

Hiteon PTC Board Meeting Minutes

Date 11/13/13

Start/End Time 9:10-10:20

Board Attendees: Sue Smith, Ilirija Encinas, Melynda Stitt, Stacie Ayers, Cathy Manor
Christy Weaver

- **Call to Order at 9:10**

- **Topics Discussed**

1. Book Fair – Ended; Pre-order notification going out today; @ \$10K in sales; overall went well; Art Lit room was great; over staffed
2. Dining4\$ - McTeacher Night is 11/21; fully staffed already; Office Staff is taking up 1st shift; *Ilirija/Sue verifying teachers all had an opportunity to participate*
3. Room Party Planning Meeting – 8:30-9:30am Nov 18th in Cafeteria; will review guidelines and budgets. Provide list to grade levels of other volunteers; Paxson has no volunteers; Decided a parent can only be Head Parent for one classroom
4. OBOB – Flyers are starting going out from teachers; starts in January; info on website
5. Family Dance – low on volunteers, but not concerned as DJ/company needs little assistance and several board members are attending and will assist.
6. Conference Dinner – Great success! Presentation was beautiful, food was great from New Seasons. Overall cost was higher than last year. Plan for warming up soups next time. Staff had left overs for next day.
7. Staff Favorites folder – *Melynda will follow-up and get the last staff members to fill out forms*
8. Playground Equipment – Mrs. Hamilton has been checking monthly and replenishing/re-marking equipment
9. Principal Update – Mrs. H provided her technology wish list/plan
Elmos (6) \$193/ea - \$1158
Redcat (2) \$814/ea - \$1628
AppleTV's(10) \$99/ea - \$990
Cameras (6) \$100/ea - \$600
iPads (20) \$379/ea - \$7580
Computers (3) \$1001.97/ea - \$3005.91
Total \$14,961
10. T-shirts – order forms going out; all at cost; Post thank you to company at school and on website; *Ilirija looking into advertising special orders being*

handled through company; Put large manila envelopes in teacher boxes for collecting orders; Collection of \$: M-Stacie; T-Ilirija; W-Cathy; R-Melynda; F-Ilirija/Sue (look in PTC Mailbox and teachers PTC classroom boxes)

11. Fun Run any ideas for themes share with Ilirija/Sue
12. Thank You Holiday Luncheon for chairs/board – Dec 18th Wed @ Cathy's House; *Board will provide potluck; Cathy will send out evite*
13. *Melynda sending out email to chairs – checking in; please respond to emails/newsletter with Yes or No; prefer minimally staff volunteers at events than over staff*
14. Teacher Grant request for Kindergartners \$57.91 for PYP emotion photo cards. Via email, Cathy motioned to approve; Ilirija 2nd; remainder board Yea's.

- **Action Items & Follow Up**

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

- **Adjournment at 10:25am**
- **Date of Next Board Meeting Dec 11**