

Board Meeting Minutes  
Monday, August 3, 2015 6:00PM

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

Call to order at 6:10

Presidents

- Review School Calendar

Change ice cream social on PTC website from saying 'Picnic'

- Review By-Laws - changes needed

-Need to move one of the board meetings to April 5th

-We need to change the by-laws to read 10 meetings a year so we are not restricted to specific months

- New Date for April Board Meeting:

Change from March 29th to Tuesday, April 5<sup>th</sup> at 8:10AM

-Amy still looking into voting rights for Shannon and Wendy (volunteer coordinators)

- Classroom Changes

BLC classrooms moving

2 4th grade classrooms will be moved down to 3rd grade wing

- Possible New Sign-In Process

- Question: How to pull up who is in building

-Double sign in. All volunteers need to physically sign in on the paper sign in as well as login to the computer. The computer will be moved into the workroom.

-Shannon can show Meghan/office staff how to see who has signed in on the computer. Access the top tab on the computer 'who signed in'

- PTC Bulletin Board:

- Pictures of Board Members with positions, calendar, ice cream social, etc.

All board members to send a picture of them-self to Amy so she can print from Costco

- Hiteon PTC Webpage – Who contacts Stacie (soft copies)

- Minutes – Christie or Betsy
- Chairs/Committees pages – VP2's (handout)
- Front page, calendar of events – Presidents

-Jen will email Stacie all budget related information

- Hawk Squawk Review (changes made – waiting for, etc)

-Marcy to contact Kristin Glover about what needs to be changed

-Amy will add in a PTC headliner so it is clear that the Hawk Squawk is from the PTC not the principal

-Amy to add in the PTC website link at the bottom

## Treasurer

- Review Grant Form

-Jenn revamped the form to make it more user friendly

- Review Grant Requests (Scholastic, First Aid)

-Scholastic as a grant request weekly readers or study weekly. Lead teachers have to submit forms to Meghan first, she needs to sign off on it. Jenn needs to have forms accounted for.

-First aid backpacks \$271.86 10 shoulder bags (2 per grade) 4 backpacks Do we need to fund it?

-We need to have an actual request form submitted.

-Jen to make form 'General request form' to have in work room for teachers/staff Given to treasurer, board needs to approve, give back to staff showing it was approved, teacher purchases and attaches the receipt back to the form and return to Treasurer. Email can be sent to the board to have it approved and not wait for a board meeting.

-Increase Grant money to \$13,000.00 school wide. We will vote September 24th.

-Amy and Courtney will communicate with staff that they need to ask and we will find a way to pull the money.

- New Accounts/Staff Funds

Hiteon t-shirt and button made for lanyard for the new teachers/staff

-To be taken out of staff and community. Line 77

- Update Software Fund

line item added \$190

- Food Handler's Fund

-Line item added

-People willing to get a food handler's permit

Amy Johnson

Michelle Hill

MaryPat Janowski

Marcy Freddi

-There is not a way for us to know who already has a permit. To obtain a permit go to

<http://www.orfoodhandlers.com/eMain.aspx?State=OREGON> and do the online course.

## VP1's: Fundraising

- Review Role with Donations – mindset

-1st question, can we get it donated

-2nd question if not where is it going to come out of

-Pick up/coordinations will be through vp1's

-Vp1's will be the ones asking the community rather than committee chairs. Julie will be main contact person.

-Courtney will look for list with all the community contacts and phone numbers

- Coordinate with VP2's the needs with committees/chairs

-They need to go to VP1s as first step

-need to have a fun run meeting prior to Thanksgiving to have the theme set and prizes bought.

- Apparel Link on Flyer – MaryPat has Todd Lind contact information

Fliers might be incorrect contact Todd Lind, Link might have changed

-Can Todd print the fun run tees. How much will it cost how long for 900 shirts. If too high then Courtney has contacts through Nike. Mary Pat will let Julie know ASAP so Julie can let Leigh now. Courtney will get in touch with her contact in the meantime and get size numbers from Meghan

- Ice Cream Social and Back to School Coffee Needs
- Vp1s will meet to get final details

#### VP2's: Chair/Committee Support

- Upcoming Events/Chairs Needs/To Do's
  - Bulletin Boards
  - Dates for calendar for each committee (Especially Hawk Squawk, etc)
  - Marcy** to contact committee chairs and the Email info to Staci
  - Marti has the calendar updated with all current events.
- Confirm Volunteers needed for each event coming up and give to Volunteer Coordinators
  - Pictures, Vision Screening, year round (ex. Passport)
  - How far in advance do Volunteer Coordinators would like this information
  - Shannon** needs a list of the committee chairs so they can enter them into Help Counter

#### Volunteer Coordinators

- New Copy of Just Say Yes Form
- Will now be called Volunteers needed form
- Keep 2 separate sheets so the front page can be turned in
- How to send this in Hawk Squawk? (Kristin Glover)
  - Kindy Lunch
- Need the times from Meghan how many are needed?

#### Follow-Up

-Free Sit Fridays

4-5 all year

3rd grade after beginning of year

k-2 assigned all year

-Stuffing of packets  
week of the 17th?

Hiteon Clean-Up: Send info to Cub Scouts/Girl Scouts (Monica will contact Fire Dept, church)

Adjourn 7:40