

## HHOPS Meeting

September 10<sup>th</sup>, 2025 6:00pm-7:30pm

Location: FLES Thrive Room

In attendance: Ashley, Jamie, Kim, Kristi, Rachel, Jen, Rachel, Jodie, Tara, Amy, Nyla

### A. Welcome

- a. Meeting In Session-at 6:05pm

### B. Board Roles

- a. President: Ashley Bruins
- b. Vice President: Lisa Heinisch
- c. Treasurer: Kimberly Crawford
- d. **Secretary:**
- e. **Member at Large:**

### C. Revamped online HHOPS Website

- a. Reimbursement link is up to date
- b. Updated Mission-HHOPS is a nonprofit organization dedicated to fostering a strong partnership between school and local families by encouraging parental involvement; improving the school environment by providing volunteer and financial support; and by creating a sense of community through fundraisers and events.
- c. Meetings will be held on **WEDNESDAYS 6:00pm-7:00pm at FLES**

### D. Treasurer Report

- a. Need to vote to change name on bank account from Amy Healy to Ashley Bruins (President) and Kimberly Crawford (Treasurer)-**unanimous vote in favor of changing the name to Ashley Bruins and Kimberly Crawford on bank account, shown by raise of hands**
- b. Will have a budget for each event-**Kim will be updating**
- c. **Annual Budget-income and expenses**
- d. **Want to do better with transparency with where the money is going-bar graph at open house**
- e. **\$31,715 in bank account currently**
- f. **Each department has money from the auction-Kim will be dispersing it**
- g. **Kim will be reimbursing twice a month for whoever submits to online link**
- h. **Swank movie License-HHOPS covered**
- i. **HHOPS Tax Information-State is updated, Federal is not, Kim is still working on this**

### E. Volunteer vs. Visitor

- |                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------|
| F. The link to sign-up to be a volunteer will be available at the start of the school year on the district website. |
|---------------------------------------------------------------------------------------------------------------------|

# Visitor or Volunteer?

HHASD welcomes family and community Visitors & Volunteers to support staff & students throughout the year.

If you are planning an event, please check out this graphic to help determine if your event will need help from Visitors or Volunteers?

If you need Volunteers, you will share the bchex online link with only the specific people who need background screening.

Provide those same names to Jeni Kastner, [kastner@hhasd.org](mailto:kastner@hhasd.org), indicating the event and event date.

Background checks take up to 48 hours to complete and applicants are notified directly.

School Admin. Assistants can let you know who has been approved.

**Visitor**  
Examples...

|                                                                                                                                              |                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Supervised contact with students</b><br><small>Class Parties<br/>In-Class Activities</small>                                              | <b>Supervised Ongoing Events</b><br><small>ACE Performers</small>                                           |
| <b>HHOPS (PTO) Attendee</b><br><small>Staying with your child at Movie Night<br/>Attending Celebrate Families Dance with your Family</small> | <b>Vendors &amp; Meetings</b><br><small>Sales<br/>IEP Meetings<br/>Bldgs. &amp; Grounds Maintenance</small> |

**Volunteer**  
Examples...

|                                                                                             |                                                                                        |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Unsupervised contact with students</b><br><small>Field Trips<br/>Small Group/1-1</small> | <b>Regular or Ongoing Event</b><br><small>Reading with Rover<br/>Quilting Club</small> |
| <b>HHOPS (PTO) Volunteer</b><br><small>Concession Sales<br/>Holiday Shop Shopper</small>    | <b>Non-Staff Coach/Advisor</b><br><small>Athletics<br/>Clubs</small>                   |

G.

- a. Holiday Shop-volunteer
- b. If your working with kids 1 on 1 or supervising students
- c. All Board Members should get background check
- d. New system-good for a whole calendar year from whenever you submit form
- e. Provide list of main people-Ashley will email Jeni

H. Goals for this year/what does HHOPS fund??

- a. In the past our fundraisers do better when parents know exactly where the money is going, need to establish goals, playground is complete!
- b. HHOPS has funded in the past-FLES/RMS playgrounds, celebrate families auction/dance, HHOPS Scholarship, Field Day, Teacher Reimbursement, Teacher Appreciation Week, Movie Nights, Fall Fun Runs, Teacher Conferences, SWANK Movie License, Bus or Field Trip Assistance, State Testing Snacks, Department Funds, 8<sup>th</sup> Grade Graduation
  - i. Food for parent/teacher conferences
    - I. **VOTE-8 votes yes, in favor of covering cost of meals this school year, Rachel and Jen did not vote, for \$3,000**-we need to vote if we want to cover FULL cost for all parent/teacher conference nights in Fall and Spring-4 nights per school totaling \$2900 (in the past we covered \$1400 and school district covered the rest)
    - ii. Teacher \$100 stipend-**we have had a couple coming in throughout the year, want to get it in the newsletter**
    - iii. Forward testing snacks
    - iv. Water Cooler
      - I. **VOTE**-tabled discussion, did not vote on this yet, \$2500 for the school year, put sponsorships for HHOPS, we need to vote if we want to cover monthly cost for teachers, Culligan Water Cooler, has been used more by teachers, company comes in to swap out themselves
      - II. Kids complain about the taste of water at both schools
      - III. Discussed filtration system instead-would be more long term fix, something that students and teachers could use?
- c. New ideas for this year-
  - i. Pickleball courts and equipment at RMS
  - ii. Frisbee golf portable baskets and equipment at RMS

- iii. New Swings at FLES-phase 2 of playground renovations, total could run from \$10,000-\$12,000
- iv. Basketball hoops at FLES-ideally would get adjustable hoops, would include a new pole and entire backboard
- v. Soccer Goals/Nets at FLES-4 goals and nets, contact Brett, will help with loading and unloading, Ashley and Kim working on it, they do have nets to go with them, the goals are huge so it's not an easy process to get them transferred to the school

I. RMS declined wanting soccer goals on their playground

#### I. Calendar of Events for 2025-2026 School Year

##### a. August 27<sup>th</sup>- Open House/Food trucks (Table at both schools) 4:00pm-6:00pm

- i. **Lead**=Ashley at FLES and Lisa at RMS-keychain handouts, sign up sheet for volunteers and handout/poster for how HHOPS contributes to schools
- ii. **Lead**=Rachel Chapman-organizing food truck vendors, **Report from Rachel**
  - I. \$75 came in from Donut NV
  - II. 1 Vendor pulled out last minute-Mexico taco truck and Rachel had to get a last minute replacement
  - III. Should be getting 2 more checks in the mail-follow up with Rachel once we have received them

##### b. September-Fundraiser-Cookie Dough and discount cards

- i. **Lead**=Kimberly Crawford, working with Jeff Northern and new digital platform
- ii. Digital discount card-see how it does this year, easier, nationwide, family members that are out of state can use them
- iii. Cookie dough-same company, 3 dozen pucks for \$25, discount card for \$25, Kim coming to talk to RMS over lunch hour 7<sup>th</sup> and 8<sup>th</sup> grade 11:10-11:30, 5<sup>th</sup> and 6<sup>th</sup> grade 11:53-12:10, plan Friday assembly at FLES 8:30 am
- iv. Launching Monday, goes for 2 weeks-September 15<sup>th</sup> to the 29<sup>th</sup>, Closing it on a Monday
- v. Planning to do Cookie Dough pick up on October 23<sup>rd</sup>-coincides with conferences
- vi. If we wanted to do the cookie dough with shipping it would be more expensive, not doing it this year
- vii. Need volunteers to disburse cookie dough-curb side pickup? Texting when ready?
- viii. Prizes for top seller, foam cannon at FLES, extra recess at RMS

##### c. October 7<sup>th</sup>-Chik Fil A Dining in Event 4:00pm-8:00pm

- i. **Lead**=Ashley, will provide information on how to establish donation back to FLES and RMS, might need to order from the app? Ashley find out about a flyer

##### d. October 29<sup>th</sup>-Trunk or Treat 5:30pm-6:30pm (\*\*new event this year\*\*)

- i. **Lead**=
  - I. Make boxes for candy/toy trinket donations-Need 2 or 3 at each school
  - II. Sign up Genius for parents or staff to create a trunk
  - III. Sign up Genius for volunteers to help with event
  - IV. Contact local farmer to see if they can donate pumpkins or sell at discounted prices
  - V. Contact food truck-Flipp's cinnamon donuts? Hot chocolate? Caramel apples?
  - VI. Organize games or events?
  - VII. Music playing?
- ii. Pairing up with Mr. Heinritz's Jack-O-Lantern Jog from 4:30 pm-5:30 pm
- iii. Ashley sent in form to reserve black top area already and created sign up genius to look for parent/teacher trunk volunteers

e. *November 14<sup>th</sup>-Movie Night 5:30pm-8:00pm*

i. **Lead=**

- I. Create raffle table
- II. Create quiet table-coloring activities/crafts from oriental trading
- III. Concessions-pick up food and drinks from Costco or Amazon
- IV. Order pizzas
- V. Get or make decorations
- VI. Make flyer to be sent home with students-need Jotform and sign up sheet
- VII. Pick up money and tally amounts ahead of time
- VIII. Do a sign in and out sheet for all parents during drop off/pick up times
- IX. Find Brain Breaks-usually 10-15 minutes long
- X. Get movie for the night
- XI. **VOTE**-need to find some movies and vote on one
- XII. **Ask for donations for holiday shop at movie night-get raffle ticket for each thing donated**

- ii. Ashley already submitted facility request form for this event
- iii. Swank Movie License-shared cost between HHOPS and school library, has been paid for-\$800 from HHOPS and \$1,300 from school library for a total of \$2,100-communicated with Krisi Harwood

f. *November 15<sup>th</sup>-Vendor Fair 9:00am-2:00pm (\*\*new event this year\*\*)*

i. **Lead=**Kimberly Crawford

- I. **HHOPS Holiday Market**
- II. **Tracy and Denise-haven't heard back yet about regulations and capacity**
- III. **How many vendors can we host? Kim will double check!**
- IV. **Heather Davis-her husband dresses up as a Santa, people can take their own-reach out to highschool for volunteers-Tara will reach out to her**
- V. **Food/concessions from HHOPS-bake sale or sell Nutman?**
- VI. **Entrance Fee \$3 or maybe \$1 off coupon**
- VII. **Could use back entrance for vendors to set up earlier and keep front entrance for movie night goers**

- ii. Might have maintenance fee, capacity issues, might need to table until next year?
- iii. Ashley already submitted facility request form for this event

g. *December 1<sup>st</sup>-5<sup>th</sup> Holiday Shop*

i. **Lead=**Amy Healy

- ii. Ashley already submitted facility request form for this event
- iii. Clean out closet? Keep everything stored in totes? Do we need more wrapping paper, bags or tape-we could ask for donations during movie night?
- iv. **Short on dad gifts and toys for kids, if anyone sees dad gifts to let Amy know**
- v. **In need of gift bags and wrapping paper, different sizes**
- vi. **Amy will get reuseable gift bags for presents to be taken home-usually gets them from bank**
- vii. **Will be held in the library again-had lots of space**

h. *February 20<sup>th</sup>- Celebrate Families Dance 5:30pm-8:00pm*

- i. Theme-Hawaiian Luau
- ii. Ashley already submitted facility request form for this event
- iii. **Decorations Lead-**

- I. Ashley already emailed Mrs. Averkamp to see if she can help with decorations-was done in May so might need to reach out again

- II. Plan décor in main commons area
- III. Plan décor in gym area
- IV. Plan games to be within the gym area
- V. Slideshow in gym-pictures of families on vacation to beaches?
- iv. **Concessions Lead-**
  - I. Budget for food
  - II. Get drinks for the night
  - III. Get food for the night
  - IV. Plan snack pack party box?
- v. **Music/DJ Lead-** Mr. Heinritz-**Ashley will email**
  - I. **\$300 extra giftcard and family in free-same as last year**
  - II. Make music list
  - III. Plan for musical games-limbo, macarena, cotton eye joe, etc.
- vi. **Raffle Table/Small Toys Lead-**
- vii. **Overall Dance Lead-**
  - I. All individual leads will report to them
  - II. Do admin work-collect money, tally totals, create sign in sheets for families, create sign in sheet for volunteers
  - III. Advertise via facebook, emails, school newsletters, etc
  - IV. Create Sign up Genius for adult volunteers and another one for teen volunteers
  - V. Create and print volunteer tickets for free food vouchers
  - VI. Reach out to local companies for donations?
- i. *April 18<sup>th</sup>-25<sup>th</sup> Online Auction*
  - i. **Lead-**
  - ii. Need to email local businesses for donations (starting in January)
  - iii. Need to store donations at their house
  - iv. Complete online auction website-post photos, write up of donations, etc.
  - v. Send out thank you letters after receiving donations-usually done all at once
  - vi. **Classroom Basket Lead-**
    - I. Create sign up genius for classrooms to get coordinator and plan theme
    - II. Collect baskets and store them at their house
    - III. Contact teachers for their own donations to auction
- j. *May 4<sup>th</sup>-8<sup>th</sup> Staff Appreciation Week*
  - i. **Lead-**
  - ii. Theme-Hawaiian
  - iii. Plan each day for the staff within budget
  - iv. Create flyer for teachers so they know what to expect
  - v. Create flyer for students to bring in or do certain things each day for their teachers
  - vi. Coordinate with Cassandra from RMS? Will they be taking care of the middle school this year?-**Ashley will email her and find out what their plans are**
- k. *June 4<sup>th</sup> (June 5<sup>th</sup> will be back up date)-Field Day*
  - i. **Lead-**
  - ii. Plan a fun field day station at FLES within budget/communicate with companies
    - I. **Foam Cannon in Menomonee Falls**
  - iii. Plan a fun field day station at RMS within budget/communicate with companies
    - I. Had adventure wall, kids could come up with wall?

- iv. No dunk tank! (per teachers request, water was too cold and temperatures were too cold outside, also ask parents to send their kids in flip flops so shoes are not getting ruined)

*l. Photography/Media/Yearbook*

- i. **Lead-**
- ii. Accumulate pictures from all events that H.H.O.P.S. holds throughout the school year, compile and keep them within the HHOPS email account
- iii. Yearbook-organize, and design yearbook pages for the district, use pictures and media to create
- iv. Ashley already approved H.H.O.P.S. to pay for a spread in yearbook-4 pages?

**VOTE-**We still have access to the Fun Hub website-principals want to organize another fun run, read a thon or something that could be done during the school day for the students to raise money for, wondering how we can incorporate this into the school year, possibly done on October during Mr. Heinritz's fun run? Or during the day near Halloween? Kids involved, something during the school day, ask Mrs. Shattuck

**VOTE-Scholarship?** Do we continue? Stop due to not getting much interest in the past and AI issues? What are colleges doing now for applications? Add to application that we will be cross checking with AI, need a lead to take on scholarship, we used to have 2 teachers use rubric, staff could do it, Lenore Large-application online-need to update dates, Kim will update! Submit video of speech, handwrite letter? Open in February and close before spring break, change up process

**J. Lead Roles-who wants to sign up for something?**

\*\*\*\*New this year-sign up genius will be available for each event so parents don't feel like they have to commit to the full school year.

**K. Any Concerns/Questions/Comments**

- 1. Birthday Surprises, Miss Jodie bought it all and reimbursements-Kim will budget and let her know!

**L. Meeting Adjourned-at 7:42 pm**