

HITEON PTC GENERAL MEETING

September 24, 2014

6:30 pm

Board Attendees: Meghan Warren, Cathy Manor, Stacie Ayers, Erica Ediger, Sue Smith, Ilirija Encinas, Mary Pat Janowski, Melynda Stitt, Christy Weaver, Shannon Duffy, Julie Lover

Other Attendees: Jennifer Klingner, Wendy Fatz, Stacey Parman, Heidi Marietta, Tracy Naughton, Ian Dawson, Stephanie Moffett, Jessica Dunn, Heidi Brown, JoLanda Starke, Lori Squire, Amy Johnson, Courtney Covington, Katie Thomas, Janis Benson

Call to Order: 6:36 pm

Welcome and Board Introductions

TOPICS –

- **PTC Website** – Stacie
 - Hiteonptc.org
 - We've added a "Suggestion Box" to the site for questions, feedback, comments and/or ideas to be submitted
 - As of today, there have been 514 unique hits on our PTC website for the month of September

- **Budget Review** – Erica
 - By-Laws –
 - It is the duty of the Board to create a proposed budget at the end of the 2013-2014 school year for the following school year. The proposed budget is then reviewed and approved in September. The final approval takes place at this PTC General Meeting.
 - It is the duty of the Board to monitor variance in the budget
 - Income –
 - Amazon Smiles: added last year
 - Fred Meyer Rewards: also added last year
 - Major Fund Raiser/Fun Run: \$40,000
 - McTeacher Night will bring in approximately \$2,000
 - T-Shirt Sales: not planning on purchasing any new t-shirts; we do have left over shirts from last year.
 - Expenses –
 - PTC Related Expenses remain mostly the same
 - Staff and Classroom/School Support

- PYP Cultural Startup Fund is at \$2,000 for Tina Strub for a one-time startup fund for our PYP Mandarin Chinese Language
 - Room Party Reimbursement is set to reimburse \$6/student, or \$3/student per party (Winter and End of Year Parties)
 - January 30th will be the reimbursement cut-off date for the winter parties
 - Special Purchases: increased by \$1,000 in order to include things like a color printer for the main office
 - Staff Accounts were increased slightly to accommodate for the additional PE, Music, and F/T teacher
 - Technology was reduced to \$10,000 predominantly due to the passing of the technology bond, the new computer lab
 - Programs and Events –
 - Assembly fund was increased to \$1200 in order to offer 2-3 sessions of an assembly (given our larger student population)
 - BINGO was increased by \$200 in order fund a community event without such heavy reliance on donations
 - 3rd and 4th Grade Math Labs line items were added (\$100/each grade) for purchase of binders and other supplies
 - Services –
 - Recess Equipment Replenishment was added last year and was increased this year to \$1000, in part because Label for Education is not bringing in an adequate amount for almost 700 students
 - Sarah Hamilton monitors the recess equipment
 - T-Shirt Printing is set at \$0
 - If we do any sales, we will do it with online ordering as this is more flexible with allowing for credit card payment and other options.
 - T-shirts have never been a source of funding for us
 - Motion to approve the proposed 2014-2015 Budget. Seconded. All Approved.
- **Upcoming Events – Cathy**
 - Valley Cinemas Movie Program
 - Flyers will be going home soon
 - \$10 for 10 movies
 - Picture Day: Thursday, October 2nd
 - Volunteer shifts available on Help Counter
 - Walk/Bike to School Day: Wednesday, October 8th
 - Come early and help!
 - Dining for Dollars at Murray Hill Pizzicato – Tuesday, October 14th
 - Includes lunch, dinner, dine-in or dine-out
 - 20% of the entire day's profits will be given to Hiteon
 - Flyers will be going home as a reminder
 - Book Fair: October 27th – 31st
 - More information will be on the PTC website
 - To take place in Library

- Online ordering will be available
 - Vision/Hearing Screening: Thursday, November 13th
 - Need many volunteers for this
 - Need 10 all-day volunteers for hearing testing
 - Family Dance: Friday, November 14th
 - We will have a DJ and photo booth
- **Past Events** – Stacie
 - Family Picnic was on Friday, September 5th
 - We had great weather
 - Volunteer Orientation was on September 15th
 - Well attended
 - First Passport of the school year was on Thursday, September 18th
 - Went smoothly
 - School Directories – Lori Squire, co-chair
 - Waiting for the October 1st download
 - Please note: the opt-out form for the Directory only applies to the Directory, and not other forms of school communication
- **Open Chair Positions** –
 - Science Fair: Erica Ediger – chair
 - Stacie Ayers and Priscilla Irby will help
 - Others are encouraged to join to have a full committee
 - Historian needed
 - Hospitality: this is especially important when there is food/refreshments served, such as at first day coffee meet & greet, parent/teacher conferences, vision/hearing screening, etc
 - Many of the committee and board chairs are currently filled by parents who will not be here next year, so we strongly encourage others to ‘shadow’ these chairs this year and learn the functions and responsibilities

ACTION ITEMS & FOLLOW UP –

- Interior Blinds – Meghan Warren is looking into this
 - Warren has walked the building with Risk Management and Public Safety
 - Waiting to hear more from BSD
 - We will receive partial, but not full, funding for blinds
- BSD Clothes Closet –
 - PTC gives \$300/year to Clothes Closet, we will donate earlier in the school year
 - Talk with Kelli Stellingwerf, Clothes Closet Chair, about their immediate needs and post them on the PTC website
 - Light weight jackets and shoes are in need right now
 - Lost and Found (Cathy Wasnick, Chair) will be cleaning out the Lost and Found every 30 days
 - Unclaimed items to go to Clothes Closet
- 5th Grade Parent –JoLanda Starke

- 5th grade party fundraising will include no-bake bake sale, fundraising at the Family Dance and raffle money from BINGO Night
 - Plan to be finished with fundraising by February
- There is a surplus of Hiteon t-shirts (youth and adult sizes) for sale –
 - There is a link on our PTC website for ordering them
 - First come, first serve
- Suggestion to form a team to manage/organize community donations –
 - Courtney Covington suggested forming a team of people to organize the process of seeking community donations for school events (e.g., requesting food donations from local grocery stores for events including Fun Run, Staff Appreciation, etc)
 - We have many generous businesses in our community who are interested in supporting our school and its events; it would be more efficient to make requests in a more organized fashion for the whole year rather than for each event or need
- Button-Maker –
 - Heidi Brown proposed the purchase of a small button maker
 - This could be used to make buttons for many events (e.g., Science Fair, Passport, Fun Run, etc).
 - For 1" button maker (and 1000 buttons) = \$415

Meeting Adjourned: 7:26pm

Next PTC General Meeting: Wednesday, October 22nd at 9:00am