

# Highland Elementary HEPTO Meeting Minutes

## Monday, September 17th, 2018

Thank you Mrs Johnson and Mrs. Diamond for being the teacher representatives for the September 2018 meeting. We appreciate your time and your contribution to the discussion.

### Present:

Barb Johnson, Carol Diamond, Anna O'Rourke, Bobbie Giles, Shannon Gordinier, Raeyanna Boesch, Jessica Mathiak, Laura Beach, Shanna Murray, Lynnmarie Mullen, Kellie Barry, Sarina Carr, Sean O Hesvig, Amanda Tesso, Steven Grostick, Mandy Bax, Heather Brescol, and Carolyn Michelis.

### Principal's Report:

Mrs. Woodruff was not in attendance. In lieu of the principal's report the meeting was opened by welcoming new members and introducing the HEPTO organization and its mission.

### Treasurer Report:

- Shannon opened the treasurer's report by reviewing the newly adopted bylaws regarding the acceptance of a HEPTO budget for the new school year.

The specific language regarding the adoption of a new budget for the school year is available by requesting a copy of the HEPTO bylaws via [hepto@ymail.com](mailto:hepto@ymail.com), however in summary, the bylaws state that the group (including general membership) will be given the opportunity to vote to adopt the proposed budget at the time of the first meeting of the new school year or to vote to table the proposed budget's adoption, allowing members an opportunity to further review the proposed budget, ask questions, and any take the other actions necessary to follow up before having a vote to adopt the budget.

- Shannon opened the review of the proposed 2018 / 2019 HEPTO budget by thanking families again for their generous support of the 2018 Spring Fling. Due to this support, and the financial success of the Spring Fling fundraiser, Shannon proposed that some of the the additional funds raised be used to increase Teacher Reimbursements to \$50 this year. This proposed increase would set the reimbursement amount to \$300 per teacher from the previous \$250 per teacher traditionally allocated.
- Shannon proposed that we alter the method for calculating the allocations for the "Scholastic / Time Magazine", "Popcorn" and "Field Trip Buses" line items to accommodate for Highland Elementary's growing enrollment. In place of a flat rate method, she has proposed calculating allocation using a per student multiplier for these line items. This adaptation would increase the monies budgeted for the mentioned line items, but would also allow future budgets to better reflect the actual needs to be met by that year's budget. This year's inflation will be met by the funds raised by the 2018 Spring Fling.
- Mr. Grostick offered to submit a quote for popcorn supplies through his company to see if there may be a potential cost savings as well.
- This year for the first time kindergarten is receiving Scholastic Magazine. Mrs. Johnson offered to pay for the kindergarten winter clothing bags out of the Teacher Reimbursements this year instead of having HEPTO pay for them because they are now receiving the magazine. Initially HEPTO paid for the bags because kindergarten did not receive the magazine.
- The group voted to table the proposed budget until the next HEPTO meeting in order to review the line items and to allow time for popcorn supply quotes to be submitted and followed up on.

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### New Business:

- Members expressed interest in revisiting the format in which funds are raised. An interest was communicated by a group of parents hoping that the number of fundraisers could be reduced. In place of the fundraisers it was suggested that HEPTO could reach out for corporate sponsorship of some of the activities or allow parents the option to sponsor / donate directly to HEPTO at the beginning of the year when the budget was adopted.
- It was also suggested in conversation that the meeting times for the HEPTO be in the evening to be more inclusive of families working traditional hours and with a less flexibility. Those unable to attend meetings regularly regardless of schedule conflicts asked for an improved way to continue to participate with the HEPTO organization and its ongoing conversation.
- In response to this discussion, Raeyanna Boesch offered to modify the district HEPTO page to accommodate the growing needs communicated by the group. In reply to the fundraising suggestions, she offered to create a place on the district HEPTO page allowing families and or companies a chance to support Highland through online donations. Initially this page will address specific fundraisers to support budgeted items and will be scheduled to grow, allowing the future sponsorship of those items needed by the school but not listed on the adopted HEPTO budget. It is also hoped that this electronic resource will allow HEPTO fundraisers to be “sharable” online, making them more convenient for families as well as offering an extended reach to potential donors. It was suggested that a more successful fundraiser with extended reach may eliminate the need for subsequent fundraisers. This electronic resource will be in addition to the traditional flyers sent home with students allowing parents to choose how to participate.
- Raeyanna Boesch also offered to publicly post the meeting agendas in advance of the meetings to allow those members who are unable to attend the meeting as scheduled an opportunity to reach out to the group via [hepto@ymail.com](mailto:hepto@ymail.com) to have their voice included in the conversation. These posting are designed to be on the modified district HEPTO page once it is completed. In the mean time, meeting agendas and announcements will be posted on the HEPTO HIGHLAND EL. Facebook page and will be shared via Mrs. Woodruff’s skyward announcements.

### Upcoming Activities :

#### • Popcorn Friday -

Popcorn Friday is scheduled for Friday, September 21st, 2018. Lynnmarie Mullen and Christine Seacord are the activity leads for this program.

#### • Colasanti Receipts -

Colasanti Receipt collection is due Sept. 27th, 2018. Shanna Murray is the activity lead for box tops and will organize the count date and location. Colasanti Receipts can be sent into school with your student or can be dropped off to the collection box in the main hallway.

#### • Box Tops -

The Box Top collection due date is October 25th, 2018. Shanna Murray is the activity lead for box tops and will organize the count date and location. Thank you for collecting Box Tops. Each collected Box Tops is 10 cents collected for Highland.

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### Upcoming Activities Continued:

- **Fun Run -**

Fun Run is scheduled for Wednesday, October 10th, 2018. The activity leads are Anna O'Rourke and Shannon Gordinier with support from Bobbie Giles and Raeyanna Boesch. The scheduled rain date for the Fun Run is October 17th, 2018. Run Times TBD.

- **Book Fair-**

The Book Fair is scheduled for October 1st - 5th, 2018. Family night is October 4th, 2018.

Mrs. Mondrush will be emailing a sign up genius to parents on our HEPTO contact list looking for support setting up, running, and taking down this year's Book Fair. If you are interested in helping please be sure to complete and return you volunteer form.

- **Popcorn Friday -**

Popcorn Friday is scheduled for Friday, September 21st, 2018. Lynnmarie Mullen and Christine Seacord are the activity leads for this program.

- **Parent / Teacher Conference Meals -**

Parent / Teacher conferences are scheduled for November 5th and November 8th, 2018. Jessica Mathiak is the activity lead for parent conference meals this year.

### Next HEPTO Meeting :

The next HEPTO Meeting is scheduled for Thursday, October 25th @9:30 am in the staff lunchroom. Thank you Mrs. Clarke for volunteering to be October's teacher representative.

If you are unable to attend the meeting, but would like to offer support or your suggestions please let us know -

[HEPTO@yahoo.com](mailto:HEPTO@yahoo.com)