PTA '26-'27 Highland Meeting — Meeting Notes
Date: 11/12/26 | **Meeting called to order:** 6:04PM | **Meeting adjourned:** 6:46PM

Attendees: PTA Board (President- Alexa Robison, Vice Presidents - Maddie Benson (online), Brenna Fosset, Treasurer- Megan Jones, Secretary- Rachel Voelkle-Kuhlmann)
In attendance: Diane Almond, Sarah Danielson, Ruth Engeset, Lacie Higgins, Joy Struder
Online: Katelyn Reiley, Ashley Miller, Lauren Morris, Stacie Holub, Dana Altenhofen

Review of October 8th, 2026 Meeting Minutes – Rachel Voelkle-Kuhlmann, Secretary
Motion to approve by: Joy Struder
Seconded by: Sarah Danielson

Financial Report - Megan Jones, Treasurer

- YTD income: $7,061.66; expenses: $17,689.00; net decrease: $10,627.34 (full-year budgeted decrease: $25,965.00).
- Bank balance: $12,001.28, down from $22,628.62 at the start of the fiscal year.
- October figures do not include Fun Run proceeds, which will be recorded in November.

Revenue

- Spirit Wear: 9/18 pop-up shop netted $2,054.66.
- Membership dues: $\$365\ net$ (1,295.00 received, $930.00 in related expenses), above the $300.00 budget.
- Cash donations: $453.60, which is $153.60 over budget.
- Fun Run: APEX reported $34,056.00 net, about $950 under the $35,000 budget. APEX noted a nationwide decline, with about 85% of schools down slightly.

Expenses

- YTD expenses of $17,689.00 compare to a $60,065.00 annual budget.
- One Book, One School: $3,813.75 paid, plus $354.68 sales tax outstanding. The total of $4,168.43 is under the $4,500.00 budget, leaving about $331.00 for the related after-school event. Savings from the BBQ and Fall Festival could be reallocated if needed, with PTA approval.
- Annual BBQ (incl. Back-to-School Breakfasts): $1,623.72 net, about $405 under budget.
- Fall Festival: $853.04 to date; expected to finish under budget.
- Petty cash: $350.00 withdrawn for Fall Festival concessions, returned and deposited Nov. 2; nets to zero in November.

Financial Outlook

- Fun Run proceeds will significantly strengthen the PTA's position, which is favorable relative to budget.
- November reporting will include Fun Run proceeds, Fall Festival concessions income and remaining expenses, and the petty cash adjustment.

Other Updates

- Reseller's Permit (for yearbook purchases) is current through 10/13/28.
- The 990 for FY ending 6/30/26 was filed in early November; copies are available from the President or Treasurer.
- Liability insurance was renewed in early November; the expense will appear in November financials and the insurance will be good through December 2027
- No grades have made requests, only SLCs and Paras have made requests, though it is common for classes to make requests in the spring
- Budget meeting to review update financials now that APEX meeting has taken place (can take place after the December 10th PTA meeting); staff welcome to come and have a voice so they know what we have in terms of funding

Principal/Admin Report - Sarah Danielson, Highland Principal

●Low sensory option at Fall Fest- was well received

- Was well received overall!
- Challenge logistically to have it in the SLC room down the hallway with folks randomly wandering around
- Tried to order similar games/activities to what we had available
- Stephanie who offered up classroom was happy to volunteer in the future (thanks Jen for the idea!)
- Lessons Learned
    - Will need to think through having event in pod closer to the event; could also get a volunteer for the hallway
    - Sensory Room Marketing
        - Sarah sent an email to SLC classrooms to advertise this time around, but people naturally saw that the room existed; folks with toddlers really appreciated it as well
        - There was a sign on the door, so want to be careful that folks understand that it is not supposed to be open to everyone, otherwise it would no longer be low sensory
        - Have on the flier for future events that the room is available
        - Make sure the yearbook knows its happening so we can get photos in the room
        - Make a low sensory room the standard for all future events
        - Need more time for set up before events, especially if we are doing future low sensory rooms

Board/Committee Reports

●Yearbook, Lacie Higgins

- Doing art cover contest in the next week, will be deciding a winner
- Taking pics, selling!

●Staff Appreciation, Joy Struder

- October- apple nacho bar which was well received!
- November- staff dinner on late conference night
- December- soup, salad and breadstick bar

- **Events, Alexa Robison**
    - **Fall Fest**
        - Hoping to get more volunteers, but the event went well overall
        - Photobooth was super popular
        - Sold out of pizza
    - **Craft/Cookies Night (December 8th; 5-7pm)**
        - Looking for ideas for crafts still
            - Craft options:
                - Pipe cleaner bead (ideal to prebag beads ahead of time)
                - Snowball shooters (have a dixie cup, cut whole on bottom, cut tip off balloon, decorate snowman and then can shoot cotton ball
                - Coloring ornaments with stickers and markers
        - Reached out to high school - sending sign up link to students who need volunteer hours, Lyn Correa is sending 8th graders who need service hours
        - Will add set up, take down and a volunteer captain/coordinator
        - Ask high schoolers to make cookies, request they are gluten free
        - Cookies next year- no frosting with knives; pre-fill icing or do dixie cups or ketchup bottles
    - **Movie Night**
        - Talking about moving movie night to January when things are less crazy and less programming
- **Spirit Wear, Maddie Benson**
    - Our vendor ended up cutting their profit and giving us 10% of every sale; we raised $284.19 overall with 55 orders
    - Items ordered from the newer adult sizing site will be shipped directly to buyers addresses hence the larger shipping fee. This was an error on BSN in their setup of the store and we apologize!
    - All other orders will arrive at Highland to be distributed; unfortunately we were told 2 weeks after store closing but now that it's closed they're saying 4-5 weeks.
    - Considering other options for next years store but will likely use this same vendor end of Jan/Feb due to lack of time to find a new one and setup
    - Didn't get Spirit Fairy sizes yet but this is in the hands of Mr Hedges. While we can't order sizes we have lots of options still to choose from in the PTA closet and in the chance we have nothing in their size Maddie will look at personally making items adhoc as needed. Funds raised from this will offset the costs of the remaining inventory in the PTA closet then contribute to spirit fairy items

Unfinished Business

- Updated bylaws - highlighted areas are where we made updates:

- Updated PTA motto and mission statement
- Updated Dean of Students to Administrative Staff (Vice Principal)
- Added Spirit Wear committee
- Reinstated Reflections committee
- Updated language to clarify that the President and Treasurer are responsible for filing the annual registration
- Updated language to clarify that the Treasurer, Outgoing Treasurer, and President are responsible for filing IRS Form 990-EZ
- Updated language to clarify that the Treasurer and President are responsible for completing the annual liability insurance renewal
- Removed the following restriction: It is the position of Highland PTA that use of debit card and/or other electronic payment methods such as e-wallets are not allowed

Motion to approve bylaws: Diane
Seconded: Lacie

Bylaws will be added to meeting minutes and added to the website

New Business

- Minted fundraiser- no obligation, but if you get cards on minted you get 10% off and Highland will get 20% (like Smith Brother fundraiser)
- Scholastic Book Fair coming up (Preview is week we come back from Thanksgiving - Nov 30- Dec 4)
- Highland Gear/Colors Day- every Thursday
- Decades Day- Friday, November 20
- Run Club- all volunteer slots for November filled- thank you!
- Next meeting: Thursday, December 10th in Cafeteria at 4pm
- Book Fair- Dec 7-11 with Craft Fair on December 8th

Open Floor

- Joy will be asking for more money for staff appreciation; Megan can help with debit card purchases
- Struggle with volunteers- Ruth asked if we split up a role into setup, half of event and cleanup

Raffle Winners: Joy, Ruth

Motion to approve ending the meeting at 6:46pm: Joy
Second: Dana

Reference Links:
Highland PTA Facebook link
Highland PTA Instagram Link