

Highlands Elementary PTO General Meeting  
October 16, 2018  
Attendance: 20

1. Introduction of PTO
  - a. Board
  - b. Goals
    - i. Fundraising
    - ii. Program Enhancement
    - iii. Building Community and Supporting Volunteerism
2. Announcements
  - a. Great Gathering
    - i. Small Gatherings
    - ii. Auction item donations
    - iii. Purchase tickets
  - b. Impact day
    - i. Now run by Harvest Pack
  - c. Carnival
    - i. Need volunteers to run
  - d. Family Service Fair
3. Budget
  - a. Overview
  - b. See budget on PTO website for details
  - c. Discussion about approving funding for CP Programming Fund increase of \$700 for COMPAS Drawing Residency
    - i. Ann Velander put to vote, Annika Joy seconded  
Motion unanimously carried
4. Amazon Smile, Box Tops, Terracycle
  - a. Great fundraisers but we need someone to spearhead
5. Paul McCullough- Security Specialist for Edina Public Schools
  - a. Incident Command System
    - i. Safe Conditions
    - ii. Shelter Inside
    - iii. Severe Weather
    - iv. "Stay Put"
  - b. BERT team, DERT team (Building Emergency Response Team, District)
  - c. Incident Command Checklist
    - i. Condition (assess condition)
    - ii. Call 911
    - iii. Command (who is in charge)
6. Natalie Martin- SEAC