

Highlands Elementary School

PTO Executive Committee Meeting

Tuesday, December 12, 2017

MInutes

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

Absent: Betsy Johnson, Koren Nelson, Sheetal Backliwali, Heather Tewsky

Guest: Josh Jansen, Dean of students

**Karen Gabler moved to approve the minutes from November 14, 2017, second by Kayt Townsend. The motion was approved.**

1. **Principal Notes | Josh Jansen, Dean of Students**
   1. Super Kids Super Sharing – NFL organized event (Thursday, January 18)
      1. Looking for Highlands community to drop off sporting equipment, phones, books
      2. Karyn Roehrick is the district contact
      3. 4 or 5 kids from the school are picked (Katie and Kim Gessert (social worker) to determine how that will work – Eyleen point person to help determine the kids and adults participating)
      4. Eyleen to talk to facilities to make sure collection place is determined
      5. Need to get the word out about collecting equipment
         1. Josh will send a blurb to Eyleen for the newsletter to push out this Friday
         2. Karen to touch base with student tour guides to educate them and get the word out
         3. Kelli to organize backpack flyer to get to Annika to piggy back onto Impact Lives
   2. T-Shirt Sale Update
      1. Eyleen to put t. shirt sales for Highlands on myschoolanywhere (close on January 18th)
      2. Push out through communications
      3. First order of t. shirts should arrive next week
2. **General Session – January 16th, 7:00-8:30pm**
   1. **Agenda**
      1. **Highlands PTO 101 –** Collect community feedback to examine the shape of the PTO (strategic planning)
      2. Session for community to voice ideas for improvement and involvement
      3. Have community bring super kids and super sharing items
      4. SNACKS ($100 snacks for adults – Annika to buy)
      5. Keep kids club open – Eyleen to check with kids club faculty
      6. Science experiments to promote imagination fair (Ann Velander)
      7. Karen to ask Sara Patsoff for district update
3. **Great Gathering Recap | GG Team Member**
   1. Push out small gatherings which can still be signed up for on myschoolanywhere as a school store
   2. Kayt to go through the small gatherings to determine which go up
   3. Use host name as contact
4. **PTO Website Options/Communication** 
   1. Bringing back a PTO newsletter through myschoolanywhere
      1. All communication to be delivered on Wednesday to communication chair
      2. Develop communication form
      3. pulling from schoology
   2. Add a communications Chair Elect
   3. In January we will update exec roles
   4. New PTO website – Karen and Ann to take on
   5. Send an email at the beginning of the year (January 2018) with all new updates
5. **Finance**
   1. Huskey Hat update from Kayt
   2. Eyleen to set up a Doddle to have discussion on PTO Finance Protocol to include Kerri Cayo
6. **Upcoming Events** 
   1. Impact Lives – December, 21, 2017 – Annika Joy
   2. Imagination Fair – February 27, 2017 – Nassim Rossi
   3. Ed Fund Cake off – February 9th – looking for table leaders
7. **2017 Carnival | Carnival Team Member**
   1. Event Overview
   2. Volunteer Needs – to be discussed this Thursday at team meeting
   3. Recruitment and technology needs
   4. Carnival Chair elect

**8. Other updates or business**

* Teacher Thank yous
* New events – School Book, Husky Day and other fundraisers?

**Next meeting, Tuesday, January 9th, 2017, 9:30 - 11:00**