

# Highland Elementary HEPTO Meeting Minutes

## Monday, November 1st, 2018

### Present:

Patti Woodruff, Jill Mondrush, Anna O'Rourke, Bobbie Giles, Shannon Gordinier, Raeyanna Boesch, Jessica Mathiak, Laura Beach, Kellie Barry, Sarina Carr, Mandy Bax, andCarolynn Michelis.

### Special Guests:

- Shannon Loso - Huron Valley Recreation & Community Education
- Shannon Loso addressed the group reminding families that scholarship opportunities are available to students wishing to participate in courses and facility patronage. She also reviewed the program offerings available to our Highland community through the Huron Valley Recreation & Community Education. The program Areas include youth recreation, youth enrichment, adult recreation and enrichment, pool and fitness facilities and programing, as well as special events. For a full list of the program and facility offerings please visit - <http://www.hvs.org/activities/hvrce/>. A Digital copy of HVRC program flyers and online registration links are also available on the HEPTO site.
- Shannon Loso also communicated the openness of the HVRC. They are always looking for new ideas and ready to partner with community members with specialty interests or knowledge to offer new courses. If you are interesting in teaching a class or are pursuing and interest or activity outside of the community, Shannon invites students and adult community members alike to call or email her to discuss the potential of Huron Valley Recreation and Community Education partnering to develop a course offering for you. The department requires a minimum of four participants to host a course.

### Principal's Report:

- Mrs. Woodruff recalled the Halloween parade. It was a wonderful day for the parade and great fun to see the staff and students having fun.
- Mrs. Woodruff is proud to announce that the new furniture is arriving in the computer lab. Highland was selected along with Kurtz Elementary, and White Lake middle schools to receive grant funding to update building furniture. In the Highland Elementary school computer lab new tables and chairs have been added to inspire collaborative learning and an instructional space that is as flexible as it is engaging. All of the furniture is stackable allowing the furniture to be cleared easily and the space to be multi functioning. White boards have also been added that allow students to write on them directly.
- Mrs. Woodruff is interested in having an author visit Highland this year. The author that she has selected is Katie Peters. Peters would host a kindness assembly for students echoing our theme of kindness from last year and our message of family this year. Mrs. Woodruff has reached out to Katie Peters and is waiting for reply to set a date. The author visit would cost \$500. The budgeted amount for author visits is \$425. Mrs. Mondrush offered to contribute \$75 from the media center reimbursements to the author budget to make the total \$500. Thank you Mrs. Mondrush.

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## Principal's Report Continued:

- Mrs. Woodruff is looking for a volunteer to serve with Laura Beach as a Highland Elementary School representative at the district Title 1 meeting in February. The date is still yet to be determined and you will only need to be available to meet for the one remaining meeting this school year. If you are interested in fulfilling this position please let Mrs. Woodruff know - patti.woodruff@hvs.org.
- Mrs. Woodruff urged parents to fill out and return the free and reduced lunch forms that were sent home with students. She informed the group that many families will choose not to fill out the form because they do not feel that the form is applicable to them or that they may have concerns regarding privacy. Mrs. Woodruff assured the group that the information submitted is absolutely 100 percent confidential. Many families are eligible for benefits and do not realize it. In addition to losing resources, when families opt not to fill out the form it has another disadvantage. It prevents Highland from getting the resources that could be available to students in the classroom. Currently Highland is recognized as a type of Title 1 school, however there are different distinctions under this title. Presently Highland is recognized as a version of Title 1 that allows students to receive funding for resources applicable to the families that qualify. These resources are not always designated to be used by the whole school. If Highland were to have each family return the free and reduced lunch forms to school a more complete picture of our school community would be gleaned. This new information may allow Highland Elementary school to apply for a Title 1 designation that would allow additional funding and the ability to use that funding to purchase resources and technology available to the whole school not just a selection of the students, as is now the mandate for our funding. The new status could also allow Highland to add staff to support student learning and successful outcomes. Thank you for your continued support in completing and returning your families free and reduced lunch survey.

## Treasurer Report:

- Shannon reviewed the proposed budget and reminded the group of the 2018-2019 increased allocations from their previous discussion. In addition to reviewing the previous discussion the group reopened the discussion of teacher reimbursements. Mrs. Woodruff had informed the group that Highland has added staff this year and some of the departments have changed leadership creating additional need in some of the classrooms and or resource rooms. The group discussed how to address these needs. It was decided that the speech and social work professionals would be added to the budget for reimbursement as a department, sharing the \$300 reimbursement. This year the funds are contributing to the effort to create a sensory room with character education.
- The budget for popcorn is still being reviewed. A quote was submitted from our current supplier, Detroit Popcorn and another from our parent volunteer's employer. The supplies are packaged and sold differently, so Shannon is reviewing the quoted supplies to determine the best offering. In the meantime Shannon has purchased supplies through Amazon to support the scheduled popcorn days. Bags, salt, and heat and clean were purchased through Amazon. It was decided that HEPTO will begin a popcorn inventory to better track popcorn expenses and the ordering of supplies.
- The smart board discussed at the previous meeting was ordered and was purchased under budget. The actual cost of the smart board was \$1,000 instead of the proposed \$2,000.
- Shannon purchased the ziplock bags for the kindergarten classes. The order was placed through Amazon for 70 bags totaling \$155.
- The budget was voted on and accepted by the group, understanding that popcorn will need to be reviewed as information develops.

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### Old Business :

- Shannon Murray reported on the box top collection and tally. The class with the largest amount of box tops collected was Mrs. Colaianne's class. They will be receiving a congratulatory pizza party.
- The available dates for the Sumo Wrestling student fun run fundraising reward event has been tentatively set for Monday November 19th, 2018 or Tuesday, November 20th, 2018. Raeyanna Boesch is following up with rental companies to determine if we are able to secure a rental for that date and will follow up with Mrs. Woodruff to finalize the event details. Raeyanna Boesch will also follow up with the classroom winners from the fundraising incentives to plan and schedule their classroom rewards.

### New Business :

- It was suggested that a printed calendar should be compiled and posted in the HEPTO room to include HEPTO activities as well as building and district activities to avoid confusion while organizing activities. Upon further discussion, Mrs. Woodruff stated that she would check the calendar that Mrs. Dietrich was publishing on the Highland site that housed district and building activities as well as the white board in the HEPTO room to see if additional resources were necessary. Raeyanna Boesch offered to add a parroted calendar from the district site to the HEPTO page in the event that were more convenient for parents.
- Mrs. Woodruff Announced that Anna O'Rourke would be stepping down as our HEPTO president. Thank you Anna for your leadership this fall and your continued support as a dedicated HEPTO parent volunteer. Mrs. Woodruff will be emailing parents via skyward soon to announce the position's vacancy and the process to fill it. The candidates are scheduled to be presented and voted on November 26th at the next scheduled HEPTO meeting.
- The group discussed the meeting schedule for upcoming HEPTO meetings. Mrs. Woodruff determined that the meeting times and dates would rotate between morning, afternoon, and evening times to accommodate parents and teacher schedules for equal access.

### Upcoming Activities :

#### • 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 and has announced that Dukes Restaurant in Highland, Michigan has generously offered to sponsor and provide dinners for the teachers. Thank you Dukes for your generous support!

#### • Thanksgiving Food Drive -

Bobbie Giles is leading a food drive at Highland. Donations will benefit Community Sharing in Highland, Mi. The food drive is scheduled to take place the first two weeks of November.

#### • Holiday Shoppe-

HEPTO will be offering a holiday shop again this year for students to participate in Decemeber 12th-14th, 2018. Laura Beach and Shanna Murray will be the activity leaders for the holiday shop. A sign up genius will be sent out via email looking for volunteers to support this fun student event.

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### Upcoming Activities Continued :

#### • **Cookie Day -**

Cookie Day is scheduled for December 14th, 2018. This is a special annual event where we packaged delicious treats to celebrate our Highland staff for the holidays. Laura Beach is our activity leader this year and will be sending out an email sign up genius request for volunteers to bake and or purchase holiday treats, as well as for volunteers interested in helping assemble and package the donated treats.

### Next HEPTO Meeting :

The next HEPTO Meeting is scheduled for Monday, November 26th @2:00pm in the staff lunchroom.  
Thank you Ms. Young for volunteering to be November's teacher representative.

If you are unable to attend the meeting, but would like to offer support or suggestions please let us know - [HEPTO@yahoo.com](mailto:HEPTO@yahoo.com)