

Highlands Elementary School

PTO Executive Committee Meeting

Tuesday, January 9, 2017, 9:30-11:00am

**MInutes**

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

Absent: Betsy Johnson, Koren Nelson, Sheetal Backliwali, Karen Gabler

Guest: Sarah Patzolff

**Eyleen Braaten moved to approve the minutes from December 12, 2017, second by Kelli Holm. The motion was approved.**

1. **School Board Update | Sarah Patzloff**
   1. Welcomed new members to the board at the first School Board meeting of the year
   2. Discussion of school start times
      1. District presented two tier bus time – seems unfeasible
      2. Sticking with three tear system – looking at tightening up timing by cutting out some stops.
      3. School start times being revisited
2. **Principal | Katie Mahoney**
   1. Construction Update
      1. Natural Playground
         1. Trees coming down around Spring break
   2. Need budget expectations for the PTO from Amy and Katie for the following year
3. **Finance | Heather Teskey** 
   1. Finance Update/Safety Precautions
      1. New requests
         1. An outstanding payment of $3105 for Stages Theatre Company through the discovery program will be paid out of the current 2017/2018 discovery programing budget. Heather to investigate if the Discovery program will have sufficient funds for this year programing after bill is paid.
         2. Heather Teskey will pay the outstanding bill of $3105 with the current Discovery Program budget.
         3. There is a discrepancy of $145 dollars that was accidently added to the Impact Lives payment. It is suggested the PTO donate $145 to resolve the discrepancy.

**Heather Teskey moved to donation $145 from PTO funds to Impact Lives, Eyleen second the motion, all were in favor. The motion passed.**

* + - 1. Eyleen to form subcommittee for finance to review PTO policy and procedure.
         1. Discussed PTO secruity safe for the school
      2. Next month visit budget for school year 2018-19
      3. Start reminding teachers to use their funds

1. **January 16th General Session Planning**
   1. Timing, logistics, room reservation

**Heather motioned the PTO pay $200 for the general meeting babysitting, Annika second the motion, all were in favor. The motion passed.**

* + 1. We are going to skip using the $100 for adult snacks.
    2. Ask room moms to recruit for general session next week
  1. Potential Topics
     1. Fundraisers – (carnival and great gathering) – Diane Lindquest
     2. School Events – (Impact Lives, Imagination fair) - Annika
     3. Volunteer Opportunities – (how to get involved) Ann Velander
     4. Finances – Heather and Kayt (put heather first on agenda)
     5. How to get involved – (in the know) - Karen
     6. Communications - Eyleen
     7. Construction update – Katie (Friday, January 26 is big push out)
     8. Q and A
  2. Recruitment for 2018/19 PTO positions– personal asks are best

1. **Planning for 2018-2019** 
   1. Succession Planning
      * Consider a get together to recruit
   2. Review of Bylaws
      1. Get back to Eyleen by Jan. 15
   3. Flow Chart/Event Form
      1. Review and use for general session
2. **Upcoming Events** 
   1. Edina Ed Fund Cake off – February 9th
      1. Karen to assign table captions (Annika and Ann recruiting too)
   2. Imagination Fair – February 27th
      1. Checkout website, signup, volunteer
   3. Carnival – March 16th (Kickoff meeting 7pm at Diane’s house 1/9)
   4. Book Fair – April TBD
   5. Geography bee 2:30 in the gym January 11th (4th and 5th graders)
   6. Wonder week January 15-25 – math and reading is still all in place
   7. January 25 is the sharing day for peace projects, 4th graders are partnering with the specialists, all classes are contributing.
3. **Potential topics for May meeting**
   1. Tech talk, Lisa and Meagan Hasselbauer, safety and security, what the schools does with tech

More small group meetings coming up in the Spring to get end of year accomplish

**Next meeting, Tuesday, February, 13th 2017, 9:30 - 11:00am**