

Executive Meeting Minutes for Highland Park PTA  
10 - 5 - 22 @ 6:00PM (HPES Picnic Tables)

**Call to Order:** 6:15PM

**Attendance:** Kelly Rooney, Jessie Coffman, Elizabeth Chapman, Madison King, Chris Bryant, Michelle Horne, Eleanor Kootsey, and Allison Sizemore

**Motions:** Motion to approve August 31st Executive Board meeting minutes by Jessie, seconded by Madison.

**New Business:**

- School Update - Kelly Rooney
  - Back to School Night was a big success. We had record attendance (the most attendees in the whole city) and we are #2 in the City for PTA Membership.
  - Clubs started yesterday! Huge success. It's like the first day of school - so many kids! The Gaming Club (a partnership with Blade Gaming) is a new, big hit this year. We also have Odyssey of the Mind, Newspaper Club, Chess Club, Pickleball Club, Running Club, Art Club, and Gaming Club.
  - Walkathon will be this Friday, 10/7.
  - Wednesday, 10/12 is National Bike and Roll to School Day. How can we encourage/support this? (Jessie is going to talk to someone from Wasena about what they have done in the past.)
  - Lots of field trips happening in the next few weeks - 5th grade is going to Carvins Cove, 4th Grade Plato is going to Jamestown, 5th Grade Plato is going to Natural Bridge and Grand Caverns, etc.
  - At the end of the month, we have Parent-Teacher Conferences and a Teacher Work Day + the Book Fair.
  - Capital Improvement Plan — Some concerns about the playground - it's a public park, so we can't kick people off. Looking into options/ideas. Fence? (We do have a full time Resource Officer now who is at recess a lot.) Playground is #1. Would also like new carpet.
  
- Membership - Jessie (for Kim)
  - Great membership numbers
  - Staff PTA memberships coming soon.
  
- Treasurer Meeting - Chris Bryant
  - Maddy sent link to staff to request reimbursement (3-4 submissions already)
  - Board is receiving an electronic document to sign from American National Bank this week.
  - All payments from the PTA need to go to HPES first - NOT directly to the vendor.

- Programs - Michelle
  - Blue Cow Night - October 18th (4 - 9PM) 20% sales to PTA
  - Skate Night at Roanoke Valley – November 15th (PTA covers admission for everyone + skate rental for Highland students → \$150 for rink rental + \$3 for rentals — last year we had 161 skate rentals) \*Tickets for HP students for skate rentals at entrance. Families cover their own concessions, laser tag, and play zone.
  - Elmwood Park Iceskating Night - January 18th (\$250 per hour – how many hours?)
  - Grandin Theater Movie Night - April 19th
  
- Walkathon - Eleanor
  - All set for Friday, 10/7!
  - 14 people on the committee (including 4 staff members)
  - Committee has been meeting every Friday morning via Zoom.
  - 9 Business Sponsors - cash, food, and prizes
  - Mrs. Rooney will “Live Stream” the event on Friday.
  - Currently (Wednesday), we have raised \$8,000. (Last year, we had \$9k morning of the event.)
  
- Back to School Night Recap
  - Very popular / successful.
  - Ended up needing to pay DJ, which was unexpected, but people really liked him. (Next year, we will approve the playlist ahead of time.)
  - No need to wrap hot dogs next year, unless we are making them way in advance.
  - Separate table for condiments.
  - Crossing Guard was really helpful.
  - At the meeting, we asked people to approve the budget, but they hadn’t seen it. Next year, we need to have more copies available, etc.
  - Gave away a ton of gun locks. (Maybe look into the BeSmart program for next year.)
  
- Merchandise - Michelle (for Matt)
  - Press Press Merch will only accept orders of 12+ (per item).
  - Working on getting a link to send directly to families to order. (Hopefully there is a way for HPES to see what is sold as well.)
  
- Volunteer Needs
  - Good volunteer feedback. Plenty of help for last month’s Pack a Snack.
  - Ms. Compton (first grade) is in need of a PTA “room mom”
  - Mrs. Kenney (running club) needs volunteers to help with the Race on December 1st – snack table, cheer on runners, etc.
  - Chess Club may need some extra volunteers / supervisors.
  - Ms. Agee has names of parent volunteers for Book Fair.

- Other Business
  - PTA Calendar is almost finalized - will be sent out soon.
  - Fill the Fridge - PTA will have volunteers fill the fridge once a month (CIA will also do this once a month)
  - Staff Sunshine Cart - In the past, we have rotated this every other month with C.I.A., but this year PTA will do it every month. Rolling cart of K-cups, snacks, treats, school supplies etc. (We will ask for parent volunteers / donations.)
  - PTA meetings will move to Thursdays beginning November 3rd \*6PM)

**Adjourned:** 7:15pm

**Submitted by:** Elizabeth Chapman