

**Highland Academy PTSO
Board Meeting Minutes
November 14, 2023
5:30 pm, Zoom**

Members:

Agenda:

Call to Order: 5:37 pm 11/14/23

PTSO Contact Information:

email - hacsptso@gmail.com

cellphone - 907-317-6997

**Address - Highland Academy Charter School Parent Teacher Student Organization
(HACSPTSO)**

**5530 E Northern Lights Boulevard
Anchorage, AK 99504**

Attendees: Afshan Raja (P), Aiden (S), Andrew Ratliff (P), Brenda Bidwell (CM), Heidi Barnes (P), Jennifer Occhipinti (P), Jill (P), Luna(S), Monica(P), Nicole Crosby(Pr), Pete Johnson(T), Robin Brosius(P), Sarah Duran Wood(P), Sylvia Whipple(P)

CM = community member, P = parent, S = student, T = Teacher, Pr = Principal

Minutes approval: Afshan motioned, Heidi seconded. Approved.

Principal's Report: (10 min.)

- Ms. Nicole Crosby
- Teacher's request is broken. Nicole and Katy will work on getting a new form going.
- Working on getting stickers and pencils for Highland swag. Highland is willing to foot the bill unless reimbursed by PTSO (PTSO had approved up to \$500). Sylvia motioned to approve. Heidi seconded. Everyone agreed. Purchase approved.
- Need a to-do list for the sauce off and the Barnes & Noble book fair.
- Pete Johnson - can we have a google folder for the minutes, so teachers have ongoing access to all of the minutes. Everyone agreed that it was a good idea. Nicole will add the PTSO folder to the staff drive.

Old Business:

- Pizza fundraiser- Update. Robin. Made \$150. Not our best but it's better than nothing. The family engagement committee is planning on doing a school remind for future events. Planning another one right before Christmas.
- Craft Fair/ Holiday Bazaar- Update. Brenda.

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- We have oversold our spots and have a waiting list going. 16 people haven't paid yet, so Brenda will be reaching out to them. If they don't pay by the end of next week, the waiting list will be utilized.
 - We need to get the word out and hype it up to increase the foot traffic. Share the facebook flyer online and place flyers over town in different stores. Nicole will share with charter school principals to share with their communities. She will also push it out to the families and try to get it placed in the Ed center.
 - Are the vendors listed on the flyer? Some of them are listed. Vendors can share the flyer as well. Brenda will get the entire list posted along with the flyer.
 - 18 students signed up to sell stuff, 4 of them were pretty serious. If both tables aren't needed for students, one can go as a donation.
 - PTSO will sell hotdogs, chili and chips, since we have some vendors selling sweet stuff. Vendors will be provided coffee and donuts as a thank you. Instead of asking parents for baked goods, we will do a signup sheet at the sauce off for parents' donations of any of the supplies needed. Sylvia will get the sign up sheet going.
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- Barnes and Noble Book Fair- Update. Luna has the flyer that will be shared with students when they return after remote learning. There's no set schedule to allow for flexibility of participants. The bookstore already has the banner from Highland from last time. Note: have a system to ensure it gets picked up in the days after the event. Robin will grab the trophies/handbook/yearbooks/art projects from Nicole to display at the fair. Nicole will bring the rest to the fair. Some students may join for book reading/craft projects. Robin has the craft supplies ready.
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- Student Government Funds - Update. Brenda. PTSO owes the student government \$2,796.21. Brenda will share the spreadsheet of funds/expenses with Pete for transparency and quality check. PTSO will write a check to school or ASD for transfer of the funds pending Nicole's confirmation. This is very timely as the school is working on securing a prom venue right now and the funds will come in handy. In case we have to go through the school district and it takes longer, we can discuss the prom venue at the next PTSO meeting. Funds are from the student government using our venmo accounts for lock ins, prom tickets and spirit wear. They are switching to cash only now or parent connect as there were some restrictions regarding the use of venmo.
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- Sauce Off/ Multicultural Night - Continue as planned unless the district cancels after school activities. Then we'd have to postpone it for a future date. Advertisements have included noodles, rice and bread (without specifying the type of bread). Nicole can take care of the bread aspect. Brenda will take care of rice. Sylvia will ensure pasta is ready. Robin will get with Nicole and do an inventory check for the supplies/utensils and replenish if needed. Sylvia will get drinks for the sauce off and the holiday bazaar. Nicole will pull out the fork for the advisory contest. Parents' booths will be lining the hallways and the common area will be sauce off.

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Brenda has the ballots ready. Nicole will get a poster/white board display to remind families prior to the event.

- Google Ads- Taken down? No. Who can get it taken down? It's on auto pay. Brenda will check the bank account statement and contact Philipe and the bank regarding canceling the subscription.
- PSTO/Student Government/Current Financial Balances
 - They do need to pay for the prom venue soon. See the discussion under the heading "student government funds."

New Business:

- New Members. Sarah Duran and Jill.
- Where should we house minutes? School website and google drive for ease of sharing with the school staff.
- Where should we post the agenda? We are not required to post it 24 hours in advance because we are not subject to the open meetings act, but it is a good idea to have it out there.
- Reduced/Free lunches - What are we comfortable spending on free lunches? Should we look into other options? Parent or company sponsored? We have 11 students that have requested free or reduced lunch. They filled out the free/reduced lunch form through the district. At this point, the school store is self-sustaining. The funds stay in the student store and extra funds can be used to offset some of the cost.
 - Can we put an option on parent connect for parents to pay the school store for their student and to sponsor another student? Nicole will check with Kari and update us. If we do punch cards, we need to ensure that we open it up to everybody and not just the sponsored students. We can also have a tiered PTSO membership program where we get extra funds for sponsorship and stuff.
 - \$18,584.10 current PTSO funds amount. They are going towards Google ads, school lunches, breakfast cart and LA books, model U.N.
 - Sylvia made a motion to continue to support the school lunch program up to \$500 through the end of 2023 calendar year while we figure out other ways to supplement the school lunch program. School store will offset the cost for the rest of the expense. Sarah seconded. Everyone approved. Anything prior is approved.

Project Proposal Fund Requests (10 min.) -

- Prom venue - Dependent on transfer of money Approximate cost: \$1,375. We will discuss in the next meeting if the student government needs a loan.

Highland Academy PTSO Board Minutes (continued)

- Teachers' request form - This form has had access denied by a lot of people.. Can anyone open it? It would be great to get to teachers ASAP. Nicole and Katy will get a new form in place. It can be housed along with the PTSO minutes in the google folder for teachers.

Student Government Report: (5 min.)

- No updates for now.

APC Liaison Report: (5 min.)

- Robin
- Nicole presented the data regarding a potential school start time shift for next year along with school district research. It will be an action item for Thursday's APC meeting. Also discussed potential policy change on school cell phone and headphones usage.

Treasurer: (5 min.)

- Brenda

● Financial Update

- Regular PTSO Account:
 - Ending Balance: \$18,584.10
 - Income: \$340.81 for Oct and \$688.76 for Nov (Holiday Bazaar booths, PTSO membership, Fred Meyer, pizza fundraiser)
 - Expenses: \$1,512.26 for Oct and \$307.12 for Nov (breakfast, lunch, Google ad, LA books)
- PTSO P-Card: \$ Do we still have access to this? We have our debit card
- Barnes and Noble card - Brenda tried to use them for teachers' books but it's proving to be difficult to use

Governance Committee: (25 min.) - Robin, Sylvia, Brenda

● Bylaws

Plan for Jan/Feb Bylaw review

[FINAL_Approved Amended Bylaws May_12_2021.docx](#)

● Gaming

- Gaming Partner Update. Heidi needs the gaming license number. Brenda will get it to her.

● Board Development/Nominations

- 3 - 5 Adult Seats
- 1- Student Seat
- APC-PTSO liaison position - Robin Brosius

Highland Academy PTSO Board Minutes (continued)

Events & Recognition Committee: (25 min.) -

- **Annual Calendar-** Is it possible to post this on the school website? Brenda will send it to Nicole to place it on the website.
 - Do we have any leads on the school website? It's coming along nicely. Our minutes are up on the website.

Outreach & Membership Committee: -

- **Phoenix Membership Drive** - Did not discuss in today's meeting

Upcoming Meetings: (5 min.)

- **Zoom Account** - Is it possible to do hybrid meetings with zoom and in person?
- **Next meeting - 14th December, 2023 @ 5:30 pm** Second Thursday of the month
- **Meeting adjourned at 7:31 pm.** Motion made by Sylvia. Seconded by Brenda. Approved by all and Adjourned by Robin.