

HITEON PTC BOARD MEETING

March 12, 2014

9:02–11:09 am

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

Call to Order and Welcome: 9:02am

TOPICS DISCUSSED:

5th Grade Fundraising –

- Need 5-6 people on committee for 5th grade event
- This year's event will be held at Conestoga Rec. Center
 - Play-Fit-Fun, bouncy house, possibly a photo booth
 - *Christy will discuss the 5th grade party and committee planning at the PTC general meeting on March 19th*
- We may need to revamp the 5th grade fundraising and establish it under PTC. It would need to be a structured committee with a clear plan.
 - *Melynda and Christy will define expectations for the 5th grade committee*
 - There will need to be certain co-chairs: party planning, colonial fair planning, year book
 - Per Stacie, according to the by-laws, in section 2:

“no funds of other organizations or sources shall be commingled with, or managed by, the Organization. The Organization shall not allow its funds to be commingled with or managed by any other Organization or source.”

Science Fair – March 13th

- There will be T-shirts for sale and buttons given to all participants
- JoLanda would like to do 4th grade fundraising at the Science Fair
 - PTC Board decision: pre-fundraising this early is not necessary. In addition, a 5th grade committee leader/liaison needs to be in place before fundraising begins.
 - *Cathy will respond to JoLanda's request and explain how the Board already decided last summer not to do pre-fundraising*
- Cafeteria cannot be used next year. Something different will need to be done with the layout for next year.

Building Usage –

- Next year's building usage needs to be organized/managed
- PTC does initial forms for the calendar for the 2014-2015 school year at the end of this school year.
 - Event chairs need to follow up to ensure their event are on the general building usage

New Principal –

- The posting will close on March 28th
- There will be training on March 20th for the interviewing team
- April 4th: round one interviews with a team of 3 parents, 4 staff (Brooks, Oordt, Chelf and Helen), and 7 administrators
- April 14th: round two interviews
- Final decision will be made in mid – late April
- The official start date of the new principal is July 1st

Staff Appreciation –

- Katie Thomas and Cathy Wasnick will send out recommendations
- They will come to our general meeting (March 19th) to discuss the revamped staff appreciation
- Erica has the budget for this and will let them know their rough budget

April 9th General PTC Meeting –

- Scheduled at 6:30pm
 - This coincides with teacher conferences. Should we reschedule meeting?
 - Board votes to keep the general meeting at 6:30pm

Leadership Transition for Next Year–

- Cathy attended the Leadership Transition Planning Workshop
 - Some general information was shared: volunteering, background checks, etc.
- Melynda is following up with event chairs to gather their notes and information for next year's chairs

Art Night Update – Erica, Heidi, and Trang

- Aiming for May 22nd with two sessions: after school and evening

- Solicit teachers to post students' pictures on bulletins/walls (one art piece per student)
- Hands on art activity in the Art Lit room and in the open area by the kindergarten wing
- Considering offering poetry-writing in the library
- Looking to mix Art and Science
 - Robot and drawing (Art Bot) activity
 - Magnet and painting activity?
- PTC needs the full, specific plan with the number of volunteers needed
- Need building use approval in writing (Ginny has verbally approved) before firming up with teachers

Popcorn Machine –

- Mrs. Lapp will borrow popcorn machine next Wednesday and Thursday for the book drive popcorn winners
 - The cost will be fairly minimal (cost of popcorn and oil) and Melynda is volunteering to pop the popcorn for them

Valley Cinemas –

- Spring tickets did well
- PTC money brought in through ticket sales:
 - Fall: \$615
 - Spring: \$492
- More money was raised this school year than last!

Clothes Closet – May 28th

- Will need at least four people per shift

OBOB – Sue

- 232 students (from 3rd, 4th, and 5th grade) participated!
- Board recommends to add an OBOB committee chair
 - Consult with teachers (particularly Mrs. Klingner and Miss Marr) for approval and definition/scope of role

Chairs –

- Add OBOB chair

- Add Dining for Dollars chair to promote the events
- KopyKats – do we still need chair for this?
- Someone to re-introduce programs to our classes (such as the reading incentive program which the younger grades may not have been informed about)
- New guideline: a parent may only sign up for one chair position each year. He/she may sign up for interest in other positions or as back-up if a position is not filled.

Grant Request –

- Mrs. Griffith is requesting a grant for \$229 for a common core math education seminar
- The kindergarten budget: already used \$937 of their \$1300
- PTC doesn't pay for continuing education. We fund materials and supplies to support our student's education
 - We can't approve request

Other Items –

- Wendy Fatz can't find the 12" balls under the BoxTop's program
 - We can use funds from the playground budget to purchase these. There is \$250 allotted for the school year's playground equipment
 - *Melynda will talk to Wendy*

**Please note: action items are italicized*

- Meeting Adjourned: 11:09 am
- Next PTC General Meeting: **Wednesday, March 19th at 9:00 am**