

**Hiteon PTC Board Meeting Minutes  
September 7, 2016 6:00pm**

**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, Christie Savage, Courtney Covington, Beth Kohler, Tammy Green and Julie Lover

**Welcome**

**Review Norms**

- 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

**President:**

(20 minutes)

- First Day of School
- There was feedback that some people missed having the Meet and Greet with the teachers.
- 5th grade email was sent out early by some teachers. Was that ok?
- There was missing information in some of the back to school packets for students. Mainly verification forms. (2 know cases in Ms. Walker's) some parents were missing full packets. How do these parents get these forms now?
- The maps for teacher classrooms that were sent home and posted outside of the school were not updated with new married names. There was some confusion the first day of school.
- The placement of the maps outside of the school was in a poor location.
- Lunch room
- sanitation stations are slowing the process down of getting the kids into the lunchroom. The amount that comes out is too much for small hands. Would it be easier to have a volunteer stand in the hallway and squirt sanitizer in hands?
- There have also been concerns with lunch bin placements.
- Do teachers have back up snack supplies for kids? **Julie** will follow up with Meghan.
- Ice Cream Social Check-In/Responsibilities
- Melynda** is gettin 700 ice cream sandwiches
- Courtney and Melynda** will set up Gear it Up table **Courtney** will need an outlet
- Cub Scout table will need an outlet as well, they can use gym wall
- Julie** will email committee chairs to possibly set up tables to recruit volunteers.
- Table placement will be based on power and WiFi need.
- Amy** to check with valerie about freezer.

- Courtney** will follow up with Mrs. Hamilton about background music
- Amy** will send out an email to the community Thursday night
- Courtney and Melynda will need a cash box for spirit wear. Email Jen for the request.
- Bathrooms will be open for the ice cream social on permit
- Can we get the front door open instead of going around the back?
- Can we use the black barriers from the cafeteria to guide people through the gym?
- Water fountains and bathroom will be available
- Board needs to be at school at 5:15pm to set up.**
  - Class supplies for 5th grade. They are already over by \$300
- There is a need for several item still. \$163 scissors \$250 binders
  - Check-in on Sept. events - if there is support needed let us know
  - Field Trip Funds
- Meghan asked if we can we use dining for dollars to help fund busses?
- We need more details from Meghan as to why this is something that needs to be funded when we were told it did not need to be funded this year. **Amy and Michelle** to follow up.
- Jen** needs numbers to make sure we have the funds. We were told we were not funding field trips this year and now it is being asked that we do.

#### **1st VP**

(5 mins)

- Update on Gear Up Sports
- Ice Cream Sandwiches ordered, pick up Friday morning
- Fundraising plan is in place.

#### **Volunteer Coordinators:**

- Wendy and Tammy will have both nights covered for signing up volunteers at curriculum night
- K-2 Wednesday 14th will have chromebooks from Chelf
- 3-5 Thursday 15th sign ups will be in the tech lab (**Amy** can help)
- Session times are as follows. 6:30 gym presentation, 7-7:30 first session 7:30-8 session.
- How many people do you need?

#### **VP2's**

- Volunteer orientation on September 19th 8:15 am and 6pm
- All the chairs need to be there and speak and try to recruit volunteers

Adjourn 6:58