

Call to Order

Kristen Vance called the meeting to order at 9:30am.

Attendance

Attendees: Meg Carter, Diana Reyes, Lisa Roberts, Elizabeth Facco, Christy Fouts, Kara Andersen, Mindy Johnson, Kristen Vance, Tara Schoenfeld, Karin Steffensen, Eustacia Joseph, Nicole Sesi, Wendy Bownas, Carrie Skibitzki, Lynn Patterson, Vanita Sreedharan, Natalie Swearingin, Amy Richter, Michelle Smith

Minutes and Correspondence

Motion to approve the May 8, 2018 minutes was made by Kristen Vance. The motion carried and the minutes were approved.

Administration Report - Jon Hallmark

Jon Hallmark reporting.

- Welcomed and thanked everyone for attending and being a part of the HFA.
- Dean of Students and Assistant Principal are new this year. Assistant Principal Elizabeth Davis comes from from Adler Elementary. Dean of Students Ryan Anderson come from Warren High School from the Fresh/Sophomore campus.
- Fall Preview - Went very well. After the big rush Monday things settled down. Express Lane wasn't as express as wanted, but were able to hand schedules out very smoothly.
- Curriculum Night - Very well attended. Teachers did a fantastic job, and provided a great experience. Distributed conference forms. Touched on how the conferences go with scheduling. Format allows parents to meet more teachers in a condensed period of time. They are 30 minutes slots, and are all hand scheduled to coordinate with other siblings.
- Mentioned trying new things at the HFA/tweaking what we have planned (gym jams, etc.)

Teacher Representative's Report - Michelle Smith

Michelle Smith reporting.

- Gave a quick summary of what her position entails (coordinating for box tops, etc.) and thanked us for our support during the year.
- Conferences - If you feel like you need to see another teacher, please reach out and let the teachers know so something can be arranged.

President's Report - Kristen Vance

Kristen Vance reporting.

- 2018-2019 Board / Committee Chair positions - First checked the list to make sure all contact info is correct, and made sure all committees have their binder.
- Spirit Wear - One order has already been closed out, and some revenue was made. Outdoor Ed shirts also ready for order.
- Directories - Already at the publisher, and orders are coming in. Zara Harrison handled all the information

- Yard Signs - Meg Huber is in charge. She put out order forms at Curriculum Night. More marketing options are coming so people are aware, including HFA page. Also, an e-blast will be coming out.
- Friends of the HFA Fundraiser - The main fundraiser for the HFA, and has gone really well this year. Fall preview was helpful with talking to parents while in line for locker locks. Budget was \$1500, but so far raised over \$4000. Majority was from the e-Blast with link to donation form. A parent asked for a receipt, so need a receipt template created.
- Treat Days - Grade level coordinators can start organizing. Parents provide the treats, and coordinators pass out the treats. Food allergy options are available pre-packaged and store-bought by the HFA.

1st Vice President's Report - Kara Andersen

Kara Anderson reporting.

- Volunteer Coordination - Due to work commitments, she will not be able to attend most meetings, but is available by email, phone, text, etc. She is available to conference in via phone if a questions arise. Provided a volunteer overview... to cut down on emails requesting volunteers, all links are set up in one place separated by grade and school-wide. People sign up, and then the event coordinators get the volunteer info and reach out to those who signed up. Promoted on Facebook and sometimes e-Blasts starting second week of school. Sixth grade filled up in an hour.
- There were lots of questions from incoming 6th grade parents - why no dates, why can people sign up for multiple events, etc., why didn't it come in the evening when everyone's available, etc.
- Future communication process could include an e-Blast letting people know that the volunteering email is coming in "x" number of days at "x" time.
- Sign up site is checked monthly, exported, and put on a spread sheet and distributed to coordinators

2nd Vice President's Report - Lynn Patterson

Lynn Patterson reporting.

- FAD70 Meeting - 998 students at summer school, new Highland administrators were discussed. Rachel Heidy is the new resource officer
- Nora Project was discussed
- Butterfield has an on-site daycare
- 40 local businesses in the business partnership.
- Rocktoberfest 10/13 at Austin's fundraiser.
- In the middle of superintendent search. Interviews being held November 5, 7, 8 with three reps from FAD70 attending the interviews. Hope to announce by December. First superintendent night no one attended, second night some attendees, and a lot of input from surveys.

Treasurer's Report - Christy Fouts

Christy Fouts reporting.

- In 2017-2018 HFA was budgeted to make \$1300, and came in (\$2400)
- The \$5K grant from 2018-2019 was used for the multi-purpose room in year 2017-2018.

- Some committees didn't bring in as much as expected. Rocktoberfest was not budgeted, and brought in \$500. But, with already \$4K brought in already this year from the Friends of the HFA fundraiser, things are looking good for this year.
- If you are a grade level chair, there's a change to reporting to make more realistic expectations (mirrors actuals from 2017-2018), which Christy went over on the 2018-2019 budget. Graduation and Gym-Jams are self-funded, so not a money maker. Money is now set aside for food, prizes, etc. for those activities to account for those expenses.
- Teacher Appreciation - Hoping to come up with ways to decrease the budget so that more goes to teachers and students.
- Hoping to make a profit of \$4800 at end of this school year.
- HFA has always kept about \$30K on hand for the HFA. What is this fund for? Christy discussed as a committee we need to decide how much to keep in reserves, and use some of the surplus for a project(s) at the school. Can consult with Dr. Jon Hallmark to put together wish-list for the school.
- Kristin Vance requested attendees to think about what options/projects would be a good idea to utilize the extra money for, and should that reserve be used or kept as is. Other questions about the reserve included: How much do you want to use? Is this an annual thing?
- Some ideas that came up during the meeting included: The Learning Center could use items. The Hornet's Nest could use a refresh. Smaller ideas: Document cameras. Medium sized: Interactive monitors.
- Motion to pass budget passed.

Secretary - Meg Carter

Meg Carter present. Nothing to report.

- Will type minutes and email to Carrie for newsletter and Megan for Facebook.

Committee Reports

6th Grade Activities - Elizabeth Falco, Meg Carter, Vanita Sreedharan

6th Grade Activities Team reporting.

- Lake Minear Event - How can it be supported since it isn't a "Highland" supported activity. Promote at Fall Preview?
- Treat Day - Sixth grade volunteers can arrive a little earlier to consult with 7th grade for the first treat day to be shown how it works. (Lunch schedule was provided by Dr. Hallmark: Lunch 1: 11:15 AM (7th grade), Lunch 2: 11:59 AM (6th grade), Lunch 3: (8th grade) 12:43 PM.)

7th Grade Activities - Amy Richter, Eustacia Joseph, Diana Reyes-Remter

7th Grade Activities Team reporting. Nothing to report.

8th Grade Activities - Tara Schoenfeld, Christy Fouts, Kristen Vance

8th Grade Activities Team present. Nothing to report.

Box Tops for Education - Karin Steffensen, Mindy Johnson

Karin Steffensen present reporting.

- Need to find out what week to promote other than week of Outdoor Ed. Going out via e-newsletter, HFA Facebook, e-Blast, and Studio 1 teachers.

- Incentives were discussed on what to reward kids with who participate (coupons for treats)

Shop and Share - Christine Gaiden, Michelle Sieks

Chairs absent. Nothing to report.

Spirit Wear - Christy Fouts, Lisa Roberts

Christy Fouts reporting.

- New vendor this year. Last year royalties were a total of \$250, and this year from first sale already \$675 in royalties.
- No Christmas sale
- Outdoor Ed shirts available and bigger fundraiser for spirit wear, so should be able to hit budget if all goes as planned.
- Teacher Sale - Will reach out to Michelle and get stuff started on that project.
- Sports 11 did a competing sale for spirit wear and locks, so disclaimer added that says our sales are the only ones that benefit HFA/students. Jon Hallmark is handling discussion with Sports 11 regarding this competing sale of clothing and locks.
- Some extra older spirit wear inventory was given to Jon Hallmark to pass along to social worker.

Staff Appreciation - Gwen ZumBrunnen, Ann Rappa

Chairs absent. Nothing to report.

Graduation -

Nothing to report.

Rocky Mountain Apples - Leigh Gimbert, Kirsten Willis

Chairs absent. Nothing to report.

Directory - Zara Harrison

Chair absent. Nothing to report.

Highland Highlights - Carrie Skibitzki

Carrie Skibitzki reporting.

- September Highland Highlights content is due today, extended until tomorrow.
- Will coordinate with Megan Huber about Facebook posts.

Old Business

No old business to report.

New Business

No new business to report.

Kristen Vance adjourned the meeting at 10:51 am.

Next meeting is Tuesday, October 9, 2018.

Respectfully submitted,
Meg Carter
HFA Secretary