



Location: High Plains Learning Commons

Date: May 17, 2019

Time: 3:30 PM

Meeting Minutes Agenda items

I. Budget Update

- a) Heidi Harnish, Treasurer, gave an update on the budget. This year 18-19 the PTO spent more than we made. There is enough in reserves to cover grants passed, but changes need to be made going forward.
- b) The cost of Muffins with Moms and Donuts with Dads each doubled from the previous year. Planning ahead and making changes suggested at previous meetings regarding these two events will help keep the costs in line.
- c) It will be important for PTO to have one person doing purchases so that expenses can be tracked. We should have a High Plains employee be a purchase liaison so that only two people need to coordinate to use a school P-card.
- d) A line item budget should be put into place along with a calendar of events for 19-20. PTO will work with Craig in June to accomplish this task. The budget will be voted on the first meeting of 19-20.

II. Ways to stretch the budget and increase revenue

- a) Donations from local businesses should be sought out for events. Walmart or King Soopers might be happy to give us a discount or even donate food and supplies.
- b) Having a tax exempt form to offer people and businesses so that they can claim the donation on their taxes would be helpful
- c) Give Back Nights did not happen this year. Janet Krompier is the Chair for the Rewards Programs and she wants to make sure all avenues for free money are being looked into. Ideally, we would have one Restaurant Give Back Night per quarter with a total of four per year. Chipotle has been our biggest profit.
- d) Other Rewards Programs are also being set up by Janet Krompier like King Soopers and Amazon Smile. Box Tops will be going digital as Heidi reported at a previous meeting. Flyers should be made once all these systems are in place. They should also be advertised on the website.



III. Field Trips

- a) It was suggested that PTO should no longer be the only source of funding for field trips. It is not too much to ask for parents to share the cost of field trips. There would be a \$5 max per child per field trip. Also, it might be time to put a cap on the amount of money spent on field trips. Anything over that amount would need to be fundraised by the grade level wanting it.

IV. Grants

- a) Library reading chairs \$200; approved
- b) Display system in library \$800; approved
- c) PTO books for Little Free Library \$500; approved
- d) As a staff, we should talk about priorities for fundraising and come to an agreement about where future fundraising money should be spent so we can communicate with our community what their money is going to be used for with each fundraiser.

V. Technology

- a) High Plains is lacking technology to give our students the experience needed to succeed. Our feeder middle school can tell which students come from High Plains. Dawn Pulciani and Janet Krompiew gave a breakdown of what the Technology Committee discussed was needed to bring our technology up to par - enough devices for small groups in classrooms and more to share.
- b) Currently, the building is sharing two COWs (Computers on Wheels) that house 30 laptops each. There are some laptops in classrooms, but they will be decommissioned. There are also some iPads in classrooms, but not near enough for the number of students. K-2 is requesting more iPads and 3-5 is requesting more laptops.
- c) Parent, Raymond Troup, questioned whether the technology was really needed since it changes so fast - bringing up Smart Boards purchased by PTO that were expensive and now old technology. The Tech Committee and principal acknowledged that is the way of technology, but Colleen Scarpella, the librarian, stressed that our students are missing out on digital citizenship, information literacy, and critical thinking skills because of High Plains' lack of reliable devices.



- d) The Tech Committee is requesting a permanent line item for \$10,000 in the PTO budget for replenishing technology each year.

VI. Mother's Day Roses and chocolate update

- a) Heidi said this was an easy and profitable fundraiser. Next year, the schedule might look different with sales also occurring in the afternoon instead of just the morning.

VII. Back to School Event

- a) PTO will line up food truck vendors for the event and rent the bouncy house.
- b) A table will be set up inside and outside to sign parents up for PTO.
- c) Heidi suggested PTO sell water bottles and popcorn so PTO has an opportunity to make money at the event.
- d) There should be a survey at Back to School Night for parents to fill out.

VIII. Advertising

- a) PTO should send out a flyer in take home folders at the beginning of the year.
- b) PTO should set up a table to advertise and have comment cards at all Community Nights.
- c) PTO should get a sign "Brought to you by HPE PTO!" so that the community sees what the PTO provides.
- d) PTO wants to lead the way by requesting Room Parents or Grade Level Parents. The teachers thought that should be a teacher-led endeavor, but welcomed the PTOs involvement.

IX. Next Meeting

- a) The Master Schedule will be finalized this summer. Continue once a month meetings in 19-20.
-