

Executive Meeting Minutes for Highland Park PTA
8-17-22 @ 6:30PM (HPES Cafeteria)

Call to Order: 5:40PM

Attendance: Kelly Rooney, Jessie Coffman, Elizabeth Chapman, Carly Heilman, Kim Tulou, Madison King, Jennifer Bryant, Michelle Horne

Motions: Motion to approve May 4th Executive Board meeting minutes by Jessie, seconded by Maddie.

New Business:

- 2022 - 2023 Budget Draft
 - Beautification increased from \$250 to \$2000 (new interior murals)
 - Back to School Night increased from \$100 to \$750
 - CIA Emergency fund decreased from \$2000 to \$100
 - Clothing Closet (\$100) removed from the budget.
 - Discretionary decreased from \$1200 to \$1000.
 - Update line item Spring Spaghetti Dinner to Spring Event. Increased from \$300 to \$500.
 - Mentoring Program does not need money from PTA (is covered from donations, Title I money, and Title IV account). Decreased from \$3000 to \$100 for this year.
 - Neighborhood Night increased from \$150 to \$500. Will revisit ideas for the event later in the year.
 - Recess Equipment decreased from \$900 to \$500. (Purchased a basketball hoop last year.)
 - Readathon increased from \$600 to \$800 (more revenue = more prizes)
 - Speaker fund decreased from \$500 to \$300 - maybe Jordan Bell's Gainsboro Walk as a community PTA membership meeting?
 - Teacher Scholarships (changed to Teacher Reimbursement) = \$200 per teacher (will change based on total number of teachers)
 - Increase Water Bottles for New Students & Faculty from \$0 to \$500.
- Open House / Plato Popsicles *August 19th (all day)
 - Staff member at a PTA table for Membership, Kroger/Amazon/etc. *Mrs. Rooney will prep flier.
 - PTA is doing popsicles and water. (Kim will have PTA info forms there.)
 - Mrs. Rooney will send Remind text about this event on Thursday, 8/18.
- Back to School Night (\$7 PTA Membership) *September 13th from 5:00PM - 7:00PM
 - Xavier has a donated DJ (and is working on getting free haircuts)
 - SROs will be there (hopefully) to grill. *Have a back-up plan.

- Will need hotdogs, ketchup, mustard, buns, chips, and drinks + paper trays & napkins (buy at BJs)
 - Freedom First Ice Cream truck (Jessie will get this)
 - Plan for 500 people?
 - Volunteers to grill, serve food, work membership & check-in tables, set-up and clean-up, etc. (Email)
 - Square for Credit Card payments + money box
 - Star City Reads to donate books to give away that night
 - Highland Park tattoos
 - Merchandise table
 - Will have Crossing Guard
 - Two pop-up canopies
- Membership: Kim/Jessie
 - Help setting up MemberHub site. (Jessie will help Kim)
 - Send home “Volunteer Interest” form in first week packet.
 - Lindsay Strup from CSE (1-703-505-3187) will help update website with links, etc.
 - Jen Bryant will help run school Facebook page.
- Volunteers to help stuff folders on Monday, 8/22 at 9AM (Michelle, Kim, Jessie)
- PTA meetings on the first Wed./Thur. of every month. Next meeting = Wednesday, 8/31
- Other Business
 - Copy Schedule (Volunteers)
 - Snack Cart (PTA does every other month)
 - “Fill the Fridge” idea
 - Mrs. Rooney collected “my favorites” lists from all teachers. (Jen will publish these on Facebook.)
 - Tentative date for Highland Park Chipotle Night - September 29th (Towers)
 - Jen Bryant will also set up a GroupMe

Adjourned: 6:40pm

Submitted by: Elizabeth Chapman

Audit completed after meeting by: Jessie Coffman, Jennifer Bryant, Madison King, and Elizabeth Chapman.