

**Hiteon PTC Board Meeting Minutes  
November 2, 2016 6 P.M.**

**The Hiteon PTC enhances student education and builds community  
through volunteer & fundraising efforts.**

**Board attendees:** Michelle Hill, Amy Johnson, Wendy Fatz, Melynda Stitt, Jen Carlton, Beth Koehler and Tammy Green

**General attendees:** Rikki Strong, Adam, Sara and Nick Rounds

**Welcome**

**Adam Rounds: 5th Grade Fundraising**

- Adam presented on the 5th grade fundraising and the chair raffle.
- The board discussed this issue and will respond to Adam via email.

**Rikki Strong Bookfair:**

- Totals to date are \$10,200. There has been \$250 online and those sales are open until Friday November 4th.
- Starting with \$60 in Scholastic funds because of online sales.
- Sales at this level produces an all in cash amount of \$2550 or \$5100 in Scholastic funds
- Mary Beth and the district librarian chose \$720 worth of books from the book fair itself.
- We can order the cart thru Scholastic-under \$400 (Picture books)
- We need to make sure Marybeth knows she has \$300 in her staff account.
- The PTC is in charge of funds this year. After the \$720 there is \$4380 left in 100% Scholastic funds or \$ 2190 in cash.
- Rikki has access to Bookfair account so she can see the balance and what the funds were used to purchase.
- Board agreed to a distribution of \$2000 in Scholastic dollars or \$1190 in cash.
- \$800 will be held to purchase OBOB books from the Scholastic Book Fair cash.

**Treasurer:** Jen Carlton (10 minutes)

- Budget
- Income came in this month for book fair, dining for dollars and movie matinee, noting expenses haven't been paid on book fair or movie matinee.
- We've paid out \$977 for reading incentive. That's 49% of a large line item. That includes \$420 for bronze medals and \$400 for lanyards. Jen has requested that the board evaluate the cost of this program in its current form. Perhaps talk with teachers you know, as well as students. Perhaps we can meet with the student advisory board. Jen isn't suggesting a stopping of monthly rewards, but the 'Go for the Gold' program is very expensive. We would like to gather feedback on the perceived effectiveness of this

program so we can make an informed decision with the spring planning. We briefly discussed Amy L. Johnson's kindle raffle idea, for students who had completed the program. It was decided it would be double rewarding the same students so decided against.

- Jen requested receipts from Michelle for the lunch provided to the counseling flight crew that helped with the Greenway tragedy. This expense will come from the staff and community gift line item.

#### **President:**

- Communication to any staff, group or community needs to go through Marti in the front office. (ex. Emails about Passport or Reading Incentive.) Administration is attempting to manage the number of emails going to staff and the community.
- The chair or board member needs to compose the email and request it be sent by Marti. Marti is requesting 48 hour notice.
- If you have an email to go to volunteers, talk to Wendy. Volunteer coordinators are also the first stop for room parents.
- We are hoping for less emails to the community, but we are aware that the emails with multiple subjects/needs are not being read.
- **Amy** will ask Meghan and Monica if we can send an email out with just the information for the directory OPT In. Beth requested this after a dismal first response and was told no. Getting the information about the OPT In/out to the community for the directory is difficult. To date we have less than 50 responses for the directory. Beth and Jen have copied the form and reminder and sent home with each student. The current deadline is Nov 7, Beth might push it out to get more responses.
- Maybe we can ask Johanna what other schools are doing.
- The new Privacy Laws are making it so we no longer can have lists with students names for things like Fun Run, reading incentive, passport labels. Not a big deal for things like family dance, and producing labels can now go through Marti. Are we breaking rules with reading incentive? We need to have a meeting with administration about a list for Fun Run. We can make it where Jen is only member to see the information. Scholls Heights just had their fun run, maybe we can find out how they moved around this issue.
- Per Risk Management, if something is advertised on the reader board out front then it is no longer a private event. Which means non-students are allowed in, regardless of age.

#### **VP1's:**

- November 14-17th Piccolo Mondo 15% of sales go to Hiteon. No flier, but you will need to say you're from Hiteon.
- McTeacher night was canceled in November by McDonald's. It is rescheduled to December 7th.

- Valley cinema update: We have sold 114 tickets so far, that's \$342 profit for the PTC. Valley is hoping to do 10 movies in the Spring.
- Family Dance update: **Melynda** is getting close to the budget, she has invoices and receipts.
- **Courtney** will be selling T-shirts at the family dance.

**\*Reconvene after General Meeting. Adjourn 7:00pm**

**\*Continue Board Meeting 8:00pm**

#### **By-Laws Introductory Discussion**

- Approving budget in June with input from new board members. (Budget and new slate to be proposed in May)
- Specify the minimum number of PTC meeting per year, rather than specify which months. This will give options for the future bards as far as when they want to hold meetings.
- Policies and Procedures document can be made to help make changes to policies rather than changing By-laws. This can be changed annually if needed.

#### **Request for event Set up**

- Henry is requesting us to fill out this form for any event so we can have all needs met. (i.e. tables, chairs, trash cans)

**Adjourn 8:34**