

# Hiteon PTC Board Meeting Minutes

Date 8/28/13

Start/End Time 9:10-12:10

Board Attendees: Sue Smith, Ilirija Encinas, Melynda Stitt, Barbra Jorgensen, Stacie Ayers, Cathy Manor, Erica Ediger

Other Attendees: Jennifer Klingner (5th Grade Teacher), Christy Weaver, Angela Grimes

- **Call to Order at 9:10**
  
- **Welcome & Introductions**
  
- **Topics Discussed**
  1. Board photos taken
  2. Agreed to renewal of school supply program - *Erica/Ilirija and a few others will put boxes in classes at 3pm.*
  3. Reviewed 990 tax paperwork from last year submitted by Lori Squire. Stacie made a motion to conditionally approve pending 2 questions\* on Schedule G still to be answered by accountant, Krystal. Cathy 2nd and entire board in favor. *Lori will forward answered questions and then sign and mail in.*  
\*Questions regarding 1) Student Supervisor Discretionary account 2) The Class of 2013 Income and Expenses
  4. Erica reviewed Budget line by line. We will make the following changes for the proposed budget in September General meeting. *Erica will create a new Budget and forward to board for review again before General Meeting.*
    - **Income**
    - Book Fair discussed. All preferred to have only a single Book Fair this year, again, to keep simplified and minimize financial burdens to families. Also that all income was to go to the Library account. Stacie made motion, Cathy 2nd and entire board in favor.
    - Discussed eScrip value. It was decided to keep again this year and better promote by the 1st VP's.
    - Misc Donations - Erica will remove \$100 estimation if possible without removing line item
    - Jennifer Klingner recommended looking into Target RedCard as a

fundraiser. *1st VP's will follow up with this.*

- **Expenses**
  - 5th Grade Yearbook/Colonial Fair line items based on per student count to be changed to 110 students for proposed budget. Mrs. Klingner mentioned BizTown is scheduled for Mar 7th. Discussed needing to increase funds for Colonial Fair to \$5/student based on larger class sizes requiring extra stations and needing to restock supplies. Stacie motioned, Ilirija 2nd, entire Board in favor.
  - Fall Community Event line item changing to Community Event . Removing Ice Cream Social line item and moving funds to Community Event making it \$950. Also, listing in description possibly for Art Show Stacie motioned, Ilirija 2nd, entire Board in favor.
  - Discussed Historian line item. Jennifer K. proposed having students help with taking pictures, etc. Erica has the Historian Book. *Melynda will look into getting High Flyers to help out with this.*
  - Discussed Hospitality. We need better communication when doing things - note saying "Compliments of PTC", etc. Also, maybe having a signup sheet for hospitality needs.
  - Teacher Accounts - discussed increasing all classroom teacher funds to \$300 and adding fund for Library, and technology.
  - Add line item for Custodial support - \$300
  - Move Survey Results line item amount of \$5000 into PTC Grant Fund making it \$8000. After reviewing the survey results, the board agreed that the request for supporting staff grants at 47% was higher than that of a track at 42%. Jennifer K. recommended having deadlines for grants a few times a year.
  - Increase Reading Incentive budget to \$700.
5. Discussed upcoming August/September events
- HelpCounter computer has been relocated to front office but still doesn't have software and not up and running. *Helen is still trying to contact IT.*
  - PTC provided treats for teachers on their first day back to school.
  - Several board members agreed to help direct on Meet Your Teacher night (Stacie, Cathy, Erica)
  - *Melynda, Stacie will organize welcome bags for the 6 new staff members.*
  - First Day Coffee - *Cathy/Stacie will coordinate with Kev and Valerie, Christy will have camera/whiteboard for taking badge photos, hand*

- out slips of paper encouraging people to do background checks, Stacie/Cathy provide donut holes, fruit, coffee and set up tables.*
- *Discussed Picnic - we will have info tables, Christy helping 5th Graders selling treat, Stacie/Cathy give heads up to Kevin. 2nd VP's will work with Trang to get stamp envelopes to pass out for Passport, Melynda create display board to set up.*
  - *Back To School night - Cathy/Stacie will create sample Volunteer signups for teachers and give them out at first staff meeting*
  - *Volunteer Orientation - Christy has ordered lanyards and badges*
  - *Passport - Trang needs a replacement. 2nd VP's will contact Heidi Brown and check in with Trang for needs.*
  - *Popcorn - Melynda checked on machine. It doesn't need service as long as kept clean.*
  - *First Newsletter - Cathy/Stacie will follow up with Shannon for pub dates for the year.*
6. *Website - Stacie will remove email links for committee chairs and set up as hyperlinks. Add note that Help Counter computer moved to office and badges in front copy room. Links still not set up on Hiteon website to PTC website, Stacie working with Helen. Add proposed budget on website. Add "not yet approved" wording to June's general meeting minutes.*
  7. *Volunteer Committee Chairs - 2nd VP's talk to Vol Coord about printing up reports of volunteers from prior year and giving to chairs. Also creating list from Just Say Yes forms to give to chairs to help them set up their own volunteer base.*
  8. *First Staff Meeting - Cathy/Stacie will make up info packet to pass out at staff meeting (business card, Teacher Favorite form, Grant request form, sample volunteer form for back to school night(room party, art lit, weekly calendar)*
  9. *Meeting minutes approval process - Stacie will look into bylaws to see if we can modify for a quicker process by emailing attendees.*
  10. *Fun Run Prize assembly day needs to be set on Calendar. 1st VP's (Ilirija) will look into this.*

- **Action Items & Follow Up**

*Due to the large number of topics covered action items are shown above in italics.*

- **Board Member Comments/Updates (see above)**

- **Chairs Comments/Updates NA**
- **Monthly Volunteer Drawing NA**
- **Principal's Remarks NA**
- **Other Comments/Questions**
  
- **Topics for Next Meeting**  
Review new budget, prepare for General Meeting
- **Adjournment at 12:10**
- **Date of Next Board Meeting** TBD - small mini meeting to approve Erica's budget proposal; Prep for General meeting on Sept 25th.