

**Meeting Name:** Ed Team Meeting  
**Meeting Date:** October 5, 2023  
**Meeting time:** 3:15 pm  
**Meeting location:** High Peaks Elementary School Library



**Attendees:**

Erica Stone - Co-chair for parent  
 Sam Grisgby- 2-3 Parent Rep  
 Adriana Tower- 4-5 Rep  
 Melissa Fukushima - K-1 Parent Rep  
 Adrienne McCleskey - 2-3 Teacher Rep  
 Chris Basten - Principal  
 Jordan Cornett - Parent Support  
 Jia Chen - Treasurer  
 Paola Ledesma - Parent Support  
 Lynne Dolph - 4-5 Teacher Rep  
 Brittany Hayes - Specialty  
 Valerie Hibl - K-1 Teacher Rep  
 Emily Skodras - Co-chair for teacher  
 Samantha Grigsby- 2-3 Parent Rep  
 Amber Grantham - Secretary / IT & Comm  
 Sieana Johnson - Parent Support

**Absent:**

Alaina Armel - Parent Support  
 Courtney Cole - Specialist Rep

Topic	Notes	Decisions	Action Items
<p><b>Follow-up From Last Meeting</b></p>	<p><b>Discuss the budget allocation for the vegetable garden/ Garden to Table</b> (<i>Adrienne/Erica</i>)</p> <ul style="list-style-type: none"> <li>● Adrienne spoke to Lindsey - Fall veggies are more work to clean &amp; prepare. Spring lettuce harvest is coordinated with the cafeteria.</li> <li>● Erica spoke to Leah and confirmed no sale this year and Leah will attend a meeting next month to give an update.</li> </ul> <p><b>Discuss an electronic payment submission form process</b> (<i>Amber</i>)</p> <ul style="list-style-type: none"> <li>● There is an electronic system to consider to automate the process for teachers requesting reimbursement to consider.</li> </ul>	<p>At this time, we will continue with the current</p>	

	<ul style="list-style-type: none"> <li>• Teacher Reps report they are content with the current process; Jia is also content.</li> </ul> <p><b>Check Sheds for Carnival Games (Erica/Chris)</b></p> <ul style="list-style-type: none"> <li>• Not complete, but will do 10/6/23</li> </ul> <p><b>Lunch Shortage Resolution (Melissa)</b></p> <ul style="list-style-type: none"> <li>• Reports from older grades that the cafeteria was running out of food.</li> <li>• Melissa spoke to Cafeteria Manager who reported the first few weeks of food was pre-ordered and there was a larger demand than expected.</li> <li>• Demand higher because lunches are free this year.</li> <li>• Quantity should be better now, and the cafeteria is monitoring this closely.</li> </ul> <p><b>Parent Small Business List (Erica)</b></p> <ul style="list-style-type: none"> <li>• Two family businesses have signed up.</li> <li>• Would be nice to advertise this link more to parents through the teacher newsletters.</li> </ul> <p><b>Discuss Tea Towels &amp; Self-Portraits</b></p> <ul style="list-style-type: none"> <li>• The fall fundraiser is in process.</li> <li>• A spring art activity could be possible</li> </ul>	reimbursement process.	<input type="checkbox"/> Erica / Chris to check the shed for carnival games  <input type="checkbox"/> Emily will send teachers a request to feature the small business link in the class newsletters.  <input type="checkbox"/> Gaya will connect the interested parent with Brittany
<b>Principal's Report</b>	<ul style="list-style-type: none"> <li>• Fully staffed now! Molly McGovern has been hired as a paraprofessional.</li> <li>• New tables for outdoor dining were installed. Working through some "technical" issues</li> <li>• Challenge committee is greatly appreciated! <ul style="list-style-type: none"> <li>○ Gaya is running the Math Olympiad.</li> <li>○ Lots of excitement and high participation rate for High Peaks</li> </ul> </li> <li>• Next Wednesday is the BVSD Showcase at CU.</li> </ul>		<input type="checkbox"/> Lynne to consider doing something to get 3rd graders excited for math & sciences this spring.

	<ul style="list-style-type: none"> <li>○ This is an opportunity to bring in more kids to the school <ul style="list-style-type: none"> <li>■ Chris, Emily &amp; Valerie will be attending</li> </ul> </li> <li>○ Consider bringing items like a core knowledge flier, trophy, other High Peaks accolades to woo attendees!</li> </ul>		
<p><b>Committee Updates</b></p>	<p><b>Finance (Jia)</b></p> <ul style="list-style-type: none"> <li>● Treasurer Report - refer to P&amp;L for details</li> <li>● Academic tutor amount was already paid as a lump sum.</li> <li>● There is a new line item for a one-time budget for Specialists. Includes: <ul style="list-style-type: none"> <li>○ OT - Tammy Garner</li> <li>○ Speech - Alison Maasdorf</li> <li>○ TAG - Fariba Aidun</li> <li>○ Literacy - Courtney Cole</li> <li>○ Special Education - Stephanie Ball</li> <li>○ ESL - Kita Murdock</li> <li>○ School Counselor - Suzy Ripy</li> </ul> </li> </ul> <p><b>Fundraising (Events) Committee Update (Gaya)</b></p> <ul style="list-style-type: none"> <li>● Giving Tree Progress/End Date <ul style="list-style-type: none"> <li>○ Currently at about \$71,000 (76%)</li> <li>○ Campaign ends Oct 19th</li> <li>○ A few more items to raffle off to anyone who donates, regardless of donation amount</li> </ul> </li> <li>● Spirit/Gear Store Update <ul style="list-style-type: none"> <li>○ Up and running</li> <li>○ Earned about \$40</li> </ul> </li> <li>● Dine Out for High Peaks <ul style="list-style-type: none"> <li>○ Goal is to raise \$2,500; looking for restaurants that serve alcohol as the ROI would be greater</li> <li>○ No restaurants have committed yet</li> </ul> </li> </ul> <p><b>Challenge Team</b></p> <ul style="list-style-type: none"> <li>● STEM: CU Discovery Program Approval (<i>Erica for Alaina</i>) <ul style="list-style-type: none"> <li>■ Request for \$1,550 to bring the CU Discovery team to the STEM fair.</li> </ul> </li> </ul>	<p>We will add teacher names to reimbursement requests to ensure we are pulling from the right bucket.</p> <p>Each Specialist will have the same budget amount.</p>	<p><input type="checkbox"/> Emily will ensure the Specialists know their budget from the Ed Team.</p>

- K-3 is Fur and Feathers
- 4th & 5th is a Weather program
- This is about \$750 over budget, however \$750 is available from other areas where total funds were not spent
- Math Olympiad (*Gaya*)
  - 22 kids participating (4th & 5th grades)
  - Kids are awarded STAR cards that can be traded in for prizes at the end.
- International Day (*TBD*)
  - Mrs. Christmas will run this

**Spirit (Events) Committee**

- Bike, Walk, Roll to School (*Erica*)
  - Great turn out!! Lots of bananas!
  - Will do again in the spring and would be great to have more teachers participate, but it is on a Wednesday
- Fall/Community Festival (*Melissa*)
  - Looking for food truck and/or food donations
  - Sam reports that Taby will contribute lemonade & cotton candy.
  - Bouncy house has been requested that will be run by parent volunteers
  - Face painter secured
- Teacher Appreciation | FMLA; Conference Week (*Erica*)
  - Ed team will purchase flowers to put in teacher's classrooms for any teacher who returns after FMLA
  - Ed team will provide dinner for teachers during conference week
    - Flower Child (Tues)
    - Parent potluck (Thurs)
- Yearbook Chair (*Shared to date*)
  - Looking for a new yearbook chair
- Open Enrollment (*Shared to date*)
  - Chris would like parent testimonials for the meetings in November
  - No parent / students needed for BVSD Showcase in October

**Vote Results:**  
 approved to bring in CU Discovery Program this year

- Sam going to check in on a bouncy house
- Melissa to check with Dory to help get tables
- Emily will send email to teachers letting them dinner will be

	<ul style="list-style-type: none"> <li>● Community Learning/Outdoor/Shade Committee (<i>Shared Erica / BCSIS</i>) <ul style="list-style-type: none"> <li>○ Landscaping to go in soon</li> <li>○ Garden to Table - Leah will come to next meeting to discuss</li> </ul> </li> <li>● Grant Writing Committee Update (<i>none</i>) <ul style="list-style-type: none"> <li>○ If we don't continue to hit fundraising goals, we might want to consider finding a writer to help apply for additional grants.</li> </ul> </li> </ul>	<p>Will consider a Grant Writing Committee in the future.</p>	<p>provided by Ed Team on Tues / Thurs</p> <p><input type="checkbox"/> Sam to connect Erica with a potential yearbook lead</p>
<p><b>New Business</b></p>	<p><b>4<sup>th</sup> Grade “My Nature Lab”</b> (<i>Amber/Erica</i>)</p> <ul style="list-style-type: none"> <li>● Vanessa has been financially supporting this event and since it benefits all students, we would like to vote to keep it in the Ed Team budget moving forward</li> </ul> <p><b>2nd grade field trip to see Frog &amp; Toad at Arvada Center</b></p> <ul style="list-style-type: none"> <li>● January 29th all 2nd graders would go</li> <li>● About \$16 / child (entry + busses)</li> </ul> <p><b>Rolling Book Baskets for Library</b> (<i>Sam</i>)</p> <ul style="list-style-type: none"> <li>● Sam has observed not all teachers have rolling bins to carry library books to and from classrooms.</li> </ul> <p><b>Ball-sharing on the Playground</b> (<i>Adriana</i>)</p> <ul style="list-style-type: none"> <li>● Reports from students that BCSIS is taking the balls.</li> <li>● Adriana will facilitate conversations with BCSIS and High Peaks student counsel to find an agreement</li> </ul> <p><b>Introduction to Max Springer</b> (<i>Erica</i>)</p> <ul style="list-style-type: none"> <li>● Parent volunteer graphic designer</li> <li>● Will be helping with the website and other design projects</li> </ul>	<p><b>Vote Results:</b> approved to add My Nature Lab to budget</p> <p><b>Vote results:</b> 2nd graders should attend. It is requested that parents are asked if they can contribute more for another child to attend, or to denote if they need scholarship assistance. The Ed team will cover the difference.</p> <p><b>Vote Results:</b> Approve to buy teachers a rolling book baskets</p>	<p><input type="checkbox"/> Sam will connect with Emily on types of bins to buy teachers</p>

<b>Upcoming Items:</b>	Next meeting: <ul style="list-style-type: none"><li>● Leah will come and present on Garden to Table</li><li>● Discuss finding a yearbook chair</li><li>● Discuss finding parents for open enrollment activities</li></ul>		
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