

4.20.26 PA Meeting Minutes

Quick recap

The High Tech Elementary Parent Association (PA) meeting focused on restructuring roles and responsibilities for the upcoming school year due to low nominations for executive positions. Mandy proposed simplifying the organization by eliminating VP titles and breaking down large committees into smaller, more manageable task-focused groups within four main categories: communications, fundraising, school support, and community building. The group discussed challenges with volunteer recruitment and agreed to make roles more accessible by focusing on individual events rather than large committees.

Next steps

- HTePA: Update the May meeting date to May 11th on Constella and the school Google Calendar. <https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7d565-3d2e-11f1-84b0-924e0f4bfc4d>
- HTePA: Post more detailed descriptions of PA officer roles and responsibilities on Constella to help potential volunteers understand expectations before signing up. <https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7dbf7-3d2e-11f1-a421-924e0f4bfc4d>
- HTePA: Print and/or post information about PA roles and event categories so interested volunteers can review before committing. <https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7dfae-3d2e-11f1-9ee7-924e0f4bfc4d>
- Dennie and Kyle: Form/lead a committee to organize the two annual camping trips and coordinate with interested families. <https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7e2ca-3d2e-11f1-b387-924e0f4bfc4d>
- Holly: Take lead on monthly movie nights (with flexibility on location and format) and coordinate with school as needed regarding space use. <https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7e5b2-3d2e-11f1-a8e7-924e0f4bfc4d>

- Dennie and Kyle: Support Holly with organizing and running the camping trips.<https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7e8a1-3d2e-11f1-b6a4-924e0f4bfc4d>
- Anya: Express interest in running Popsicles in the Park pending confirmation of work schedule; coordinate with school administration on event date.<https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7eb7a-3d2e-11f1-92ba-924e0f4bfc4d>
- HTePA: Record all current event/task volunteers and pass information to next executive board.<https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7ee47-3d2e-11f1-9aad-924e0f4bfc4d>
- HTePA: Reach out to Jonathan to increase parent participation on Constella before end of year.<https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7f0fe-3d2e-11f1-9336-924e0f4bfc4d>
- Tristan: Send inflatable obstacle course payment link to Britt for International Picnic.<https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7f3b0-3d2e-11f1-ab38-924e0f4bfc4d>
- Jessica: Coordinate with Britt for purchase of teacher appreciation gift cards (or other items) for luncheon.<https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7f669-3d2e-11f1-8dac-924e0f4bfc4d>
- Jessica: Send email to HTePA with setup/tear down times for Teacher Appreciation luncheon for posting on Constella.<https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7f91b-3d2e-11f1-9582-924e0f4bfc4d>
- Holly: Distribute teacher favorites sheets to room parents and encourage their use for Teacher Appreciation Week.<https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7fbcd-3d2e-11f1-98a8-924e0f4bfc4d>
- Jessica: Work with Janine to print and distribute student participation ideas for Teacher Appreciation Week.<https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb7fe7e-3d2e-11f1-99f5-924e0f4bfc4d>
- Anya: Post logo wear sales dates on Constella and coordinate staffing for Exhibition and New Family Welcome event.<https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb8012e-3d2e-11f1-b0c7-924e0f4bfc4d>

- HTePA: Post request on Constella for PA info table volunteers for New Family Welcome event (once date is set). <https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb803eb-3d2e-11f1-bccd-924e0f4bfc4d>
- HTePA: Collect and document Jogathon feedback and lessons learned for next year's committee. <https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb806aa-3d2e-11f1-9eeb-924e0f4bfc4d>
- Jessica: Reach out to local businesses (e.g., Mathnesium, Lemonade, Chick-fil-A) for possible donations for Teacher Appreciation luncheon. <https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb8096c-3d2e-11f1-89bd-924e0f4bfc4d>
- HTePA: Transfer all PA gmail accounts and update passwords for new officers/committee chairs before end of year. <https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb80c7e-3d2e-11f1-86ee-924e0f4bfc4d>
- HTePA: Create folders on Google Drive for next year's contacts and documents. <https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb80f61-3d2e-11f1-b521-924e0f4bfc4d>
- New officers/committee chairs: Meet with director (interim or new) to set budget and event calendar for next year. <https://tasks.zoom.us?meetingId=rIPyqWvkQVSLwbRq2ihdbg%3D%3D&stepId=4bb81496-3d2e-11f1-9fb6-924e0f4bfc4d>

Summary

Parent Association Restructuring Plan

The meeting focused on restructuring the Parent Association (PA) to address volunteer recruitment challenges. Mandy proposed simplifying the organizational structure by removing VP titles and instead organizing activities around four main categories: fundraising, communications, community building, and school support. The group discussed making roles less intimidating by breaking down large committees into smaller, focused groups for specific events like camping trips or book fairs. Several volunteers stepped forward to take on specific roles, including Anya for book fair and logo wear sales, Mandy for Halloween candy buyback, Holly for communications tasks, and Beth to oversee room parents. The group agreed to move the May meeting to May 11th and decided to postpone voting on new officers until more nominations are received, with Mandy committing to update role descriptions and language to make volunteering more accessible.

School Events and Volunteer Planning

The meeting focused on planning school events and volunteer opportunities. Anya expressed interest in organizing Popsicles in the park, pending confirmation of the date not conflicting with her work schedule after August 19th. Holly proposed hosting monthly free movie nights in the forum or atrium, emphasizing inclusivity and community building, with support from Dennie and Kyle for the camping trip. The group discussed logistics for movie nights, including using streaming accounts and alternative venues if the forum is unavailable. HTePA provided updates on goals, the calendar, and efforts to increase school participation on Constella, while also announcing upcoming events like the picnic, camping trip, Teacher Appreciation Week, Variety Show, and Parent Celebration. Additionally, the meeting highlighted opportunities for 5th-grade students in the High Tech High College and Career Fair, seeking volunteers for small business booths and job shadowing.

Career Exposure and Foundation Events

The meeting discussed two main topics: a career exposure event and the High Tech High Foundation BINGO Rodeo. HTePA explained that the career exposure event is a one-day opportunity for students to tour workplaces and learn about different careers, clarifying it's not a job fair but an introduction to future opportunities. The BINGO Rodeo fundraiser on June 6th at Stone Brewery supports the High Tech High Foundation, which provides scholarships and funding for parent associations, insurance, and other school-wide needs. The meeting also covered administrative tasks for outgoing officers, including transferring PA emails and updating passwords before new officers take over in June.

Communication and Treasury Updates

Tristan discussed communication challenges with Konstella, noting inconsistent notifications and the need to help parents set up proper notifications. He expressed interest in taking on technical responsibilities related to communications, such as managing accounts and passwords, to reduce burden on the PA. Tristan also requested Britt's assistance in paying for an inflatable obstacle course for the international picnic. Britt presented the treasury report, highlighting cash balances across various accounts and pending transactions, including a reimbursement from High Tech High for Panda Express.

Financial Updates and Fundraising Review

The team reviewed financial updates from recent events, including JOGON and 5th grade fundraising activities. Brit presented financial data showing approximately \$25,000 in net income from JOGON after expenses, with a discussion about whether to categorize the

PledgeStar fees as operating expenses. The 5th grade fundraising efforts were highlighted as extremely successful, generating around \$3,500 in net income despite some challenges with the popcorn machine. The team noted opportunities to improve Logoware sales through upcoming events like the New Family Welcome and Popsicles in the Park.

Upcoming Events Planning Updates

The team discussed several upcoming events and updates. Tristan reported progress on the International Picnic, noting that most volunteer slots had been filled using a more specific signup approach with discrete tasks rather than general requests. Jessica shared plans for Teacher Appreciation Week, including various services like massages, hair styling, and yoga classes offered by parents, along with planned meals and student-led activities like writing compliments and performing helpful tasks. HTePA mentioned booking food trucks for an Exhibition event and communicating with the Loma Club about a Parent Celebration.

Teacher Luncheon Planning Discussion

Jessica and Kara discussed plans for a teacher luncheon, including offering \$20 gift cards to local businesses for teachers to choose from. They requested help with setup and teardown on Wednesday, and discussed distributing teacher favorite pages to room parents. HTePA suggested posting volunteer needs on Constella and provided guidance on purchasing gift cards through Britt. The group also discussed displaying teacher favorite sheets in a front binder and potentially bringing them to after-school pickup.

Jogathon Event Review and Planning

The meeting focused on reviewing the recent Jogathon event and planning for future activities. Anya discussed sales dates for logo wear, noting that Fridays tend to have more attendance than Wednesdays. The group provided feedback on the Jogathon, with Tasha and others noting that the larger track was better due to less crowding and more space. Anya suggested using smaller paper cups for water next year and proposed assigning a volunteer role to ensure students bring water bottles. The conversation ended with a discussion about executive roles, with HTePA explaining that the president, secretary, and treasurer positions would have reduced responsibilities focused mainly on monthly PA meetings.