

## PTC Board Meeting

March 8, 2016

8:13am

Our Mission: The Hiteon PTC enhances student education and builds community through volunteer & fundraising efforts.

Board Attendees: Amy Johnson, Courtney Covington, Jen Carlton, Sarah Heinrich, Michelle Hill, Christie Savage and Julie Lover

### **Treasurer - Budget**

- Amy to follow up with Monica for the mascot receipt
- Amy follow up with bussing information. No new information has been given. 3rd grade needs are different than 5th. Are there more grades needing busses this year? Is this something that we need to budget for each year? Is the district helping fund for the busses? We need a district explanation! What does the time frame need to be to secure busses.
- Jen needs the receipt for the busses for Bizz Town.
- Spring McTeacher night \$975, \$81 for each teacher, little higher than the fall.
- Valley Cinema for the year. \$231 spring profit \$543 profit for the year. Should we look into maybe just doing this in the Fall only?
- 5th grade concessions from Bingo night brought the 5th grade fundraising to just under \$2700 net profit.
- Last year we raised the Art Lit line item to \$2,500.. This year we are currently at 44%. Cynthia is doing a great job. We will keep the budget at \$2500 so the focus remains on art, not budget.
- Bingo is under budget by \$150 .
- Chair appreciation came out of hospitality. Discussion on should this come out of Staff and Community Gifts, but we decided to keep in hospitality.
- Fun Run - There was some feedback after the last board meeting about the printing costs of the shirts coming from the line item Staff and Community gifts. The concern was they were printed with the fun run logo. Jen met with the accountant who agreed she would like to see it under Fun Run advertising. Understanding it is a school wide gift, hopefully it will have a positive effect and will raise awareness and perhaps promote greater participation in the fun run. The accountant also said that the cap of 10% is arbitrary per IRS, so other than our own by-laws and self set limitations - we are okay if we happen to go over budget. Separating it from other fun run expenses will keep the actual costs of this year's fun run from being skewed. If Barb stays within the \$3,600 budget she's working from, we will still be within the \$500 overage limit that can be approved with a board vote. However with the prize structure this year, more students will be rewarded if they bring in money. This could make the prize cost go up, however most likely that would also mean the amount raised

went up - so would the 10% mark automatically go up? If a significant higher number of students bring in more money than in the previous 2 years, prizes will be over \$2,000, and the fun run budget as a whole, including the t-shirts, might go over the \$500 amount allowed without ptc general meeting vote. At that time we will bring the information to the community at large, acknowledging if that happens we will most likely have exceeded the goal.

- **Voting** to move the cost of the Fun Run t-shirt printing back to the Fun Run line item and mark it as 'Advertising'. **Board voted and approved** with a count of 8. (Shannon Duffy via text). The staff and community line item will go back to the original budgeted amount of \$800.
- Fun Run - the board is responsible for many tasks. Jen needs multiple people for full time shifts on stage, various duties. Also needs a count of who prefers to walk and lock and/or walk and count on the days after the fun run.. We need people the days prior to fun run to collect envelopes and hand out lollipops and cheer in the parking lot!

## **President**

- Morning Bussing Requests-Amy will talk with Meghan and Monica about bussing needs for field trips.
- Kindy Orientation: Thursday, March 17th - Volunteers needed for help with the current kindy classes as well as hospitality. The administration will need to communicate the actual job assignments and what is needed from the volunteers.
- Staff Appreciation: May 2-6 The Staff Appreciation sign up section for Board members to lead & be the point person for specific days of that week will be coming out soon. Community sign ups will be in MyVolunteer if other volunteers in the community want to help on those days.
- Next Year's Chairs/Committee Sign-Up taking place at the March 16th General Meeting and will be posted after outside the PTC Work Room. Michelle will email out current chairs to have them have a chance to sign up first.
- School Supply Lists - In process. Courtney will meet with administration. Some grades have made their lists, other grades are still needing to do so.
- Hiteonptc.org Website Renewal - Due April 8th - Needs approval from Board. the cost is \$7.49/month which is \$89.88 per year. Domain name is also in need of renewal and that fee is \$14.99 year.
- Board moves to vote and **approved** this year's renewal for the Hiteon PTC website and domain name.

## **VP2**

Past Events:

- Feb. 9 - Art Lit Training went well and the projects are well underway.

- Feb. 19 - Popcorn Friday-Shift needs to start at 2:15. The popcorn needs to be done and in baskets by 2pm. Tables are for anyone who is not handing out for the daycare or bus children. The volunteers need to get and return tables from the gym and also return them there. The money needs to be turned into the PTC room with the basket.
- Feb. 26 - Bingo Night was a smashing success, 460 people estimated. The committee stayed under budget and there was only one prize left over. It was great that the prizes were focused on the kids. The committee did a wonderful job! The extra Chromebooks were out and were very helpful for sign ins.
- Cub Scouts and Girl Scout troops can be a great source to help clean up during these night time events.
- March 1&2 - Passport went well even with the day shifts. Is there any way to ask teachers how much they want to support this program? Are there teachers willing to allow time in class to study? Amy and Courtney will talk with Meghan and Monica about getting some feedback.

#### **Upcoming Events:**

- Mar. 10 - Science Fair we need many more volunteers.
- Mar. 18 - Popcorn Friday same day as Biz Town
- Apr. 5 - Art Lit Training
- Apr. 6 & 7 - Passport
- 2nd grade has asked for some math support. The grade needs to all agree and coordinate the start of a new math labs. The details of how often, when and what number groups. Teachers need to specify what they need from the PTC.

#### **Volunteer Coordinators**

- 358 people have signed up in the new system
- 7,670 hours. Help counter hours are continuing to migrate over to the new system. The move has been made for all the volunteers that have already signed up in the new system. The hours of those who have not signed up in the new BSD MyVolunteer system can not be moved until they are signed up.

#### **VP1**

- Valley Cinema- we will do a cost analysis to see if this still continues to be a worthwhile event.
- Pizzicato is tonight!
- Fun Run meeting will be happening in the near future to assign board duties in the areas of need.
- Internet safety meeting- is this still something that can happen this year? Julie is willing to follow up with Meghan and head up this event if it possible to schedule it this year.

Adjourn 9:50