



April 12, 2023 HIGHCREST PTO EXECUTIVE BOARD MEETING MINUTES

- I. Call to Order: Called to Order – Jennifer Englehaupt at 9:18 am.
Minutes taken by MaryAnne O’Keefe.**

- II. Motion to Approve Minutes from November 2022 Executive Board Meeting made and unanimously approved.** Minutes from March 2023 PTO Executive Board Meeting pending and will be distributed for review and voted on at a later time.

- III. Principal's Report - Kelly Jackson**
 - Discussion ensued as to payment for volleyball coaches for this past season; excited for next year’s sixth grade volleyball and fifth grade clinics given the strong interest this year.
 - The Living Wall is here, and installation is anticipated soon. There will be an Earth Week design contest for students as well as Earth Week events and crafts planned focusing on bees, including a reading of specific bee related books by Matt Aho. Thanks to Angela O’Rourke and Matt Lafferty for all their work on organizing Earth Week.
 - Volunteers may be needed for the Living Wall and Wednesdays in the Gardens.
 - Input forms for placement were sent, and parents need to submit by April 28.
 - With the end of third quarter and the beginning of fourth quarter, progress reports will be forthcoming.
 - Looking forward to tonight’s book talk with Mrs. Jackson at WJHS.
 - The Cheer Club performed at the boys’ volleyball game at WJHS. Thank you!
 - Bike to Highcrest is coming TBD - stay tuned.
 - Hawks’ Days after spring break occurred and was a successful community building day for students and staff.

- IV. Teachers’ Report - Maayan Sloane**
 - Maayan Sloane was unavailable to attend.
 - No reports other than that generally teachers and staff are excited for the remainder of the school year.

- V. President's Report – Jennifer Englehaupt and Megan Gemp**
 - The HMS PTO Slate is almost complete for 2023-2024. Thanks to all parents for volunteering to be a part of HMS PTO.
 - Discussion ensued as to the slate and transitions from this year’s team to next year’s team.
 - Budget meeting occurred last week; the budget will be finalized soon.
 - Discussion ensued as to keeping the printed directory as an option for next year.

VI. COMMITTEE REPORTS

Ways and Means: Casey Brown

- Discussion ensued as to spirit wear for next year - profitability, designs and budget goals. Spiritwear should be available at the June and August Fifth Grade get-togethers.

Enrichment: Rebecca Freeborn (per Megan Gemp)

- Upcoming Comedy Sportz event.
- Matt Wilhern and his BMX enrichment assembly is coming soon.
- Other enrichment activities are the Latin Club's trip to MSI this spring.
- Next year's enrichment events will mirror this year's events which were successful and embraced by the students.
- Thanks to all parents for your generous contributions to iGNITE which fund our HMS students' enrichment activities, assemblies and field trips.

Special Events: Elizabeth Jensen (per Megan Gemp)

- Beach Bash is coming along...students are excited for next month's beach themed party.

Communications: Johanna Toppenberg

- Tickets on sale for Beach Bash on April 17 - don't delay!
- Beach Bash has a new graphic included in the Headlines; communication has been requested to have the new graphic also posted on the website. Working with Beach Bash chairs to create and implement communication plan.
- Thank you email drafted to parents for iGNITE contributions which will be sent before spring break.
- Please continue to send dates and recaps of events for Headlines and the website.

Community Services: Carrie Phillips

- Yearbook sales are in fine shape. Thanks to Kelly Jackson for contacting parents who had not purchased to date.
- Teacher Appreciation Week is in May. This year's gift - T-shirts - will be delivered to teachers. The week will include many treats including but not limited to days devoted to breakfast, treats and snacks, and a catered lunch. Parents may donate gift cards which will be given to the teachers either by raffle or some fun means.

Student Programs: Dan Magestro (verbal report provided by Megan Gemp and Jennifer Englehaupt)

- Spring after school clubs are moving forward with sign ups having gone out.
- The School Store / Hawk Hut continues strong with sales and parent volunteers. Discussion ensued as to storage of items for next year.
- No new updates for Reading Challenge or Student Council.

VII. Treasurer's Report – Patrick Parmentier

- Updated financials were provided as well as the updated budget.

- The draft budget is on track.
- Discussion ensued as to the need to transition from PayPal to Luma Pay used by the A to Z App.
- Discussion ensued as to the filing of taxes for the HMS PTO as well as state filings for charitable organizations.

VIII. Adjournment at approximately 11:00 am..

UPCOMING DATES:

- May 3 - 9:15 am Exec Meeting in HMS Conference Room
- June 7 - 9:15 am Exec Meeting and Final Celebration at Evanston Golf Club