

**Call to Order**

Lynn Patterson called the meeting to order at 9:31 am

**Attendance**

Attendees: Kristen Vance, Dr. Jon Hallmark, Carrie Skibitzki, Meg Carter, Tara Schoenfeld, Michelle Smith, Kara Andersen, Megan Huber, Diana Reyes, Amy Richter, Lynn Patterson, Zara Harrison, Lisa Roberts, Christy Fouts, Elizabeth Falco

**Minutes and Correspondence**

Motion to approve the January 8, 2019 minutes was made by Kristen Vance. The motion carried and the minutes were approved.

**Administration Report - Jon Hallmark**

Jon Hallmark reporting.

- Student led conferences are this week.
- 7th grade has a fine arts field trip with LHS. Helps 7th graders get a feel for what they might want to do in 8th grade and beyond.
- Working on 2019-2020 school year... 5th graders being contacted.
- School wide charity is Lamb's Farm. Kids made Valentine's, talent show, and dance are all fundraisers. Donation jars will be out for direct donations at conferences. A raffle is also being offered to the kids. \$1 to enter to win trip to visit the farm.
- Self directed Learning - There's been a lot of feedback. Mostly positive. All work needs to be gathered and documented. Most children did the work, and what Dr. Hallmark has seen looks really interesting. Still gathering feedback. Some parents didn't see the value in the activities. There are plans to re-examine it. There's also legislation in Springfield to reverse using this as an alternative to make up days.
- Michelle Smith stated her Studio 1 students really liked it and had fun. Helps with building well-rounded kids.
- There's a feedback form on the website which will be shared.

**Teacher Representative's Report - Michelle Smith**

Michelle Smith reporting.

- For student led conferences it's a great way to see what the children are learning. Look at the portfolio and see what they are doing. There's a lot of reflection in the portfolios. There's a "brag page" so students can see themselves as a whole learner, not just academic. 25 minute time slot, so please feel free to contact teachers if there's something you want to discuss that's above and beyond the conference. All portfolio prep is done in class.

**President's Report - Kristen Vance**

Kristen Vance reporting.

- HFA was very busy in January. Still looking for a President for the HFA. Kara Andersen is remaining as 1st VP. Cheryl Carroll said she would serve as 2nd VP. Meg Carter is staying as

Secretary and Christy Fouts remaining as Treasurer. Vanita is leaving what will be the 7th grade activity committee, and adding Tara Schoenfeld and Jen Crane to that committee. Need one rising 8th grade parent for the activity committee, but two current members (Amy and Diana) are fine with handling everything. Not sure about Box Tops, or Shop and Share (Michelle might be leaving). Spirit Wear staying the same. Staff appreciation team staying on. Rocky Mountain Apples not sure. Zara Harrison is looking for help with the directory. Carrie and Megan staying with newsletter and Facebook.

- Discussion about having a Co-President to share responsibilities of that position. Elizabeth Falco is considering President, and asked about direction of HFA and what are the expectations. Kara said the only issue is using a bit more of the reserve, and how that will be disbursed and what it will go towards.
- So far the disbursement seems to benefit the Learning Center most. Dr. Wyatt is starting an idea of what she wants in the Learning Center. Zara Harrison reported that furniture is top on the wish list, but the money allocated from the HFA isn't enough to revamp that area. The possibility of a fundraiser to cover the rest of the project was raised. Kristen Vance asked if there's another project that would benefit from the \$15K from the HFA, but furniture is the main issue. Dr. Wyatt is looking for the ability to create flexible space. Dr. Hallmark said that type of furniture is expensive, and the Learning Center needs to replace the furniture. To make a fundraiser successful there would need to be a marketing campaign, committee, etc. Maybe start off 2019-2020 with the HFA pledge drive being a specific plan for the Learning Center.
- Christy Fouts reported that in December, orchestra kids used a small TV to watch a movie instead of the big screen in the multi purpose room, and wondered why the resource wasn't utilized. The projector and speakers broke in the multi purpose room, and North Gym screen isn't working. Sound Planning customer service was not good, so went with Dan Merriman's company. Dan looked into the model, and contacted the manufacturer so his company is fixing everything. Michelle Smith said teachers know the resource is there in the multi-purpose room, but not all teachers might know how to use it. Michelle will follow up on that.
- Graduation Committee is moving along well.
- Treat Day 2/22 - Brownies, so send out email to remind bakers.
- Teacher Appreciation dinner - Urban BBQ is catering on 2/13

### **1st Vice President's Report - Kara Andersen**

Kara Anderson reporting.

- Planning on sending the volunteer e-blast throughout the year to remind people to sign up if they'd like to volunteer.
- Gym Jams are always tricky closer to the event with people changing their ability to volunteer, but they all worked out.
- Book Fair week of April 15th will be the next opportunity, and it's looking well staffed.
- Will speak at incoming 6th grade night to talk about options for volunteering.

### **2nd Vice President's Report - Lynn Patterson**

Lynn Patterson reporting about FAD 70 meeting

- Last day of school is 6/5/19
- New Superintendent was hired.
- Went over emergency closing procedures. Please sign up for text alerts if you haven't already.

- In December the The District 70 Award of Character, Service and Leadership was presented to Amy Williams of the David Adler Music Center.
- Ten Year Life Safety Study - Three levels to update the schools: A, B, and C level projects. It is school practice and policy that the district architects have to look at A items first to stay up to date with safety with the state (electric, duct work, etc). Levels B and C - Floors... so floors are being updated as schedule allows. They look for items on B and C to put in recommendations.
- 2019-2020 calendar has been approved. 8/21/19 first day of school.
- Grade schools are going to Power School for registration for school year and new students. Hoping to do that online to streamline process. No letters going home.
- Kindergarten registration starts in February. Kindergarten Orientation is Tuesday, April 16, 6:00-7:00pm. Summer School starts Monday, June 10, through Thursday, July 11, HMS/Rockland. Champions will be held at Butterfield and Camp Inventions will be held at Copeland.
- Self-Directed school days also discussed.
- 5 Essentials Survey needs more responses.
- HFA (and family associations) are allowed to set up a Twitter account if wanted. Handed out guidelines. Discussion that followed: HFA Twitter account sounds like a good idea, and if we are implementing it should be rolled out at incoming 5th grade orientation with a handout to give to parents. Megan Huber is going to look into setting that up with Robin Koleman. Incoming Sixth Grade night is 5/1/19.

### **Treasurer's Report - Christy Fouts**

Christy Fouts reporting.

- A gift card was given to Katie Murphy (teacher appreciation budget) who moved onto LHS
- Looking for ideas for appreciation for support staff (facilities, library, etc.) to recognize their efforts.
- Starting to pay graduation expenses.
- 8th grade is done spending money.

### **Secretary - Meg Carter**

Meg Carter reporting.

- Asked about reviewing the by-laws. Dr. Hallmark thought it would be a good idea to put together a list of things for secretary and president to review throughout the year.

### **Committee Reports**

#### **6<sup>th</sup> Grade Activities - Elizabeth Falco, Meg Carter, Vanita Sreedharan**

6th Grade Activities Team reporting.

- Everything at Gym Jam went really well!
- ZUMBA should be burst classes of 10-15 minutes, not one long class.
- Center Club set up volleyball one one court, not two basketball areas, but by end of night both sides were being used.
- Question about signing forms. Making sure something is signed to participate.
- Have a plan in place for coats, etc. Maybe racks for coats.

#### **7<sup>th</sup> Grade Activities - Amy Richter, Eustacia Joseph, Diana Reyes-Remter**

7th Grade Activities Team reporting.

- 7th grade dance went well. Lots of snacks left, but were used for Gym Jam. Over 120 came to the dance.
- Food - Don't buy carrots. Use strawberries. Get at least 12-16 lbs of strawberries.
- Volunteers got there at 7 PM, and people were already there 30 minutes early and trying to get in.
- Centre Club in Gurnee has forms that need to be filled out too. Sent home through Studio 1, and send several emails to remind parents. Start working with the club in September to make sure we are getting what we need (forms, etc) as new manager wasn't very responsive. Attendance was 179.
- Waukegan Field House might be a better option for 7th grade Gym Jam next year.

### **8<sup>th</sup> Grade Activities - Tara Schoenfeld, Christy Fouts, Kristen Vance**

8th Grade Activities Team reporting.

- Waukegan Field House was a great option. Sent out waivers through Studio 1 stapled together and all came back signed.
- 119 kids... every year it drops, so missed the goal for money. Budgeted (\$600) and was (\$880). No complaints about distance. There's a lot of staff so don't need as many volunteers.
- Maybe look into LHS again as a location now that there's a new principal. Or hold it early in the year before 8th graders start to focus more on being in high school, and less on attending middle school activities.

### **Box Tops for Education - Karin Steffensen, Mindy Johnson**

Chairs absent. Nothing to report.

### **Shop and Share - Christine Gaiden, Michelle Sieks**

Chairs absent. Nothing to report.

### **Spirit Wear - Christy Fouts, Lisa Roberts**

Christy Fouts reporting. Nothing to report.

### **Staff Appreciation - Gwen ZumBrunnen, Ann Rappa**

Chairs absent. Nothing to report.

### **Graduation - Jen Able, Jennifer Khan**

Chairs Absent. Nothing to report.

### **Rocky Mountain Apples - Leigh Gimbert, Kirsten Willis**

Chairs absent. Nothing to report.

### **Directory - Zara Harrison**

Zara Harrison reporting.

- Could use another person to help with the directory next year. It's a three week process at beginning of the year, so very front focused on time for this committee.

### **Highland Highlights - Carrie Skibitzki**

Carrie Skibitzki present.

- Needs submissions for Highland Highlights by Thursday, 2/14 end of day.

### **Old Business**

No old business to report.

### **New Business**

HFA Twitter account sounds like a good idea, and if we are implementing it should be rolled out at incoming 5th grade orientation. Put together a handout to give to parents. Megan Huber is going to look into setting that up with Robin Koleman.

Elizabeth Falco found By the Yard which is a company that could fabricate Highland yard signs. Megan Huber checked with Sign-o-rama for options (metal at \$20 cost or vinyl), and wasn't looking like a feasible option. Butterfield is using an Amish family in WI so Megan got that info. \$9/sign. We'd have to pay upfront. Signs would be ready in May. 12" x 18" sign. So, Elizabeth will get a quote, and a decision will be made on how to proceed once all info is known.

Kristen Vance adjourned the meeting at 10:56 am.

Next meeting is Tuesday, March 12, 2019.

Respectfully submitted,  
Meg Carter  
HFA Secretary