

Highland Lakes PTSO
September Board Meeting Minutes
Monday, September 26th, 2016 @ 6:00 p.m.
Attendees: Jill Glennie, Anndi Kawamura, Kris Hart, Kate Lyster, Stephanie Marston

- Harkins Fundraiser: Do we want to do this and if so start/stop date.
 - Need to create timeline
 - All of October start Oct 4th thru 29th. Look into using PayPal store vs Square, and also in getting a PayPal swiper. Make sure the prices online match the actual cost.
 - Need to create flyer-
 - Decided to do both a paper flyer and Peachjar
 - Shall we ask 5th grade if they want to take it over??
 - No
- Teacher Appreciation program mini grant from Jennifer Robinson
 - Stephanie will check with Jennifer to make sure the program is staff appreciating staff. We like the idea of using Ben's Bells flowers to "nominate". Board approved a \$25 gift card for her program for the months she does not have a donation.
- Mini Grant for Mrs. Hughes (Microphone)
 - Board voted yes to purchase this as a classroom reimbursement request. Stephanie will order via Amazon.
- Mini Grant Question about providing a Gift Card (Mrs. Stevenson)
 - The board voted no to gift cards.
- Jennifer Stutzman Stories with holes Mini Grant
 - The board voted yes, the funds will come out of the money they earned for raffle baskets at Spring Fling (\$256)
- Eagle Mini Grant for Veterans Day
 - Stephanie will check with Vicki on updated list and how we will communicate needs. Will also ask Patsy her plans and needs. Board approved providing a \$50 check the day of the event for the Wildlife place that brings the Eagle.
- Volunteers for Hearing and Screening Nurse (made a signup for it and put it in the newsletter). Can we provide lunch?
 - The board voted yes to provide lunch. We decided on sub sandwiches from Walmart, turkey, chips, and donated drinks. Jill will make the order and Stephanie will pick it up and deliver it on Wednesday when she goes to sub for Granny.
- Update: Crabtree submitted a mini grant for a model ship and Jennifer Habgood was able to purchase it with school funds.
- Update: Schrade submitted for Graybar and Jennifer Habgood was able to purchase it with school funds.
- October Book Fair (Made sign-up for it and sent out email to our book fair group)
 - Nothing else to do, 25% filled right now and we don't think there will be an issue getting help.
- Candidate forum--we are collecting questions and Anndi will compile and take care of candidate forum. No Board involvement necessary.
- Bear Buck Cart Schedule adjustments: 1st Grade needs more time; 4th Grade needs a new time as they have specials right before lunch (so does 3rd grade) ---
 - We discussed removing soda as a prize as it was difficult to determine who was in what grade. Also running out of donations was a concern as we went through a lot of soda.

- Also setting a candy limit to one item.
 - Schedules need adjusted for 1st, 3rd, 4th, 5th who have specials before the cart.
 - Anndi will contact Amanda to discuss these items. Stephanie will assist her with the schedule changes if she needs help.
- Concessions check-in
 - Kate is doing a fabulous job. No changes, concessions rocks (thanks Kate)
- Frosted Frenzy regular schedule?
 - Mr. Anderson approved having them come after school. We will try this on half day each month. We will schedule one vendor for Oct 27th and one for Oct 28th and see how it goes. Jill will contact them to arrange.
- Mattress Fundraiser
 - Tuft and Needle donate a mattress if we did a fundraiser. Look at it again in the spring.
- Family Dance Night
 - Nov 3rd, they want to sell concessions from 6pm – 8 pm and asked us to run it/get volunteers. Anndi and Jill volunteered to run the event. Kris and Stephanie may be able to attend part of it.
- Ben's Bells Update
 - District finally approved mural
 - Additional \$250 needed for Board Backer--HLS will cover that cost. Lori already provided payment information to board.
 - Anndi Emailed Ben's Bells to see what we need to do to submit deposit and timeline.
 - Location is across from Concessions in Cafeteria hallway
 - Deposit needs to be sent in \$1750 plus the backer board Anndi and Kris are working that out.
 - We want to incorporate this into the Bearathon, we need to raise \$1750. Anndi's Mom is donating \$500; we will promote a matching of funds/telethon type thing. Anndi will also contact Heather Rutter for ideas and to take a lead on that for us. We will promote 10% of the Bearathon funds up to the amount we need will go towards this.
- Family Fun Nights
 - Teresa Alvarado is taking charge of this. Asked her to consult with Jill.
 - Anndi will contact Teresa again by the end of the week about the pizza parties that middle school and elementary won.
 - The board decided the first family night dinner will be the last week of October at Heroes and will be a Bearathon kick off. Jill will work her magic with her connections/Teresa. Jill will find out if Heroes is OK with the Super Heroes coming to the event and if so will check with Ms. Nick on if they are available.
 - Jill will call Great Skate to do a December Event possibly.
- Peter Piper Update –
 - We made \$843
 - Mr. Hauser and Ms. Thompson won the pizza party for most in attendance. We need to schedule the parties and get the certificates from Teresa.
- Teacher Dinner--
 - Angie McMahon is chairing. She confirmed she can do it. Stephanie created volunteer spot. Will get a flyer out in the Oct newsletter and start promoting in Oct.
- Copy Cats Follow-up
 - Board discussed changes to the schedule to make the program more successful.

- Discussed a M-W-F copying schedule, with Wendy picking one of those days and our volunteers then can copy on the other two. Teachers will be notified of the change so we can ensure work will be available. Jill will handle the specifics and Stephanie will update the volunteer spot/calendar.
- Bearathon
 - T-Shirt quote from Monica for Bearathon-go with this or get more
 - \$2400 at universal, \$2500 at Bling and Ink, check SDOC, and a few other vendors before we decide.
 - Prizes
 - See poster for notes on several changes in prize levels
 - Prize meter/Poster hand out 2nd week in October
 - Brochures
 - Anndi will edit and send Stephanie a picture so we can start the design
 - Decided that the back of the envelopes should have a tracking area with Donor Name, Amount, Cash or Check and possibly a PTSO Only area instead of paws.
 - Teacher Handouts
 - Create and distribute 2 weeks prior to kick off.
 - Teacher Communication Committee--Need Board Member to Oversee Communication--no elementary level teachers--maybe need to find some? Anndi will ask Mrs. Doucet to find us one (Update she did and its Mrs. Clark)
 - Kim Neumeyer - PE
 - Holly Schrade - Orchestra/Music
 - Karen Nick - 4th
 - Lindsey Stegh - MS Science
 - Susan Snyder - 8th REN
 - (Katie Baker volunteered to assist if you need extra help)
 - Aske Mrs. Doucet to get us a K-3 rep (Anndi)
 - Order Color
 - Anndi will order the color, same as last year
 - Parent training for volunteers on the color throwing
 - Order Banner
 - Order the 2nd one with all blue paws, Stephanie emailed Ashley for a final proof.
 - Plan for Disney Tickets
 - See updated prize poster, raffle for \$250 and above
 - Pledgstar--Contract submitted
 - Stephanie will provide them with the remaining information as it becomes available.
 - Next Meeting?
 - We will hold a separate meeting at 2 pm Oct 10th. Anndi will send the committee a heads up/agenda.
 - Sponsor follow up
 - Michelle L Lewis sent out a stack of letters. Anndi will follow up with her to see how it's going and see if she is able to attend the meeting.
 - Do we want to get the donated Gatorade again?
 - Yes, wait until November and order it.
 - Starting Gate
 - We need to find the pieces of the starting gate to make sure it's all still there. We did not assign this to anyone.
 - Water Sponsor

- We will go with 10 packs of 250 3 oz. Dixie cups. Stephanie will contact the Sponsor to see if they want to purchase these or provide cash. If it's cash, we might use it to get a longer drinking safe hose (Jill is also asking an uncle if he has a hose we can borrow)
- Taxes--filing for extension
 - File for an extension, Jill is getting a quote from a person she knows who might possibly do it for free.
- Spiritwear update
 - 3-week order is due to it being a jersey shirt that is custom
 - Monica will total our current earnings and PayPal them.