

**PTC Board Meeting Minutes**  
**May 10, 2016 8:30**

*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, Mary Pat Janowski, Wendy Fatz, Julie Lover, Marcy Freddi and Christie Savage

**President:**

- Board Positions 2016-17 President and VP1 positions are currently open.
- What does PTC Fund? These guidelines will be revised so there is a clear understanding of the role the PTC plays in funding. Any funds that are used need to be for items used at school and not taken home. PTC does not cover the cost of staff workshops or continuing education.
- Process/Protocol for requesting funds. The general request and grant forms will be revised to have clearer guidelines. Some of the key points will be that the requests need to benefit as many kids as possible. They will not need to be based on a first come first served basis. If the requests meet the set criteria then Meghan can approve them. The PTC will be a second check to make sure the steps are being followed. Amy will revamp the guidelines and send out to have the board approve.

**Treasurer:**

- Budget (this year)
- Begin budget for next year / Defining Budget Line Items
- Supplies for next school year Total value line item \$6944.56

**Option #1**

-Take headphones out of STEM, calculators, protractors, scissors out of grant.

-Non consumables can come out of special purchases.

If we choose this option we will have to increase the special purchases line item for next year.

**Option #2**

-Take headphones, rulers, calculators, protractors out of STEM from this year's budget, totaling \$2,390.

-1/3 of consumables, tissues, wipes, sanitizer, will come from this year's Grant line item totaling around \$933

-The rest of the non consumables, scissors, binders, clipboards \$1394.22 will come from special purchases this year.

\*The board chose to option #2 and will move forward with the purchases.

- Draft Budget

-Currently we have \$90,138.00 as of 5/9 Hoping to spend \$20,000 on the following, 5th grade, art lit, art night, field day, passport, grants, spring room parties, special purchases, and remaining staff appreciation receipts.

-We will start the 2016-2017 school year with around \$70,000.

-There will be some line items that will be taken out, some new line items and line items that will have new budgets. Jen will continue to work on the proposed budget for next month's meeting.

-If approved the PTC Grant line item will drop and those funds will be moved into the proposed Grade Level Curriculum Funds. If approved we will no longer have a line item for STEM, those funds will also be moved to the Grade Level Curriculum Funds.

-Hospitality expenses will remain under specific categories. The categories that have the need for hospitality will be broken out as far as expenses, i.e. Art Lit will have art lit supplies and then an art lit hospitality. Michelle and Jen will figure out how much for each event.

- Increase Fun Run budget. We have paid out \$2244.09 out of Fun Run budget so far

\*Board voted and approved to increase the Fun Run line item by \$500 for this year. This will still be within the 10% range.

- PTC PE Grant request for \$1600 new equipment.

\*Board voted and approved \$1600 for PE grant request. The funds will come out of the grant request line item.

## **VP2:**

### **Past events:**

- 4/5: Art Lit Training
- 4/6-4/7: Passport
- 4/7: Hearing Screening
- 5/4-5/5: Passport
- 5/6: Colonial Fair
- 5/6: 5th Grade Adirondack Chair Raffle started

### **Future events:**

- 5/10: Art Lit Training last training was today.
- 5/20: Last popcorn Friday
- 5/20: 5th Grade Adirondack Chair Raffle Ends
- 6/1-6/2: Last Passport
- 6/2: Art & Culture Night-one session. It will be evening only this year.
- 6/14: 5th Grade Party
- 6/16-6/17: End of year parties, Michelle will communicate with room parents to coordinate with teachers as to when they want their party held and if they will be grade wide or individual.

### **Items to discuss:**

- Event dates for next year

Book Fair, there is no school the Friday before the book fair. We will need to have access to the school for setup! The dates for the book fair may need to be changed.

- 5th Grade Chair Positions, there needs to be clarification and have specific chairs for big events, ie., yearbook, colonial fair, fundraising/party/class gift.
- Open Chair positions, family dance, 3rd grade math labs, art and culture night and fun run.
- Popcorn Fridays needs to have a co-chair and possibly a committee.
- Passport Program Feedback, the dates may be moved away from beginning of the month. The program needs to be revamped with teacher feedback. DO the teachers need to have clarification on the expectations of this program? Will this be a completely optional program? Do we keep it a pull out program or make it a push in program. Michelle can send out an email to all grade level teacher leads and get their feedback?
- Box Tops

**VP1:**

- Fun Run Review, receipts are still coming in. We will continue to seek donations for hospitality in the future.
- D4\$ Tonight

Adjourn 11:15