion was approved.**

1. PTO executive Board and lead volunteers
   1. Julie Swenson will be the new web-master
   2. Eyleen will be putting the PTO website live this week
      1. Exec members to take a look and email approval ASAP
      2. Karen and Ann to take on the new website
   3. Discussion of the communicatons role
      1. There is an importance to have the communication chair present at the exec meetings
      2. Brainstorm how to best communicate and require volunteers
      3. May revisit executive commity role requirments for attendance of meetings, etc in the Spring
2. Upcoming events
   1. Great Gathering
      1. Need to get people to buy tickets, volunteer and bring wine
      2. Katie can send out updates on Schology
      3. Small gatherings and silent auction items are up for preview
   2. Impact Lives
      1. December 21
      2. Plans are coming together
3. Principal updates
   1. Construction updates
      1. The architect firm is still out for bid on the school so little to update
      2. Spring break will be the beginning of the exterior construction
      3. Katie to send out some pictures of what the updates look like at other schools in Edina
   2. t-shirt request for teaches and staff
      1. Will sell each shirt for $30 at the GG for adults and children (buy a shirt for your famiy and give one to a Highlands staff member)
      2. Annika to get ahold of the art and description
      3. Check with Matt about sizes availabillity
      4. Lisa and Jamie and Tracy Hartman to add to website , add sizes to bid sheet. Include Eyleen on email
      5. Move to apparel sales after GG
      6. Annika Joy to follow up
   3. Super kids - super sharing
      1. Collaborate with project with Doing good together to collect sporting goods, books, school supplies and games
      2. January 18 final collection date
   4. Dinner and Discusion
      1. Next one is April 17th