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May 3, 2023 HIGHCREST PTO EXECUTIVE BOARD MEETING MINUTES

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- I. Call to Order: Called to Order – Jennifer Englehaupt at 9:20 am.  
Minutes taken by MaryAnne O’Keefe.**
- II. Motion to Approve Minutes from April 2023 Executive Board Meeting made and unanimously approved.** Minutes from March 2023 PTO Executive Board Meeting are unavailable; motion made and noted that there will be no minutes for the March 2023 meeting as handwritten notes have been misplaced unfortunately. Best laid plans of mice and men...
- III. Principal's Report - Kelly Jackson**
- The Hi-Five concert is coming up which is very exciting!
  - Trivia Competition is being planned by the student council with teams of no more than 5 students. There will be 20 teams and teams may have costumes and themes. All funds raised will benefit the World Wildlife Fund.
  - The Student Council is also sponsoring the student teacher game of Nuke - Em on June 1.
  - Garden volunteers will be needed in anticipation of painting pots for Teacher Appreciation. Discussion ensued as to what does Garden volunteering look like in the future and potential coordination by PTO chairs.
  - Living Wall is in process - there will be a design contest online after which the planting of the Living Wall will occur.
  - Thanks to the HMS PTO, Carrie Fuller and her team for all of the lovely Teacher Appreciation treats and t-shirts for the teachers and staff.
  - The building will be closed effective June 9 for the AC installation; packing up has begun.
  - Discussion ensued as to the scheduling of Curriculum Nights for 5th and 6th grades. 5th Grade orientation is scheduled for 8.22 from 8:45 am - 9:15 am. 6th Grade Curriculum night is 9.5. New Family Nights for HMS is 8.21 at 5 pm and for WJHS 8.21 at 6 pm.
  - School begins August 23. Discussion ensued as to when the Hawks Day celebration will occur.
- IV. Teachers' Report - Maayan Sloane**
- Final 26 days of school - the ABC Countdown - dress up and themes mirror the 26 letters of the alphabet.
  - Latin classes are looking forward to a field trip to the Museum of Science and Industry - thank you HMS PTO - and many students successfully completed the mythology exam. Well done!
  - Thanks to the HMS PTO for the professional storytelling programming.

- Thanks to the HMS PTO for the Teacher Appreciation treats and t-shirts. Special thanks to Carrie Fuller and all who contributed to the Teacher Appreciation celebration.
- Communication for Monday morning broadcasts will incorporate and highlight PTO events in the future.

**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. The Nominating Committee meeting is today at 1 pm.
- The HMS PTO will be finalizing the 2023-2024 budget and it will be posted once approved.
- EduKits orders must be placed by June 30 - NO LAST CHANCE ORDERS; email will be sent out as such reminding parents and guardians.
- Final HMS PTO Executive Meeting will occur June 7 at the Evanston Golf Club with luncheon to follow.

**VI. COMMITTEE REPORTS**

**Ways and Means: Casey Brown**

- Discussion continued as to spirit wear for next year - profitability, designs and budget goals. Spiritwear should be available on the August 22 print day. Spiritwear through HumanKind will give a percentage give back of sales to the HMS PTO..

**Enrichment: Rebecca Freeborn (per Megan Gemp)**

- Upcoming enrichment activities include the Latin Classes' trip to the Museum of Science and Industry.
- Next year's enrichment activities will mirror this year's successful enrichment programming.
- Outdoor Classroom has 2 spots open for this Thursday - check the SUG...
- 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**

- Thank you in advance to Elizabeth Jensen and her committee of dedicated parent volunteers for the much anticipated Beach Bash next Friday on May 12. Over 350 tickets have already been sold. Ticket prices will increase next week.

**Communications: Johanna Toppenberg**

- Beach Bash has a new graphic included in the Headlines which will be posted on the website as well. The Beach Bash communication plan is in place.
- Please continue to send dates and recaps of events for Headlines and the website.
- Discussion ensued as to the e-signature option on the hosted site.
- A meeting will occur with the Romona PTA president as to the efficacy of the Membership Toolkit and the options to streamline communications with Membership Toolkit.

**Community Services: Carrie Phillips**

- Yearbooks are en route. Very exciting! Discussion ensued as to yearbook distribution.
- Teacher Appreciation Week is underway. . This year's gift - T-shirts - will be delivered. The week will include many treats including but not limited to days devoted to breakfast, treats and snacks, and a catered lunch. Many thanks to all parents who contributed gift cards and recognized HMS staff and faculty!

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

- Spring recap for Yearbook and High Five - stipends will need to go out.
- The School Store / Hawk Hut continues strong with sales and parent volunteers.
- The Reading Challenge is coming up (there is a \$200 budget for this program).
- Discussion ensued as to Variety Show budget items.

**VII. Treasurer's Report – Patrick Parmentier**

- Updated financials were provided as well as the updated budget.
- There will be an online 2023-2024 Budget presentation and vote for adoption.

**VIII. Adjournment** at approximately 10:30 am.

**UPCOMING DATES:**

- June 7 - 9:15 am Exec Meeting and Final Celebration at Evanston Golf Club