

HITEON PTC BOARD MEETING

November 12, 2014

9:00 am

Board Attendees: Cathy Manor, Erica Ediger, Sue Smith, Ilirija Encinas, Mary Pat Janowski, Melynda Stitt, Shannon Duffy, Julie Lover

Call to Order: 9:05 am

TOPICS:

- **Grant Requests** – Cathy
 - Washington County Mobile Museum presentation on Native Americans
 - Requested by 4th grade team
 - \$260 for four individual classroom presentations on November 21st
 - Motion to approve. Seconded. All approved.
 - Apple TV for Tina Strub
 - Erica asked Helen. Apple TV should be in lab with Dawn Hosea.
 - November 14th - Update since Board Meeting: Cathy spoke with Dawn Hosea. She had an extra Apple TV. It will be given to Tina Strub.
- **Technology Line Item** (for Staff and Classroom/School Support) Request –
 - Office is buying five additional walkie-talkies
 - \$875 total. We are being asked to invest half: \$437.50.
 - 10 walkie-talkies were purchased in April 2013
 - Approved with request for explanation of usage
 - iPad chargers for \$138.12 (and free shipping), and label dispenser for \$11.49 (plus \$4.99 shipping)
 - Requested by Scott Richards for iPad maintenance
 - Motion to approve. Seconded. All approved.
- **Hiteon WE Book** – *feedback requested*

- **PAST EVENTS/ITEMS –**

- **Book Fair –**

- Closed November 11th
- Rikki provided the final numbers:
 - Cash/checks: \$5,128.85
 - Credit card: \$5,213.13
 - Scholastic dollars: \$1,843.96
 - Online sales: \$241.57
 - Total: \$12,427.51 (\$10,583.55 without scholastic dollars)
- Cathy spoke with Sue Paldino regarding how to best use these funds (cash vs. scholastic dollars). Sue is still determining best option.
 - If collected as scholastic dollars: \$5,250
 - If collected as cash: \$2,625
- There will not be a Spring book fair

- **Conferences –** Baja Fresh dinner for 35 teachers was purchased (by PTC) for \$198.94

- **Chinese Acrobat Assembly –**

- Positive feedback on assembly, students were excited and engaged
- \$1250 invoice to the Bureau of Lectures Chinese Group for the two assemblies
 - Need approval for exceeding assembly budget by \$50
 - Motion to approve. Seconded. All approved.

- **McTeacher Night –** November 6th

- Proceeds: \$932.59 (profit of \$77.72/teacher)

- **UPCOMING EVENTS –**

- November 13th – **Picture Retake Day and Vision Screening**

- November 14th – **Family Dance** at 6:00-8:00pm

- Everything is lined up for Friday.
- DJ: \$425. Photo Booth: \$600 + gratuity. Total: \$1175.

- November 17th – **Room Party Planning Meeting** at 9:00am in the cafeteria

- November 18th – **Art Lit Training** on Cezanne, at 9:00am in the cafeteria

- November 19th – **PTC General Meeting** at 6:30pm in the Library

- November 20th – **Passport Check Day**
- November 21st – **Popcorn Friday**
- November 24th – **Parent Internet Safety Night** at 6:30pm
- November 26th – November 28th: **Thanksgiving Break**
- December 1st – **Teacher Grading Day** – no students
- December 8th – **Chairs Luncheon**
- December 18th – **Passport Check Day**
- December 19th – **Winter Parties**
- **Dude Event** – Michelle Hill and Amy Johnson presented their plan
 - Proposed date: February 4, 2015
 - Spoke with Meghan Warren and received feedback from her and the leadership team, as well as feedback from Hiteon community
 - Making a few changes
 - Addressing concern about overcrowding
 - Enlisting 30% more help/volunteers
 - Assuming 700 students and assuming half will bring a “dude”
 - Open at 7:30am
 - Would like to offer apples along with bananas
 - Budget: \$746.95 with apples (\$613.02 without apples)
 - Look into apple donations from grocery store(s)
 - Request for additional budget (more than the allotted \$600)
 - This makes sense to Board given increased student population and inclusion of all students
 - Motion to approve. Seconded. All approved.

- **ACTION ITEMS & FOLLOW-UP –**

- **Blinds –**
 - Cathy spoke with Meghan about blinds vs. curtains (sewn by parents, to save \$). Meghan prefers blinds as they are safer and fire-resistant
 - Blinds will be for windows at this time, not doors
 - \$2750 total for all windows
 - Does PTC want to go in on the cost?

- The Board decided not to go in on the cost at this point
- **STEM Ideas –**
 - Given to Meghan. She will pass it along at upcoming leadership advisory meeting for teacher feedback.
- **Principal 4th and 5th Grade Advisory Committee –**
 - One student from each 4th and 5th grade class will become part of the advisory board
- **Hawk Squawk –**
 - Meghan clarified that the Hawk Squawk needs to focus on only PTC events and activities, and not on other community events and groups.
- **Clothes Closet –**
 - Hiteon's designated Clothes Closet volunteer day is Wednesday, January 28th; however, we can give our \$300 BSD Clothes Closet Donation (designated in our budget) now
 - *Melynda will ask Meghan if a collection bin can be placed in the school entrance for clothes donations*
- **Fundraising Plan – Ilirija and Sue**
 - Request for Board's review. *Let Ilirija and Sue know if there are any changes that need to be made.*
- **Update of PTC By-Laws –**
 - *Post notice with November General Meeting Agenda*
 - *Article VI, Section II of by-laws needs rewording*
- **Art Lit Storage Solution –** continue to work on

Meeting Adjourned: 10:37am

**Please note: action items are italicized*

Next PTC General Meeting: Wednesday, November 19th at 6:30pm