

Hiteon PTC Board Meeting

August 3, 2016 6:00pm

Mission Statement:

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, Christie Savage, Courtney Covington and Julie Lover

President:

Topics to Review:

- Mission Statement
- By-Laws (PTC Meeting Dates - discussion of less PTC General Meetings)

-No changes made to the by-laws.

- Roles/Responsibilities

-Any questions of roles and responsibilities will be clarified.

- Norms (review, update, discuss)
 - Time limit to questions
 - Limit side conversations
 - Information seek first, then ask questions
 - Assume good intent
 - Open forum format where people feel comfortable to share
- Website: Any board member who needs information on the website can send to document/information to our Website Chair: Stacie Ayers

-Approved budget can be posted online

- Concerns/Complaints: When someone comes to you with a concern/complaint:
 1. Listen
 2. Ask for feedback
 3. Ask the person how they can support with their concern and feedback.

-Make the general board email available for people to use with concerns/questions.

- Agenda: Add your agenda items to the google doc shared to everyone for each meeting.

-There is a shared drive now to upload any needs or agenda items.

- Google for nonprofits
 - email now through gmail
 - Google drive for PTC documents
 - Google group: board_members@hiteonptc.org

Email will be available to the community

- Don't be afraid to ask for help

-Michelle will help follow up or direct questions.

Discussion Topics:

- New Gmail Accounts/Storage
- Schedule Board/General Meetings
 - Current Schedule: Held first Wednesday of the month
September 7th, October 5th, November 2nd, January 4th
February 1st, March 1st, April 5th, May 3rd, June 7th
- Revamp? Change By-Laws? How often to meet for General?
How we decide this will determine time of day we meet, etc.

-We will try stacking the board and the general meetings the first couple of months. Meetings will be held the first Wednesdays of every month except December. Boards will be 6-7pm and Generals will be 7-8. This will be a trial and if there are issues or complaints then we will change.

-We need to have more community members come to present information, ie., police officers, district members.

-Emails that are being sent out to the community via Marti need to be clarified on the timeline.

Michelle and Amy will find out what needs to be done so our emails are getting to the community when we want them.

- Ice Cream Social: Roles/Needs

-Friday night of the first week of school. September 9th at 6p.m. Board needs to be there at 5:15

- Lead - Amy will head all communication
- Volunteer Coordinators and Vp1s Needs

-700 ice cream sandwiches and check on the other pop count Courtney and Melynda

-Chromebooks are needed, can we use 4th grades computers

-Tables

-Signage needs to be up to go around back.

-The building permit does allow for use of the bathroom and drinking fountain during the ice cream social event.

-Frozen rolling cart for the ice cream sandwiches- Michelle and Amy

- Flyer, mention in September Hawk Squawk

-If you want something in the Hawk Squawk let Michelle and Amy know.

-Advertise: Sign-Up for Background check, Vol. Badges, Vol. Descriptions, Gear-Up Sports will have some items for purchase. Cash will not be accepted.

-VP2's- this would be a good opportunity to recruit volunteers- Michelle will talk with VP2's about the community chairs.

- Hospitality - Set hospitality sub-line item with each event

-There needs to be a guideline set for hospitality. Program money needs to be used for programs not food/thank you parties. There should not be money being used outside of written guidelines from any line item for food/hospitality.

-Beverages will be provided for volunteers

-Anything over 3+ hrs (example, science fair) comes from event line item.

-Anything under 3 hrs will only have drinks

-The website verbiage about food provided needs to be changed on the website for Passport.

- Lunch Assistance for Kindys 10:30-10:50

- First week of school: 2 volunteers

-Amy will send out a Google doc sign up

- Second week of school: 1 volunteer

-If you know other people who can help/assist, who are background checked...that would be greatly appreciated.

- PTC Bulletin Board: Always welcome to put items up on the board, anyone want space?
- Book Fair - Fundraiser. Does it fall with VP1 or stay with VP2?

-It will move to VP1.

-Amy will talk with Ms. Paldino about the scholastic money will be used for OBOB books. The PTC will hold the money from the book fair, because it is a PTC sponsored event.

Treasurer:

- Budget

-This year's budget will reflect money in the checking account and next year's budget will be income from this September-June school year (2016-2017).

-Language was brought down by \$500. There was no issues with that.

-We cut special purchase, grant, staff appreciation, fish aquarium.

-Curriculum line item changed because of the grant line item moving. This is now a grade level line item.

-Line items that were dropped were discussed with the chairs and there were not any issues with the decreases in funds.

-The 3rd graders will have chromebook cart to share.

-There should be a lot less voting since the grade level line item requests will need to be approved by Meghan and follow the following guidelines set by the PTC board.

*Grade Level Curriculum Support: \$2,000/grade level, \$500 EGC

This is for curriculum enrichment to support specific grade levels that reach all classes/students in that grade. Examples of these include, Scholastic, Insect Unit (first grade), Washington County Mobile Museum, etc. These funds are from the STEM/Teacher Grant and Scholastic line items teachers may have previously used. If a teacher has taken from one of these buckets for curriculum needs in the past, these funds will now be taken from their specific Grade Level Curriculum Support funds. Forms will be available to fill out to be approved by administration. As long as administration approves of these funds and it fits the criteria above, and the grade level has enough funds remaining in their curriculum fund to support the request, PTC will authorize the expense.

- Counting of funds:
 - Two people count money
 - Both do not need to be on board

VP1's:

- Fundraising Forms
- New apparel options: Tie Dye & Socks

-The board loves the new shirt items. There is no cost to add the shirts to the option to buy.

-Socks- Would Gear it Up be willing to front the cost?

- Ice Cream Social-On Hand Apparel Inventory availability

-Bag would be good to have, shirts to sell

- Ice Cream Sandwich Donations status
- All-School Fun Run Donation status
- Pizzicato Dining for Dollars Tuesday October, 11th

Volunteer Coordinators:

- Volunteer Sign-Ups

-Currently at 493

-Activities are all updated online and ready to have people to sign up.

-Fun Run needs a category (Fun Run Finance) for all the after hours. Envelope pick, money counting, etc.

-Fundraising is now a category that will cover box tops, Valley Cinema...

- Just Say Yes/Classroom Sign-Ups - paperless

Building Permits:

- Only needed for events happening before/after school day (8-2:35 School day)

-They are now online. Amy has the website if you need information.

- They have been created for:
 - Ice Cream Social, Evening Volunteer Orientation, Walk and Bike, Book Fair*, Family Dance, Bingo, Science Fair, Family Art and Culture Night
 - These might need to be modified and check with chair to see if anything else is needed.
 - Book Fair building permit has been submitted but has not been confirmed.

- Website to Create Account
 - <https://www.communityuse.com/SOA.NET/controllers/pagecontroller.aspx?productid=MC&pageid>Login>
 - Create - Login, and organization is Hiteon PTC
 - Class B Organization
 - For place of use you have to put down one. Right now we only have options for: Gym, Cafeteria, Parking Lot, Field
- **If you need another place, write it in the field for notes in the box before you submit.

Adjourn: 8:40 p.m