

## HITEON PTC BOARD MEETING

September 17, 2014

9:00–11:49 am

**Board Attendees:** Cathy Manor, Stacie Ayers, Sue Smith, Ilirija Encina, Erica Ediger, Mary Pat Janowski, Melynda Stitt, Christy Weaver, Julie Lover

**Call to Order and Welcome:** 9:00am

### TOPICS:

- **Budget** – Erica
  - Income and Expenses remain mostly the same
  - Party budget: \$4218
    - Stacie and Cathy sought staff input on parties
    - Proposal to have two parties and have Valentine's Day exchange handled by teachers
      - This would give more \$ for each party and also protect instructional time
      - This will be announced at the PTC General Meeting and also posted in the Hawk Squawk
        - Will provide explanation of other celebrations that are throughout the school year so that parents understand there are plenty of celebratory occasions for their children
    - Party budget will remain the same, but now will give \$3/student per party
    - Rules for classroom parties: one snack, one craft, one activity. Beyond that, classroom party volunteers can manage their party budget and communicate with their teachers.
  - Christy Weaver would like to purchase a camera and laminator for volunteer coordinating functions
    - Board approved and the funds will come out of the Volunteer Coordinator expenses
      - PTC purchased several digital cameras two years ago (one for each grade level); we need to verify they are still being used before purchasing a new camera.
  - Jennifer Oordt would like a PYP Support line item in the budget
    - The District has allocated \$15,000/year for PYP training
    - Trying to provide all teachers with Level 2 training

- Board agrees that PYP would be a lot to support for PTC
      - No separate PYP line – no more specific funding will be established, at this time, beyond PYP Cultural Support
    - PTC supports the PYP program, but we seek to fund tangible items that directly benefit our students and which remain at Hiteon; beyond that is District responsibility (i.e., PYP training and travel).
  - Do we want to keep Technology, under Staff and Classroom/School Support, at \$10,000 given that we were given the technology bond?
    - We have not yet received the Technology Plan from the principal for the allotted \$10,000.
    - Some of the budget may be needed for technology maintenance
  - Dude Event – add back in to budget. Amy Johnson and Michelle Hill will chair it, and will decide on date and specifics.
  - We need to determine how we'll use STEM Enrichment expense
  - Increase Assembly line item, under Programs and Events expenses, to cover multiple assembly sessions. Given the size of our student body, two or three assembly sessions are now becoming necessary.
  - Math Labs expense was added, \$100/grade
  - Increase Recess Equipment Replenishment, under Service expenses, since our Labels for Education dollars are not enough to fund all the need throughout the school year.
- **Grant Requests** – All grants are pending budget approval at September 24<sup>th</sup> PTC General Meeting
  - Kindergarten classroom rug –
    - \$399.99
    - Request by Aine Sonnen
    - For classroom, not teacher
      - Approved. 8 Yay, 1 Nay.
  - Printer for the BLC classroom –
    - This is important in order to maintain BLC student confidentiality
    - \$206.99
    - Request by Jennifer Black
      - Approved – as long as it's for both Lower and Upper BLC.
  - iPod Classic for music curriculum –
    - \$200 or less
    - Request by Chris McCulley
      - Approved
  - Yoga mats for PE in Art Lit Room –
    - \$799 for 30 mats and a cart, plus an additional \$120 for 6 extra mats. After discount, the final cost is \$768
      - Approved as a Special Purchase item
  - Upcoming possible request for safety signs –

- \$300-400/sign
    - Mrs. Lapp is interested in purchasing signs to increase crosswalk safety
  - Principal Gift was purchased June 2014 for Mrs. Hansmann
    - \$281 for a tree planted in her yard
- **BSD 4<sup>th</sup> and 5<sup>th</sup> Grade Grant Money for Technology Devices** – Jennifer Oordt
  - Receiving some classroom projectors with the grant.
  - As a provision of the grant, all hardware allocated stays with the teacher.
  - Receiving Chrome Books for each student in 4<sup>th</sup> and 5<sup>th</sup> grade, as well as 50 iPads to be shared among 4<sup>th</sup> and 5<sup>th</sup> graders
  - Discussing where and how these devices will be stored
  - Training for those associated with the grant (Jennifer Oordt, 4<sup>th</sup> and 5<sup>th</sup> grade teachers) at the Google Summit Training
  - 10% of the grant is for the care for and keeping of these devices
- **Extra Hiteon T-Shirts** –
  - Email [vp1fundraising@hiteonptc.org](mailto:vp1fundraising@hiteonptc.org) if interested.
  - First come, first serve.
- **Copy Cats** –
  - Change to Workroom Trainer
    - Board is in agreement to eliminate the use of the Copy Cat/workroom basket and meet copying needs through our classroom parent volunteers
    - These classroom volunteers will need training for copying, binding, use of die cut machines, supplies and workroom etiquette
    - Mary Pat and Melynda will talk to Priscilla Irby regarding this change from Copy Cat Chair to Workroom Trainer Chair
      - Training should be offered 5 times each year
- **New Forms** –
  - We have new forms:
    - Revised (1) grants forms, (2) reimbursement forms, and (3) cash counting forms
- **Hawk Squawk Newsletter** –
  - Submissions by October 7<sup>th</sup>
- **Picture Day** – October 2<sup>nd</sup>
  - No longer to include hearing and vision testing
- **Bike & Walk Day** – October 8<sup>th</sup>
  - Need volunteers

## **ACTION ITEMS & FOLLOW UP:**

- **Update By-Laws –**
  - Need to have review of areas where there are concerns
- **Nike Donation Plan –**
  - Consider creating for Fun Run and other PTC school events
    - Check with Courtney Covington
- **Socks and Underwear Drive for BSD Clothes Closet**
- **Proposal from Rikki Strong to start a Young Writers' Program –**
  - Excellent proposal, but it is difficult to find time for it
  - We discussed this last year with Mrs. Hansmann, but based on the plethora of changes this year, as a Board we must sadly table this proposal for now
- **Eye-Washer –**
  - Need to look into this for safety of our students and staff
- **Art Lit Supplies Storage –**
  - Can we store in PTC room?
  - May be able to use some cabinets/shelves in 5<sup>th</sup> grade copying room

**Meeting Adjourned: 11:49am**

**Next PTC General Meeting: Wednesday, September 24<sup>th</sup> at 6:30pm**