

**Meeting Name:** Ed Team Meeting

**Meeting Date:** September 7, 2023

**Meeting time:** 3:10 pm

**Meeting location:** High Peaks Elementary School Library

**Attendees:**

Erica Stone - Co-chair for parent

Gaya Vinay - Fundraising Chair

Adriana Tower- 4-5 Rep

Melissa Fukushima - K-1 Parent Rep

Adrienne McCleskey - 2-3 Teacher Rep

Courtney Cole - Specialist Rep

Jordan Cornett - Parent Support

Jai Chen - Treasurer

Emily Skodras - Co-chair for teacher

Sam Grigsby - 2-3 Parent Rep

Amber Grantham - Secretary / IT & Comm

Alaina Armel - Parent Support

Valerie Hibl - K-1 Teacher Rep

Chris Basten - Principal

Alice - Parent Support

Topic	Decisions	Action Items
<p><b>Welcome! - Erica &amp; Emily</b></p> <ul style="list-style-type: none"><li>● Review Ed Team Purpose &amp; Vision</li><li>● Focus this year will be supporting teachings and developing a strong community this year</li><li>● Reminder! All volunteers at the school must go through Raptor and get approved.</li></ul>		
<p><b>Old Business - Erica &amp; Emily</b></p> <ul style="list-style-type: none"><li>● Presentation from Supersub Apparel / Doug Williams<ul style="list-style-type: none"><li>○ Offers clothing items with High Peaks logo</li><li>○ Ed Team can profit average of \$5-\$8 per item</li></ul></li></ul>	<ul style="list-style-type: none"><li>● Meeting minutes from last meeting were shared and approved</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> <del>Gaya to follow-up with Doug Williams</del></li><li><input checked="" type="checkbox"/> <del>Melissa to do a walk-around and make</del></li></ul>

<ul style="list-style-type: none"> <li>○ Recommend push to parents at the beginning of the year and again at holiday time</li> <li>● Update on balls / sports gear from May 2022 <ul style="list-style-type: none"> <li>○ Bins were purchased and placed around the school</li> <li>○ Pump / soft close was supposed to be installed</li> <li>○ Balls were ordered - may be on backorder</li> </ul> </li> </ul>		<p>sure the pumps are on the bins</p>
<p><b>New Business: Administrative - Erica</b></p> <ul style="list-style-type: none"> <li>● Bylaws are about 10 years old with few to no updates <ul style="list-style-type: none"> <li>○ There is unequal representation of parents to teachers</li> <li>○ Movement by Erica Stone to align bylaws with current Ed Team makeup <ul style="list-style-type: none"> <li>■ Add a <i>4-5 Parent Representative</i></li> <li>■ Changing role title of Secretary to <i>IT &amp; Communications Representative</i></li> </ul> </li> </ul> </li> <li>● New Members to vote in position <ul style="list-style-type: none"> <li>○ K-1 Parent Representative: Melissa Fukushima</li> <li>○ 2-3 Parent Representative: Sam Grigsby</li> <li>○ 4-5 Parent Representative: Adriana Tower</li> <li>○ IT &amp; Communications Rep: Amber Grantham</li> </ul> </li> <li>● Other Committee Chair positions <ul style="list-style-type: none"> <li>○ <u>School Accountability Committee</u> <ul style="list-style-type: none"> <li>■ Driven by Principal Basten</li> <li>■ Parent support by Marisa Budwick</li> </ul> </li> <li>○ <u>Challenge Committee</u>: Supports and finds resources for enriching Core Knowledge</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Unanimous vote to approve recommended changes to bylaws to add new Parent Rep Roles &amp; change the title of Secretary role.</li> <li>● Unanimous vote to approve nominated candidates into their respective roles</li> <li>● Team to consider these committees and will bring this topic for further discussion in October meeting</li> </ul>	<p><input checked="" type="checkbox"/> <del>Gaya to connect with Alaina Armel, Andrew Burwick, and Dorina about potentially being on the Challenge committee.</del></p>

<ul style="list-style-type: none"> <li>■ Examples of activities include: Spelling bee, STEM fair, Math Olympiads, Battle of Books, Geo Bee</li> <li>■ There has not been a lot of parent support in the past. Lots of work for teachers. <ul style="list-style-type: none"> <li>■ Gaya is interested in supporting this role</li> <li>■ Sam has indicated she can support</li> <li>■ Alaina can help find speakers</li> </ul> </li> <li>○ <u>Spirit Events Committee</u>: Develops and implements programs and activities to foster a sense of community <ul style="list-style-type: none"> <li>■ Coordinates volunteer efforts for various activities</li> <li>■ This is also implied / included in all roles on the team</li> </ul> </li> <li>○ <u>Open Enrollment Committee</u>: Oversees publications, Picture Day, and coordinates Open Enrollment process <ul style="list-style-type: none"> <li>■ New opportunity for Open Enrollment this year called Showcase at CU (<i>see Mr. Basten's Lift Off Report below for more info</i>)</li> </ul> </li> <li>○ <u>Events Committee</u> <ul style="list-style-type: none"> <li>■ New, suggested new committee</li> <li>■ Helps with event planning, etc.</li> </ul> </li> </ul>		
<p><b>Budget &amp; Finance - Jai &amp; Erica</b></p> <ul style="list-style-type: none"> <li>● Review current finance report <ul style="list-style-type: none"> <li>○ -\$57,159.73 is net income <ul style="list-style-type: none"> <li>■ Big expenses so far include T-shirts w/ new logo, Para salaries</li> </ul> </li> <li>○ Upcoming iReady payment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Teachers should bring requests for additional classroom purchases to the Ed Team before reaching out to parents, and the</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <del>Adrienne McGleskey to talk to Garden to Table</del></li> <li><input checked="" type="checkbox"/> <del>Erica Stone to reach out to BVSD Food Services about local foods</del></li> </ul>

<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ Teachers prefer all students use iReady but district only covers cost for kids in red &amp; yellow</li> <li>■ This is a new expense for the EdTeam to support all students</li> </ul> </li> <li>● Review proposed budget for new year <ul style="list-style-type: none"> <li>○ Team will take a net zero approach and operate more like a non-profit <ul style="list-style-type: none"> <li>■ If we don't reach our fundraising goals and there is a deficit, we can access the surplus</li> </ul> </li> <li>○ Will see more spending on events to build toward community</li> <li>○ Costs are categorized by event</li> <li>○ Dory's budget for supplies has been doubled</li> <li>○ Vegetable Garden budget has been changed <ul style="list-style-type: none"> <li>■ Discussion if this should be free or a charge for garden</li> <li>■ Item to bring back to next meeting for discussion</li> </ul> </li> </ul> </li> <li>● New requests for Ed Team Spend <ul style="list-style-type: none"> <li>○ Teachers should come to the Ed Team first and might be able to draw down from the Ed Team surplus</li> <li>○ Parents may ask for items in a classroom. Those requests should go through teacher if they are individual classroom specific.</li> <li>○ Parents should also go to their Ed Team class Representative with new requests. Those requests can be reviewed in the next Ed Team Meeting</li> </ul> </li> <li>● Expense reimbursement process</li> </ul>	<p>surplus can be used for that purpose</p> <ul style="list-style-type: none"> <li>● For new requests from parents, we are asking them to speak with their Parent Ed Representation and/or come to the next Ed Team meeting and present their request. There will be a vote to approve.</li> </ul>	
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<ul style="list-style-type: none"> <li>○ Proposal to create an electronic expense reimbursement form</li> <li>○ Current process is teachers email Jai. She tries do this Friday - Monday.</li> <li>○ If teachers mention they use Zelle, it makes for a faster reimbursement process &amp; doesn't require a check to be printed. <ul style="list-style-type: none"> <li>■ Printing about 100 checks a year</li> </ul> </li> </ul>		
<p><b>Giving Tree Fundraising campaign - Gaya</b></p> <ul style="list-style-type: none"> <li>● Flyers went out in Thursday Folders</li> <li>● Asking for a suggested donation for Giving Tree to \$350/child (in line with BCSIS) <ul style="list-style-type: none"> <li>○ Team has not asked for an increase in about 10 years</li> </ul> </li> <li>● 80% of population donated last year</li> <li>● Square is now set up to pay "other" or any donation amount</li> <li>● Zelle is also available if not wanting to also pay credit card fees - Elevations Credit Union is not a participant</li> <li>● Team is also asking families each email 10 people to ask for donations &amp; send reminders a few days later</li> <li>● A count down chart will be provided that we can email out to show progress toward goal</li> <li>● There will also be a link to CU matching website that tells what companies will match donations</li> <li>● Remind grandparents! Have kids talk to them and foster the connectivity</li> </ul>		<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Gaya to email Chris the Giving Tree campaign has started</li> <li><input checked="" type="checkbox"/> -Gaya to send sample emails to parents asking for additional donations</li> <li><input checked="" type="checkbox"/> Chris to hang the banner &amp; email parents</li> </ul>

<p><b>Principal Update / Lift Off - Mr. Basten</b></p> <ul style="list-style-type: none"> <li>● Would like to send the photographer a gift card</li> <li>● Conducted a big opening assembly dressed as an astronaut</li> <li>● Proud of CMAS scores - 100/100!</li> <li>● Governors achievement award - building wide celebration!</li> <li>● The real goal is that kids are having fun</li> <li>● School has an opportunity for iReady Math - shooting for September 25 <ul style="list-style-type: none"> <li>○ District will not pay for this.</li> <li>○ Motion by Erica Stone to support iReady Math using Ed Team funds.</li> </ul> </li> <li>● Upcoming Open Enrollment event <ul style="list-style-type: none"> <li>○ Showcase will be October 11 from 4-6 pm at CU</li> <li>○ All schools are represented. Similar to a job fair</li> <li>○ Teacher leaders + parent + student can attend</li> <li>○ Goal is to encourage enrollment across the district</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Unanimous vote to approve covering the cost of iReady math for all students.</li> <li>● Sam &amp; Addy and Erica &amp; Taylor will attend the event and represent High Peaks.</li> </ul>	
<p><b>Upcoming Items:</b></p> <ul style="list-style-type: none"> <li>● Erica will be asking for all parents who have businesses that may be interested in participating in future fundraising events</li> <li>● Fall Festival will be Oct 26, possibly 4:30 - 6:30 pm <ul style="list-style-type: none"> <li>○ Melissa and Erica can help</li> <li>○ Food trucks in the parking lot</li> <li>○ Considering the grass on BCSIS side</li> <li>○ Possibly have carnival games</li> </ul> </li> </ul> <p><b><i>New business items for next meeting:</i></b></p> <ul style="list-style-type: none"> <li>● Consider additional committees and if we want representation</li> </ul>		<input type="checkbox"/> Erica / Chris to go through the shed to check for carnival games

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| <ul style="list-style-type: none"><li>• Discuss the budget allocation for the vegetable garden</li><li>• Discuss an electronic payment submission form process</li><li>• Discuss Tea Towels &amp; self-portraits in the spring. Consider inviting Brittany Hayes</li></ul> |  |  |
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