

PTC Board meeting
October 10, 2017

Board attendees: Marilee Shafer, Alicia Schenbeck, Amy Harrison, Courtney Geller, Shawna Grigsby, Kristin Glover and Laura Harding

Review Board and General Meeting schedule for year

- There have been some miscommunications with the school office resulting in moving meetings.
- Reviewed remaining meeting dates and times

1-page PDF school calendar

- While convenient, it is often out of date and has incorrect information.
- Too difficult to keep updated
- Remove from website and put up link to Hiteon Elementary's online school calendar
 - This is the calendar that Marti updates frequently and is the most accurate.

District policy- No kids in the school due to liability issues

- Pass on to chairs so they can remind volunteers that younger siblings are not allowed in the school while volunteering.

Volunteer Chair update

- Better Impact- My Volunteer Page
 - Reached out to district 5 times to do training for My Volunteer Page- Johanna Stroud. We will set up a training day MVP training day soon.
 - All of the Board now has access to admin functions
 - We can search for volunteer info, add volunteer time slots, etc.
 - Takes some of the load off the Laura as Volunteer Coordinator- now she does not feel the need for an official co-chair.
 - If you are logged in as admin, you can't log your own hours.
 - Plan is to give all of the chairs limited access so they can set their volunteer schedules
- Needs some support on making name tags- printing is not coming out correctly
- Clothes Closet went really well. The Clothes Closet people commented on how much they appreciated Hiteon volunteers filing their time slots.

Snacks at events

- Currently we aren't supposed to provide snacks unless there is a 3 hour time commitment
- Passport is only 2.5 hours.
- Book Fair- is an all day event but the shifts that are only scheduled for 2 hours
- Volunteer raffle instead? Everyone who volunteers gets tossed in a hat and do a drawing for a gift card once a month.
- It's not so much that people want cookies at their event, but that they feel like we appreciate that they are showing up.
- If the chairs feel like it is important help them look at the budget and see if they think they can use some of those funds.
- Marilee researching the history- Is this an actual rule or is it a guideline?

- Table discussion for now and make a decision at the next board meeting after more information is available.

Communication

- Discussion about response times and things getting lost in board Gmail accounts
- Appoint a point person- someone to check it daily and forward important things on to the other person.
- 24 hour response time on all emails. Try to check the Gmail account once a day.
- Google Drive- Look through when you have time for history.

Conferences

- Alicia and Marilee working on providing dinner for the teachers on Wednesday Night
- Bendito Taco- Catering taco bar for the teachers for \$400
- Comes out of staff appreciation

Chair updates

- Reviewed openings
- Laura Harding might take OBOB
- Marilee Shafer might take Teacher appreciation
- Alicia Schenbeck might take Welcome Committee- Touch bases with new families

Board Change Proposal

- Change to 3 year terms so that there could be three positions- elect, current and outgoing
 - The “elect” position would be present to train and learn about the board and it’s processes.
 - “Current” would be the one in charge or decision maker for the year.
 - “Outgoing” would only attend meetings and provide support and perspective for the other two through the year.
- Alberta Rider does this currently. Marilee Shafer will do some research to how the process would work.

Facebook Page

- Kristin Glover noted that it is too cumbersome to coordinate the Facebook page with the school.
- Currently we can not log in and make a post. It has to be emailed to Monica Arbow and Traci Chelf and then they post it.
- Things are getting lost and have large lag time.
- Board agreed that we should create our own parent page separate from the school’s page.
- Kristin Glover will speak with Monica Arbow to let the school know of our intention to split off from the school page.

Movie Night

- Amy Harrison moved to make Movie Night an official HiteonPTC Event
- The move was seconded and unanimously approved by the board.
- The event will take place on January 19, 2018 in the Hiteon gym.
- At the next meeting the board will pick a few age appropriate movies and then post them on the facebook page for the student body to vote on.