

**Highland Park Elementary PTA  
Executive Board Meeting Minutes  
August 17, 2009**

**Attendees:** Kristin Teipel, Gordy Meyers, Susan Wright, Maiya Willits, Karen Schultz, Pam Brown, Teresa Ciccarelli

- **Reviewed PTA event schedule** – Confirmed dates, times people and logistics for upcoming events. Event chairs were identified as follows:

Back-to-School Night 9/3	Susan Wright
Chip Shoppe Fundraiser 9/22	TJ Pierret
Math Night 9/29	Libby Grundhoefer
Teacher Potluck 11/10	Maiya Willits
Halloween Carnival 10/30	TBD – Need to find someone
Movie Night 12/4	Dawn Andrada
Barnes & Noble Fundraiser 12/6	Gordy Meyers
PTA Fun Event TBD 1/25	Susan Wright
School Play 2/19	Gordy Meyers (and Director TBD)
Silent Auction 2/26	Becky O’Keefe
Disco Bingo 3/12	Stacy Kanihan
Teacher Potluck 3/23	Maiya Willits
Science Night 4/5	Maiya Willits
Kindergarten Roundup 4/28	Cari Dwyer
Fun-a-Thon* 6/10	Lisa Lieder? Pam Brown to confirm.
School Picnic 6/10	Amy Rose

\* Was discussion about possibly moving to a Read-a-Thon instead. More discussion of this to follow.

- **School Play** – Kristin has heard from a number of families that the subject matter has been too heavy, especially for the younger children. We talked about how we could recommend to the new director that a slightly lighter approach be taken, or we might also consider switching off years, with a play geared toward the older students one year, and younger students the next.
- **Enrollment/Staffing** – We are currently at 450 students enrolled for the fall, which provides us with an additional \$18-25K. If enough additional Title I money comes in we will be able to do a Teaching Assistant for 4<sup>th</sup> and 5<sup>th</sup> grade. The library position remains in place this year. Teresa met the new band teacher for 5<sup>th</sup> and 6<sup>th</sup> grade and is excited about her participation in the school. She teaches band at Expo, Randolph Heights and now HPE.
- **Test Results** – Individual student test results will be mailed out soon. As a school we made gains in reading and math, although we didn’t make enough gains in reading with one particular subgroup.

- **Taxes** – Karen reminded us that she needs to file PTA taxes by 11/15, and she could use some help getting it all set up this first time. An audit is also necessary. Pam Brown is going to talk to an accountant she knows who might be able to help.
- **Reflections Program** – Susan brought up the PTA Reflections Program, and how she'd like to see us generate some student participation in this arts recognition event. This year's theme is "Beauty is..." and students can submit any creative response, whether written, visual, performance, etc. We talked about asking teachers to encourage student submissions, reminding them throughout the year to be on the lookout for projects that might be submitted. This year's submissions are due February 2, 2010. We could also consider doing an after-school art class that would tie in with this theme and generate submissions that way.
- **Science Club** – Eileen Cotter is doing a Science Club this year, more information to come. Last year's PTA Science Night year was featured in "Promising Practices" magazine, which was nice recognition.
- **Insurance** – Lots of exciting conversation about the insurance issue ☺ and whether the "Liability Plus" we have is what we need. Bottom line, Kristin and Karen will be talking to the insurance contact and figuring out if what we have is sufficient or whether we need to upgrade.
- **Check Signing** – Also continued the discussion on the issue of whether we need two check signers for all PTA checks. We need to either move to a 2-signer plan or change our bylaws to reflect the fact that we're only doing one signature. May need to switch banks in order to get check images so that we could at least see images of who signed. Bottom line, will continue as is for the time being until further discussion resolves this.
- **PTA Dues** – Went up to \$5.75 this year. Reminder that all board members need to be paid up to be in compliance.
- **Budget** – Reviewed the current budget status. Karen reminds us that although we continue to have a bit of a roll-over surplus, it's not going to last forever and while spending it down is a good thing in some ways, it can't continue as a pattern.
- **Amity Intern** – We have the opportunity for an Amity intern with NO costs associated from the Amity organization this year, if only we could find a host family! Gordy volunteered to ask his neighbor, who has kids in a Chinese immersion program. Teresa will also send out a phone message to all HPE families to try to drum up interest.

**NEXT MEETING: Monday, September 14 6:00-7:30 @ school library**