

PTC Board Minutes
October 13, 2015 8:10

Board Attendees: Amy Johnson, Courtney Covington, Jen Carlton, Shannon Duffy, Wendy Fatz, Sarah Heinrich, Mary Pat Janowski, Christie Savage, Julie Lover and Marcy Freddi

● Amy Eschete – Reading Incentive (10 minutes)

-Was not present at the meeting

-Needs to reach out to teachers to make sure they are all clear and on board.

Presidents: (15 minutes)

● Meeting Minutes/Board Minutes

-The general PTC meeting minutes from 9/15/15 will be approved at next meeting on 10/21/15.

-We will continue to email and ask for approval from all attendees from the general PTC meetings.

-We will not be posting the budget online because of possible financial risk. If someone would like a copy they can email the treasurer directly. It will also be available on the bulletin board outside the PTC room.

● SRO – Daniel Cotton at PTC Meeting 10/21/15

-Will discuss school safety/standard response protocol

● Walk and Bike Data and Review

-350 kids participated

-173 Walkers

-49 Bikers/Scooter

-120 Bussers

-7 carpool

● Sign By-Laws

● Teacher Conference Dinner – Baja Fresh

-Amy is working with Baja Fresh to set up dinner for our teachers

VP1: (10 minutes)

● Valley Cinema

-deadline is 10/14 for all 10 movies not a big turnout based on the movies running

-Students have until November 20th to purchase remaining movies (still the same full price of \$10)

-Follow up with Marti to add into the Hiteon Highlights

-How many PTC hours were spent in preparation

- Pizzicato

- \$881 was made last year

- McTeacher Night

- First come first serve for the teachers to sign up

- Anita handles the list of teachers who sign up. Sarah will discuss with Anita any alternative options for teachers to sign up. Possibly an online sign up. Look into adding a springtime wait list.

- PTC needs to be there

- Nike T-Shirt Update

- Todd at Gear it Up Sports has them, there were 10 XL adult shirts that were missing. We need to let them know so their inventory is correct.

- What are our limits as far as thank you gifts

VP2: (20 minutes)

- Past Events

- Curriculum nights, the parent/volunteer sign ups were collected, except for one class.

- Marcy will make a sample form so we can make sure the teachers have an email address line as well as name.

- Volunteer orientation went well, there were high turn outs in both morning and night sessions.

- We still do not have a chair for teacher appreciation or welcome committee.

- We need to define/establish what the welcome committee position is. We need to have clear bullet points to cover what the guidelines as far as when the families enroll at Hiteon.

- We have a chair for the take home projects but Marcy and Michelle will need to follow up with the chair. Make sure that there are clear instructions and deadlines for each projects.

- Popcorn Friday went well, Rikki made our maximum of 700 bags and they were all sold. We will be dropping the limit of bags to 2 per child in hopes of giving all students a chance at buying popcorn.

- Our Clothes Closet volunteer day went well. Can we look into sock/underwear drive. Making known what the most needed items are throughout the school year could help better serve our community if families wanted to continue to donate throughout the year.

- Passport food was provided, we need to look at guidelines for the food and amount of money that is being spent.

- Math labs going well, 3rd grade has started and 4th grade will be starting Oct 23rd.

- Art lit training went well, Cynthia setup google calendar so that will help streamline class schedules, she has a list of classes that do not have help/leaders.

- Picture day was a success

- Vision screening had enough helpers to help make it run smoothly.

● Upcoming Events

- Popcorn Fridays
- Book fair, we still needs helpers. Not being held on Friday the 30th
- Building permits need to be obtained before shifts are posted on Help Counter
- Passport
- Family Dance 4 board members will be attending. 5th graders will be fundraising. The treasurer will reimburse.
- Winter parties, we are still short many room parents. Start by asking the people that have signed up to be helpers. If classes still do not have a room parent it needs to be made known that there will not be a class party if the class does not have an assigned room parent.

Treasurer: (10 minutes)

● Grant Requests

- Ms.Paldino, ordered 32 books for battle of the books \$214.37. The board was not asked prior to ordering. The books were received on 9/14 and the grant request was sent in 10/2. Needs to be followed up with her as to why the process was not followed.
- We approved this request.
- OBOB chair is Priscilla. **Marcy** will email her about the OBOB budget.

- Ms. Wong purchase request \$100 for white boards for every student
- Board approved grant request.

- Mrs. Beaty- \$100 grant request for curriculum books
- Board approved this request for Mrs. Beaty
- Courtney** will talk with Monica as to why the district does not fund curriculum for resource teachers.

● Budget

- Food/entertainment budget needs to be specific within each function/activity
- Hospitality is for food given to volunteers not staff.
- Passport was high because of where and what type of food was purchased.
- Current budget will be at every PTC meeting as well as posted on the PTC bulletin board.
- Popcorn spent \$80 made \$186. Last year we made \$600, this is not a break even event.
- Should we look into where the popcorn money is put or what it can/should fund?

Volunteer Coordinators: (5 minutes)

● Importance of Logging Hours

-Everyone needs to sign in on both the paper in the office and on the volunteer computer in the work room. Can we clarify with Meghan if we still need the paper sign in.

-Amy and Courtney will address all sign in issues with Meghan during their next meeting

-Can we as a PTC use iPads and Chromebooks to help with sign in process for high volunteer needs/days?

Other: (10 minutes)

● Newsletter – Have anything to Marti by Wednesday for the Hiteon High Highlights

● Mary Pat – Internet Safety

-Amy will talk with Meghan about teaming up with other schools to offer another evening session to help parents.

● Amy – ipad covers

-The covers that were ordered were the wrong type/size. They are past the eligible return date.

Julie will try to follow up with Amazon/3rd party retailer. Teachers/staff need to make sure that they are opening orders when they are received, not months later. Is it possible that there are other schools that we can switch with?

Adjourn 9:45