

HITEON PTC BOARD MEETING MINUTES

October 16, 2013

9:00 - 10:47 am

Attendees: Stacie Ayers, Erica Ediger, Cathy Manor, Melynda Stitt, Sue Smith, Ilirija Encinas, Julie Lover

Other Attendees: Lori Squire, JoLanda Starke, Christy Weaver, Angela Grimes

Book Fair – Oct.28 – Nov.1

- JoLanda S. provided update
- Family Night set for Wednesday, Oct.30th
 - Hours will be changed to 2:30-6:30pm
 - There will be raffle prize drawings for books
- Discussion on how to best control flow of people
- Teachers will be able to pre-pull books that families can purchase for classrooms
- Wish lists will be provided
- Online book purchasing information will be provided
- Email letter to go out on Friday, Oct. 18th
- Training will be available on Friday, Oct. 25th , from 1:45-2:15 pm
- Change Scholastic account login to a more generic email
- Password to be provided to Mrs. Paldino and Mrs. Hansmann for purchasing books for Hiteon
- Post-meeting discussion with JoLanda and Lori:
 - Possibility of holding the Book Fair in the Art Lit room instead of library since it is available
 - Easier setup and control from a security standpoint
 - Less disruption to the library
 - JoLanda and Lori suggested using some of last year's Scholastic dollars to purchase Scholastic gift certificates to be distributed by the office to students who would otherwise be financially unable to purchase books

Student Directory – Lori Squire

- Layout is complete. In the process of editing.
- There will be something to give the PTC Board by Friday, Oct.18th.
- The electronic form will be ready first. Then people can make necessary changes in the office.
- The hard copy will go out at a later date (after changes are made).

Grant Request –

- Mrs. Wong is requesting the Reading A to Z program. Mrs. Hansmann has approved. Sue S. motioned to approve. Melynda S. 2nd. All in Favor

5th Grade Party –

- Students can no longer swim (at Conestoga pool) per district policy.
- John's Incredible Pizza is being requested. It depends on buses. Helen has talked to Risk Management. John's Incredible Pizza needs to send all insurance information to Risk Management. Christy W. will manage this.
- Teachers have been notified that it will not be held at Conestoga Rec. Center.

Room Parties –

- Angela G. and Christy W. will create a list of reasonable party guidelines/expectations (e.g., one hour time frame, in classroom only, using only PTC money).
- Then Cathy M. and Stacie A. will review these guidelines. The finalized party guidelines will be presented to Ginny Hansmann.
- Christy and Angela will then coordinate a meeting with room parent volunteers. This will be scheduled no later than Nov. 18th to allow for winter party planning.

Student Store –

- Open one morning each week, preferably Fridays
- Mrs. Hamilton will give out passes to students to control crowd. Cathy M. has already created passes.
- See how this format works
- Cathy M. will talk to Erica McCain

Teacher Conferences – Nov. 6th – 7th

- Helen is talking to teachers about a dinner
- Possible options: Chipotle, Baja Fresh, Qdoba, Jimmy John's, New Seasons
- Stacie A. will oversee this

Valley Cinemas Matinee Program –

- 213 tickets were sold (and sold quickly), bringing in \$2,130. PTC receives 30%, or \$639.
- Let parents know that the proceeds go to the PTC general fund (which includes things such as PTC-sponsored events and enrichment programs)
- Ilirija E. gave Erica E. the payment invoice for Valley Cinemas.
- Will wait to determine if we will sell Spring tickets (Ilirija and Sue will decide)
- Next time, we will (better) communicate to parents that the movie tickets help raise \$ for Hiteon.

Pizzicato Dining 4 Dollars – Oct. 8th

- Sue S.: "it was a success"
- \$882 raised for Hiteon

McDonalds' McTeacher Night– Thursday, Nov. 21, 5-8:00pm

- Last year it was not well communicated. This time it will be.
- McDonalds wants 2-3 teachers per hour.
- Mr. Steiwer gave feedback on last year's event: teachers need to know upfront where the funds are going
 - What can we promote (e.g., iPad Apps, pencil sharpeners, color printers) that is helpful to the teachers to encourage their participation?
 - Sue S. and Ilirija E. will determine them item
- 20% of McDonald's food sales and 60% of cookie sales will be given to Hiteon.
- Earned \$810 last year
- Will address more at a later date

Hiteon T-Shirts –

- The Board voted on the design
- 5th graders will vote on it as well
- Can print on t-shirts, sweatshirts, sweat pants, hats

ID Badges –

- Badge making is going well per Angela G.

OBOB –

- Mrs. Klingner said they need help promoting
- Teachers will still run OBOB
- OBOB is for 3rd, 4th, and 5th graders
- If they need help, we can solicit help from parents of K-2 grade for non-partiality
- To promote: post team pictures
- OBOB flyers will be available before conferences

Dude Event – Oct. 18th

- Need a few more volunteers

Family Dance – Nov. 15th

- \$1200 total for (1) last year's package, (2) the addition of a photo booth, and (3) gratuity
- Erica E. can do an overage when it's over \$1000
- We need Chad to fill out a W-4 form
- Cathy M. will send him new contract and information regarding the W-4.

Picture/Hearing/Vision Day – Oct. 3rd

- Tammy and Lisa are taking notes for next year

Walk/Bike to School Day – Oct. 9th

- Prizes were distributed

- Hiteon Highlights will explain

Clothes Closet –

- Lisa Kraemer is looking for someone to chair Clothes Closet Day, May 28th
- Melynda S. will chair

Budget –

- Erica E. has updated actuals
- She will show what has been used thus far
- Erica will be out of town Nov. 9-20. Ilirija will be the primary in Erica's absence (mostly for checkbook purposes)

Fundraising –

- It was decided that we won't fundraise with the Tae Kwon Do studio or "Play, Fit, Fun" as calendar is already full

General Meeting – next Wednesday, Oct. 23 at 9:00 am

- Items to discuss:
 - Book Fair
 - Budget
 - Chairs needed for:
 1. STEM
 2. Community Event
 - One option is an Art Fair
 - Priscilla Irby shares interest in doing this
 3. Fun Run

Meeting Adjourned – 10:47am