

HITEON PTC BOARD MEETING MINUTES

May 27, 2015

9:00 am

Board Attendees: Cathy Manor, Stacie Ayers, Erica Ediger, Ilirija Encinas, Sue Smith, Mary Pat, Julie Lover

Other Attendees: Jen Carlton, Courtney Covington, Amy Johnson, Wendy Fatz

Call to Order and Welcome – 9:08 am

Topics

- **Upcoming Events:**
 - **Art & Culture Night – May 28th** at 2:45pm and 5:30pm
 - Would love to have more volunteers
 - This year it will take place throughout the building
 - Cathy sent email to Steve about advertising Art & Culture Night and Cold Stone D4\$ on the school reader board
 - **Cold Stone Dining for Dollars – June 2nd** at 4:00-8:00pm
 - Notice will go out to students this week
 - The percentage of proceeds is based on how much is purchased
 - **Hawk Squawk – June 5th**
 - Submissions needed by June 2nd
 - *Include a “thank you” to all Hiteon volunteers with a grand total of hours*
 - **Last General PTC Meeting on June 3rd at 6:30pm**
 - Stacie invited Monica Arbow to our meeting
 - Want to really encourage attendance
 - Provide food?
 - **Field Day – June 5th**
 - Stacy will help Melynda
 - *Stacy will talk to Christy Weaver about details last year*
 - We have about 60 water bottles
 - *Courtney will contact Haggens for water and fruit donation*
 - **End of the Year Parties**
 - Not all classes are having their party on June 11th
 - Fourth grade is having theirs on June 12th

- *Next year, only advertise the 5th grade party on the school calendar, as other class party days may be different*
 - **Last Day of School: June 12th**
 - **Friday Hiteon Spirit Wear:**
 - *Courtney Covington and Wendy Fatz will advertise/promote this for our last two Fridays of the school year*
- **Open PTC Board Positions:**
 - In order to be a **501-(c)(3)**:
 - Required to have 3 filled positions
 - Per our **By-Laws**, a president or VP1 is required
 - *Draft a message addressing the need for a PTC president, Art Literature, etc. and post on PTC website.*
- **Open Chair Positions:**
 - Art Literacy
 - Directory
 - Family Art & Culture
 - Library Liaison
 - PTC Newsletter
 - Staff Appreciation
 - Vision & Hearing
 - Welcome Committee
- **Budget:**
 - Erica provided detailed budget review for the 2015-2016 PTC Board
 - **Income:** in line with last year
 - **Fundraising:** increase to \$45,000 for next year
 - **New Vice Principal fund:** \$200 (as other staff receive)
 - **Art Literacy:** increase budget to \$2,500
 - **Clothes Closet:** increase budget by \$50 to include laundering costs
 - **Addition of Garden Budget:** 5th grade is installing five garden boxes (PTC partially funded this with a \$1500 grant)
- **Action Items & Follow Up:**
 - Update Grant Forms
 - Yearbooks need to be returned
 - Complete building use forms for next year
 - End of year clean up PTC room

- Meeting Adjourned: 12:19 pm

** Please Note: all action items are italicized*

- Next PTC General Meeting: Wednesday, June 3rd, 2015 at 6:30 pm