

## Hiteon PTC Board Meeting Minutes

May 3, 2017 6:00pm

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

**Board attendees:** Amy Johnson, Michelle Hill, Jen Carlton, Wendy Fatz, Melynda Stitt, Christie Savage, Courtney Covington, Tammy Green and Julie Lover

### Welcome

**Treasurer:** Jen Carlton

- Budget

-Deposit

-Appointment with accountant to go over logistics of transferring the savings account to checking account. 104,000.

-Insurance renewal is coming due. There are some questions we need answered as far as what is covered. There is a policy for 'terrorism risk act,' what would be covered?

-We should ask Joanna to see if this is a common coverage in other school. **Wendy** will email Joanna about the terrorism coverage.

-Popcorn update net \$600

-T-shirts, we are down to \$200. 2 cinch bags were donated to 2 students that gave to Fun Run and then moved out of the country.

-Spring box top total \$361.70

-Bookfair money was spent, Jen needs a PO to pay the fees.

-Two orders for OBOB books have through. We still have about \$200 for those OBOB books to be ordered. June 1st OBOB receipt is due so Jen can cut the check.

-Battle of the Books line item

-Reading incentive-do the committee chairs have any interest in doing away with the medals or only keeping the gold. Julie will ask what their opinion is and if this budget is enough for them.

-PE replacement fund-this was a one year fund. Is there another need in the school that has a need?

-Ice machine for cafeteria as a special purchase - **Christie** will talk with Valerie about if this is something she would really like/use and is it feasible as far as space and logistics. Valerie is checking with her supervisor, **Christie** will follow up.

-Bulletin Board line item-we will increase the budget to \$200

-Directory line item- we will take that out since we did not print any this year.

-School kidz-

-Math labs-we will add in a 5th grade math lab and look into adding in 2nd grade as well.

**Courtney** will talk with 2nd grade about setting that up. **Courtney** will head up 2nd grade.

We will then have 2nd-5th math labs.

-Staff appreciation week \$1000

-Staff hospitality (conference nights) \$1000

-Company matching from Fun Run- some companies will deposit their funds into the schools 231 fund. Marti will hold those funds to go towards technology.

-Pizzicato check came in at \$758.

#### **Presidents:**

- Clean up your Google drive. July 1st is the hand off to the new board.
- Line item Explanation/policy
- 3D printer - what is the plan for training and accountability for the 3D printer. We need to have a 3D printer chair.
- **Vp2's** need to update the committee chair bulletin board.
- Line Item Explanation/Policy the board reviewed and revised some of the line item explanations.

Adjourn 7:00pm we will reconvene after the general meeting

Reconvene 7:24

Adjourn 7:55pm

