

**Highland Academy PTSO  
Board Meeting Minutes  
December 14  
5:30 pm, In-Person**

**Members Present:** Katy Bakker (AP), Heidi Barnes (P), Brenda Bidwell (CM), Robin Brosius (P), Luna Brosius (S), Afshan Raja (P), Sylvia Whipple (P), Liam Wood (S), Sarah Wood (P)

CM = community member, P = parent, S = student, AP = Assistant Principal

**Agenda:**

**Call to Order: 5:42 pm**

**PTSO Contact Information:**

email - [hacsptso@gmail.com](mailto: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

**Intro of attendees:**

**Minutes approval: Next meeting**

**Reports:**

**Principal's Report: (10 min.)**

- Ms. Nicole Crosby

**Old Business:**

- Pizza fundraiser- Update - Robocall went out to remind families. 2 orders in so far.
  
- Craft Fair- Update - Total after expenses \$1,161.05.
  - Refunded a vendor out of courtesy because she got sick and notified ahead of time.
  - First Saturday of December went really well because there weren't any other bazaars happening the first week.
  - Some people didn't pay and didn't show up - for future, they must pay ahead to save a spot. Any spots not paid would be up for grabs till the end because some people were trying to get a spot till the end.
  - \$165 from food sales. For the future, food trucks may be a better idea.
  - Ideas - food trucks, photo bus, picture with santa/reindeer
  - Next year - we will be more selective with vendors to stay true to the craft fair vibe
  - Some yard signs went missing. We'll need new yard signs - it was suggested to ensure that they are not white but on colored paper instead, and to have less writing. Simpler signs with legible writing.

## Highland Academy PTSO Board Minutes (continued)

- Advertising - put it out there on craigslist, marketplace and other online places
  
- Barnes and Noble Book Fair- Update -
  - Made \$944.51 plus two books from the teachers' wishlist
  - Previous books came in except two that have been shipped to the store
  - Encourage teachers to put a wishlist on Donors Choose
  - Next Book Fair date - TBD - Brenda will contact them to see if 4/20/24 is available. Also get 11/23/24 in the books.
  
- Sauce Off/ Multicultural Night - 2/16/24
  - PTSO will provide drinks and pasta/rice/bread
  
- Chilli Cookoff - 3/29/24
  - PTSO will provide drinks and cornbread
  
- Google Ads- Taken down - Not yet. Brenda is on it.
  
- Facebook page - can we add more people to help run the page? Katy runs the Highland facebook page, so PTSO can utilize that page to advertise. Student government can help with canva posters. HW till next meeting - is there any benefit to having a separate FB page for PTSO? Are there any hindrances for using the school page? Robin will email Jason to see if there are any potential issues with using the school FB page.
  - Syliva moved to get rid of the PTSO family page. Brenda seconded the motion. Approved unanimously.

## New Business:

- New Members
  
- Elections - February 2024
  
- Mission Statement - HW - read over the mission statement and look at at least one other PTA/PTSO's mission statement
  
- Christmas Treats -
  - Thursday - Afshan and Heidi will send in some treats
  - Friday - Sarah will send in some treats
  - Teachers' gifts have been given to Nicole
  
- PTSO lunch sponsorship - We can use parent connect to buy punch cards for kids - sponsor a kid for \$20 lunch will be pushed in January
  
- Snacks for next meeting

## Highland Academy PTSO Board Minutes (continued)

### [Project Proposal Fund Requests](#) (10 min.) - **Do we have a digital copy yet?**

Robin will email Amy.

### **Student Government/Leadership Report:** (5 min.)

Lock-in went well. Movie room was quiet. The Ping Pong room was loud & fun. Lots of karaoke was happening. All in all, it was pretty fun. There was an art/board games room as well. Pizza was on time. Food set up can be improved.

Feminine hygiene stuff is being taken care of from the nurse's budget. The basket keeps getting emptied real fast. It was suggested to have a sign there "to see the nurse or one of the admins," instead of the basket.

### **APC Liaison Report:** (5 min.)

- Robin - missed the meeting but got an update from Laura and shared the survey.
- Members present please fill out survey for Laura on APC and drop it off at the school

### **Treasurer:** (5 min.)

- Brenda - Brought in \$911.39 for December. \$927.18 in expenses. Closing balance is \$15,772.86. This does not include the lunch bill. That would subtract about \$300 from the closing balance. Book fair money is in form of gift card and can only be used at Barnes and Noble (\$944.51)

- **Financial Update**

- Regular PTSO Account:
  - Ending Balance: \$15,772.86
  - Income: \$911.39
  - Expenses: \$927.18
- Barnes and Noble card - \$944.51

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

- **Bylaws**

Plan for Jan/Feb Bylaw review

[FINAL\\_Approved Amended Bylaws May\\_12\\_2021.docx](#)

They were reviewed in 2022, but the google doc shows the last review as 2020. So it's best to review it again. Mostly came from PTO today. HW - members will read the Bylaws by January to have a proper review in February.

- **Gaming**

- Gaming Partner Update - Heidi got the permit number from Brenda and will take the exam before the next meeting. Robin will look for the letter to share with potential sponsors/partners and share with Heidi.

- **Board Development/Nominations**

- 3 - 5 Adult Seats

## **Highland Academy PTSO Board Minutes (continued)**

- 1- Student Seat
- APC-PTSO liaison position - Robin Brosius

### **Events & Recognition Committee: (25 min.) -**

- **Annual Calendar-** Is it possible to post this on the school website? Katy will update it.
  - Do we have any leads on the school website?

### **Outreach & Membership Committee: - Tabled till next meeting to discuss if we want to have 3 committees.**

- **Phoenix Membership Drive -**

### **Upcoming Meetings: (5 min.)**

- **Zoom Account -**
- **Next meeting @ 5:30 pm January 11th, 2024**
- **Meeting adjourned at 7:20 pm** (Sylvia motioned to adjourn, Brenda seconded and everyone approved)