

# PTC Board Meeting

## Tuesday, February 9, 2016 8:10am

*The Hiteon PTC enhances student education and builds community through volunteer & fundraising efforts.*

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

General Attendees: Barb Jorgensen

### **Fun Run:** Barb Jorgensen

- Fun Run theme has been confirmed with the committee.
- T-shirts have been printed and picked up
- Melynda will work with the Fun Run Committee to do the shirt distribution
- Stage planning: Jen Carlton will be responsible for finance side of the stage and the Hospitality side will be taken care of by the committee.
- Envelope pick up will be done by Jen Carlton and the board, if help is needed.
- Barb will talk with PE teachers about scheduling the MC duties.
- Confirm that the top prize will be principal for the day
- Silly string the VP for top winner in each grade (1 per grade)
- Shifts from Help Counter, Courtney has them and Shannon will enter them in the volunteer sign ups
- Having tiered prizes will eliminate the need for drawing/raffles
- Shirts will be given to everyone.
- Budget has always been 10% or less form what is raised \$4500 or less is what we are aiming for. Asking for that money up front since there will be more prizes given this year. Keeping the costs for the \$25-\$50 prizes at about \$1
- It takes about \$1600 to run the Fun Run outside of the prize structure. Envelopes, bibs, day of supplies, otter pops etc.
- Can we take the cost of the printing fees for the shirts (\$1170) out of another area?
  - A motion to raise *Staff and Community Gift* line item by \$500 and use that money to fund the Fun Run t-shirts.
  - Second was made
  - Approved by the board to raise the *Staff and Community* line item by \$500 and use that money to fund the Fun Run t-shirt printing cost.
- Wendy may have some decorations that will be passed onto Barb
- Goal is to have fun run packets before spring break so they are ready for the kick off on March 30th.

**Bingo** – Christie Weaver- all planning is going well

**Treasurer: Jen**

- Art lit budget, is there a program fee that we need to be paying to BSD Grant for 4th grade request
- Dude event \$542 came in under budget
- Special purchases \$4900 left. Waiting on mascot receipt.
- Common supply list
- STEM Money

- Kindy is using \$721.25 for Marble Run, Wooden Geometric Solids, Counting Beans. With the remaining funds they would like to purchase Nanobots.

-Second grades request for Smartboard Slides and Kinetic Sand. They have received the sand and storage containers and will be reimbursed for the Smart Boards. A request for a subscription for BrainPop Jr. has been made. They are also waiting until after Ms. Walker attends a coding class to see if there is anything to use for their engineering or science curriculum.

-Shannon purchased 2 laptops

- A grant for the 4th grade requesting \$26 for circuit energy balls was approved by the board and will come out of the grant fund line item.

**Volunteer Coordinators:**

5 minutes

- New System is up and running, a Chromebooks will be in the office. We need to buy a powerstrip. We will leave one chromebook out unless we have special events, and then will add the second.
- Wendy will send out 'Tips' for people to edit their profile, passwords and favorites
- Chromebooks do not need to be locked up each night. They are safe in the office
- Turning off Help Counter will happen the week of 2/15
- Volunteers not logging into either system, this will be addressed with Meghan/front office

**Presidents: Courtney and Amy**

15 minutes

- Passport- We have been authorized by the Passport Club to have a list of the countries and place maps on the Hiteon PTC website. This is with the condition that it will be password protected. We need to develop a way to ensure the security of the password to just the Hiteon community. This will not be communicated and published until this has resolution.
- Printer for the PTC room has been purchased and is coming this week. The existing printer will be set up for being a scanner only.
- Chair Appreciation- the E-vite was sent out. Only one email was kicked back
- STEM Funds have been used for kindy and 2nd grade. (See above under Treasurer)
- Kinder Orientation/Registration will be March 17th at 9am. Encourage people to register their kinders early. Looking into how we can have new incoming families to register as a volunteer during orientation. Joanna from the district thought this was a good idea and can be done. We can also include in the welcome packets.

- Popcorn-Rikki has instructions written up, except for how many volunteers are needed. Once all the edits are done Amy will send that out to VP2's to place in the Chair/Committee Notebook
- Conference Dinner for Teachers is March 2nd. Looking into MOD Pizza. Who is willing to take this on?
- Meet Your Teacher Feedback. There will be some changes that will be shared once they are in place. There will be a mailing that will go out to all families this year informing them of teacher assignments. Looking into how the classroom supplies can be changed to make this process easier for the teachers.
- Technology funds \$10,000 - Document cameras, specialists, projectors. Meghan has been given the ok to start this process.

#### **VP1's**

5 minutes

- Valley Cinema fliers will be going out today 2/9 or tomorrow 2/10. The matinees will run from February 20th - April 26th.
- McTeacher Night tonight 2/9 from 5-8pm

#### **VP2's**

10 minutes

##### **Past events:**

- Room Party budgets there are only 3 room parents that did not submit any receipts. Only 2 classes went over. Michelle will email EGC teachers to make sure their room parents are aware of the funds available to them.
- Jan 21: Donuts with Dudes we were under budget and had 120 more people than last year. 272 adults 325 kids signed in plus all of the bus kids. We did run out of fruit. The \$750 budget will remain the same for next year. Working on better options/management of releasing kids to class
- Jan 22: Popcorn Friday Jen recommends that people are at their post by 2:25 with the popcorn and money. When you pick up your basket of popcorn near the front office Jen will hand them the money. Basket and money needs to be returned to the PTC room.
- Feb 1: Science Fair kick-off great feedback from the kids. Everything is going well. High school students are willing to be reviewers. There is a large need for reviewers.

##### **Upcoming events:**

- Feb 9: Art Lit training is going well
- Feb 19: Popcorn Friday
- Feb 26: Bingo Night is under control. Volunteer email will go out once we have shift schedule
- March 1st & 2nd: Passport days are shifted this month (Tuesday & Wednesday) because of conferences. Look into Hospitality budget for next year. What percentage of the funds are being used for food. Is there more money being spent on food than passport? Budget needs to be revised for next year.
- March 10th- Science Fair and we are in need of reviewers.
- Kindy 100's day, can PTC help with this event in future years. Courtney and Amy are talking with teachers about what they are in need of for PTC support.

Adjourn 9:47am

3/3 Feb. 2, 2016