**H.O.P.E. Meeting Minutes**

**May 12th, 2014 – 6:30 p.m. Heyworth Elementary School Library**

**Attendees: Christy Tate, Echo Tinglestad, Lisa Maas, Kelly Fields, Maria Eeten, Barb Sparks, Ashley Schwendy, Michelle Wills, Brian Bradshaw, Nancy Friedrich, Amy Ruppert, Denise Carlton, Richelle, Brannock, Kira Stevens, Cathy Wentworth, Stacey Warren, Angie Deiter, Jean Underwood, Wendy Corbly, Lisa Dahlhauser, Denise Carlton, Casie Smith, Rosemary Martin**

**\*\*\* Call to order – Lisa Maas \*\*\* 6:35**

**Administrative**

* **Secretary’s Report- Echo**
* **April Minutes were reviewed and approved**
* **Motion to approve by Denise, seconded by Michelle**
* **Treasurer’s Report – Maria**
* **Ending balance: $34,043.50**
* **Motion to approve by Ashley, seconded by Jean**

**Old Business**

* **Fundraising**
* **Market Day Report – Jenn L & Michelle**
	+ - **April $84.92**
		- **May is already at $136 but there is still time to order.**
		- **The fall will bring us a new pick-up time and orders will arrive pre-sorted**
		- **Given pre-sort orders, re-evaluating profit share program.**
	+ **Box Tops Report – Brooke M. & Kira S.**
		- **Summer collection letter to be approved later this week.**
	+ **Meijer, Tyson & Pouch Collection Reports – Felicia B**
		- **No Report**
	+ **Campbell’s Report – Kelly F & Stacy W.**
		- **A new collection sheet was sent home but several came back with Box Tops attached.**
		- **Kelly would like a Campbell’s collection sheet to be sent home at the same time as Box Tops so families see the difference between the two collections. Kelly and Kira/Brooke will coordinate next communication.**

**Other Business**

* **Magazine Drive- Christy & Kelly**
* **Top selling classroom- Mrs. Jarvis, 4th grade with 6 sellers and 26 orders.**
* **Profit $1624.46 + $418 from internet sales**
* **No magazine drive next year and discussed that we didn’t want to actively market fundraiser given focus on two large events next year so should allow another group (High School) to take over this event. Motioned by Kelly, seconded by Michelle, vote passed-majority.**
* **Staff Appreciation – Ashley & Barb**
* **Successful staff appreciation. Committee spent close to allotted budget and offered some new elements this year. Thank you to the committee for putting on a great week of events!**
* **Play Day – Jenn & Christi E.**
* **June 3rd**
* **Maria is donating the popcorn.**
* **$100 budget for snacks.**
* **Subway cookies cannot be used for the event given snack policy. Checking with Darla to see if possibly cookies could be baked at school. Also checking to see if the cookies can be a part of the lunch. Hot dog meal will be served that day.**
* **A recommendation was made to repurpose the $100 snack budget from Play Day to put towards a Cotton Candy Machine ($237). We currently rent for events ($85).**
* **Playground - Kelly**
* **Christy Tate’s husband, Brandon is taking the lead.**
* **June 21-22 Target dates to begin the project**
* **June 28-29 Phase II**
* **Nancy will look into equipment based on provided supply list.**
* **District is taking care of the mulch.**
* **Once core team schedules are locked in, plan to use H.O.P.E. database to reach out for other volunteers.**
* **Technology – Lisa M.**
* **We heard last month from Michelle Harris, the technology budget was cut significantly.**
* **Kelly has been working with Dan on another chrome cart. Discussed upgrading to ‘touch screen’ chromebooks and how they can be used in the classroom.**
* **Staff also discussed Chromebooks are used more than desktops and desktops will no longer be purchased for the building.**
* **Motion by Amy to allocate $3,000 of $3,500 currently in “Classroom Equipment – Clickers/Smart Boards/Technology” budget line item towards ‘touch screen’ chromebooks, seconded by Jean, vote passed- majority.**
* **Staff Survey – Lisa M.**
* **Objective is to do a pulse check with staff at least once a year on key funding needs along with ways H.O.P.E. can connect with Heyworth Grade School Staff.**
* **In terms of top needs, Laminator received 59% of the vote, Chromebooks at 51%, Teacher Grant Money at 30%, and less than 20% for Grounds Beautification, Playground and Field Trips.**
* **Staff reported the current laminator is old. Items can’t have much depth to them or they jam in the laminator. With the amount of laminating, a more commercial style laminator may be needed. Discussed whether there were any workarounds, training, etc. and this was not deemed to be a sufficient solution.**
* **At Brian’s request, prior to the meeting Kelly checked on pricing for the same/similar type of laminator finding online pricing at $1,800 and with the repair man for our current machine quoting $2,500.**
* **H.O.P.E. member asked staff about needs in this area and Cathy agreed to conduct additional research on laminators to see what type of quality laminators are on the market and at what price.**
* **A firm understanding of the budget is needed before we move ahead with a laminator purchase. While we have been in a unique position the past two years based on the success of several fundraising efforts (Hornet Walk, Santa Breakfast, etc.), we do not have a current/accurate ending balance based on Playground purchases and new revenue from Magazine drive. The recommendation is to have a proposal ready for the start of the school year as it requires Membership vote.**
* **Teacher Grant $- great way to meet specific classroom needs.**
* **Playground- Significant gains have been made in this area. Survey shows teacher interest in a covered area/shelter to be further discussed next year.**
* **Survey suggested monthly H.O.P.E. updates to go out to staff…to be shared through email or in monthly staff meeting.**
* **Welcome Back Event- free for families. The idea of moving Play Day to more of a family event on the weekend was very split with the staff. We would like to start getting ideas together for the 2015-2016 school year for some type of free welcome back event.**
* **Nancy mentioned Field Days was a ½ day of games and activities and now Play Day is 45 minutes of play on the inflatables in the gym. She would love to see the old relay races and such return. Kelly shared the change in Play Day was due to lack of volunteers and time needed to create and make games.**
* **Hornet Walk – Michelle & Amy**
* **Michelle shared the designs students created for Hornet Walk t-shirts. Designs will be narrowed down and students will vote on final design.**
* **Corporate letters sent out will be generic in nature in terms of what the fundraising dollars will go towards; typically point to Technology, Classroom Equipment and Playground. Letters to families will be tweaked to reflect the new focus of fundraising once established.**
* **Possibility of a 5k to be added.**
* **Hornet Hoedown – Nancy & Richelle**
* **Nancy shared all the great events to be offered at the Hoedown.**
* **Ticket Sales: $10 per person before April 1st, $12 per person after April 1st**
* **Food served from 5-9 with band to play from 6-9 along with many activities and auction.**
* **Membership was given a picture of what the event will have to offer, along with the costs and projected earnings estimating $20,000+ for this event.**
* **Recommending $1,000 for tent rental + $1,000 for other needs=$2,000 budget. While this was noted to be notably more than what is typically given for new fundraisers, having line of sight into the earnings estimate allows us to confidently make this recommendation. The budget recommendation reflects what H.O.P.E. is able to support and cutbacks that the Hoedown committee has made to support the initial funding. Food estimation will come next year and be voted into the budget at that time.**
* **Lisa motioned to allocate $2000 towards Hoedown, Kira moves, seconded by Michelle, Vote passed- majority.**
* **2014 H.O.P.E. Officer Nominations – Lisa M.**
* **Ashley Schwendy for secretary, majority vote, approved.**
* **Barb Sparks for treasurer, majority vote, approved.**
* **Thank you to our outgoing Exec Board members, Echo Tinglestad and Maria Eeten for all of their hard work over the past two years.**
* **Congratulations to Ashley and Barb.**
* **Committee Chair/Co-chair – Lisa M.**
* **Butterfly Garden- Lisa nominated Lisa Dahlhauser as chair, seconded by Michelle. Lisa nominated Jyll Schmid as co-chair, seconded by Amy. Vote passed- majority.**
* **Market Day- Kelly nominated Jenn Littrel as chair, seconded by Barb. Co-chair to be revisited. Vote passed- majority.**
* **Box Tops- Lisa nominated Brooke as chair, seconded by Echo. Lisa nominated Kira as co-chair, seconded by Amy. Vote passed- majority.**
* **Campbell’s- Lisa nominated Kelly Fields as chair, seconded by Kira. Lisa nominated Karen Maharas as co-chair, seconded by Amy. Vote passed- majority.**
* **Lisa motioned to move Meijer & Tyson back with Campbell’s, vote passed-majority.**
* **Dine-Out Fundraisers- Lisa nominated Denise as chair, seconded by Michelle. Lisa nominated Christy Tate as co-chair, seconded by Kira. Vote passed- majority.**
* **Homecoming Parade- Lisa nominated Christy Tate as chair, seconded by Lisa D. Vote passed- majority.**
* **Open House- Lisa nominated Ashley as chair, seconded by Lisa D. Lisa nominated Karen Bell as co-chair, seconded by Kelly. Vote passed- majority.**
* **Parent/Teacher Conference Meal- Lisa nominated Kira as chair, seconded by Michelle. Lisa nominated Amy Roehrig as co-chair, seconded by Kelly. Vote passed- majority.**
* **Hornet Pride Resale- Lisa nominated Casie as chair, seconded by Christy. Vote passed- majority.**
* **School Supply Kits – Lisa M.**
* **$400 profit on this year’s school supply kits**
* **Fall Registration – Lisa M.**
* **Lisa will be in communication through the HOPE database as volunteers will be needed. Dates have not yet been established.**
* **BLT – Echo**
* **At the last Building Leadership Team meeting we discussed ways to communicate more with parents. Echo is the parent volunteer on the team and will share information with HOPE at our monthly meetings to keep parents informed.**
* **BLT members include: Internal PBIS coach, Internal RTI coach, Title 1 Reading, Principal, Special Education Administrator, Parent, Special Education teacher, k-2 Primary General Education Teacher, 3-4 General Education Teacher, 5-6 Upper Elementary Teacher, Technology Rep, External Coach, open seat. Open seat available for us to invite others to join us…ex.-Math.**
* **Completed our Rising Star plan which will help us to create the School Improvement Plan. It will be submitted to the board for approval this summer.**
* **We are implementing PBIS 80% or above which means we will be recognized by Illinois PBIS.**
* **Principal’s Report**
* **Next year’s school calendar has not yet been voted on.**
* **Contract not yet settled.**
* **Teacher’s Report**
* **Thank you for a fabulous Staff Appreciation week.**
* **Around The Room – other topics**
* **Nothing at this time**
* **Adjournment 8:58pm**