

Hiteon PTC Board Meeting Minutes August 12th, 2018

Board members present: Laura Harding, Shawna Grigsby, Amy Harrison, Megan Mumford, Marilee Schafer, Alicia Schenbeck, Carrie Tillotson

Discussion Topics

1. Budget Review :

- Not all receipts came in by June 30. Have \$92,246.24 as of today 8/12.
- Surplus: Final figure after \$10,000 cushion.
 - i. We need to spend it. If we go over ~\$100,000, we'd be in a whole different tax bracket, so need to keep it under \$100,000.
 - ii. Past Boards have typically carried over the 10,000.
 - iii. Some teachers didn't spend all their allotment. Class parties are hit or miss, when they combine for the whole grade level. 3-4 teachers didn't use anything. Went face to face and told the teachers they had it, they just didn't use it.
 - iv. We could plan to make a one-time purchase for something with the extra money. Bike rack at 5th grade end would take up some of the money.
 - v. Wish list from Megan and Monica: Apple TVs, blinds replacement and for classroom doors, upgraded technology lab (already have \$2000 budgeted for). They have more items on wishlist – will speak to this at upcoming meeting.
 - vi. We have until July 2019 to spend the surplus. We have more time to figure this out.
- Printer: Bought new printer. PTC Co-President Alicia Schenbeck will borrow old printer to have at home for purposes of PTC printing at home. The printer will go back on the PTC shelf after her time expires as PTC Co-President.
- PTC desktop computer: Will hold off on making a purchase.
- Treasurer laptop: will keep same laptop.
- Quickbooks: We last purchased Quickbooks in 2013. They now have it Quickbooks Online, which costs \$10-\$20 per month, and always has the latest updates.. Would eliminate the need for PTC Treasurer-specific computer, because the software would not need to be installed on a specific computer - could be accessed all online. To buy new version is >\$300. Megan is unsure if we need to \$10 or \$20 version. Voted and approved to purchase Quickbooks online.
- Add line item for new position that Codie Christiansen is filling?

- This is a new Student Success Coach position. She will get \$100 budget, since part-time. She will not have a classroom so don't need classroom parties fund.
 - Strub and Hamilton will have one line item for sharing, since they are part-time sharing one position.
2. PTC Social/Meet your Teacher Open House
- 9:00-10:30, Friday, August 24
 - Food Plan: order for donuts is placed, will have donuts and water in gatorade coolers (coolers leak - may want to purchase new ones in future), best to pre-cut donuts in half and set them out on napkins so people can just come up and grab - no waiting in lines
 - Schedule for: set-up, clean-up, and volunteer shifts: Set-up at 8:30am. Alicia will pick up donuts. CubScouts will help out.
 - Facilities request submitted. Need 4 tables for donuts + 1 for donut prep/volunteers, 1 table for PTC Info stuff. Marilee figuring out number of tables needed.
 - Need to get gloves, Laura will get Food Handlers license.
 - GirlScouts may have a table, or just flyers.
3. Staff breakfast 8/20 7:30 set up, plan for 75 staff.
- Food ordered from Safeway, muffins from My Favorite Muffin, coffee and water
 - PTC Co-Presidents will set up and take care of everything – not a big lift
4. Passport Club and Go for the Gold updates:
- All the stuff for Passport for the year has been purchased already.
 - Waiting for the Passport chairs to decide/let us know what's happening.
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5. Kindergarten lunch volunteers:
- Laura will post on MyVolunteerPage. Needed 2-3 volunteers each day from 10:00-10:40am for first 2 weeks of school.
6. PTC Pictures
- Board members to get an updated group shot - date TBD
 - Carrie and Brenda to get headshots for bulletin board – 5x7 or 8x10. Carrie to check Google Drive to see what size in past, and get them printed.
7. PTC Bulletin Board
- Need updated photos for new board members and group photo.

8. PTC T-shirt's
 - Alicia taking care of it

9. Hawk Squawk to go out Friday, August 24th. This will be the PTC Welcome Packet Information.
 - Details to include: how to sign up for MVP, president's message, call-out for volunteers (same info as at Back to School event).
 - Is there a way to have a Spanish version? Got good feedback from McTeacher's Night, where English/Spanish flyers were used, a lot of people appreciated that it was in Spanish.
 - Todd Schenbeck is not able to be PTC Communications Chair. Sarah Parson will be updating website temporarily for now. Alicia will do Facebook posts for now. We will still search for Communications chair for website and Facebook.
 - Carrie will do Newsletters. Will explore options for Spanish version. Need all info by Tuesday August 21st. Get to Marti for approval by Thursday 23rd.

10. PTC Room and 5th Grade Supply Room Clean-up and Organization day.
 - Thursday August from 9am-2pm (Laura and Alicia with cubscouts)

11. Back to School Packet Stuffing
 - Tuesday, August 14, 9am: 3 Hours, 15 volunteers total. Recruit your friends!

12. Open positions:
 - Especially want to recruit for fall activities/events.
 - Really need co-person for Shawna. A person (Nora) is interested – will need to meet with Shawna.
 - Committee chairs list on website is 90% accurate. Some things need to be updated.
 - Really need 5th grade party and yearbook, Colonial chair, and select other positions.
 - Recruiting: Considering doing 5th grade information night: Marilee and Amy will plan it and host it at the school. Talk about all the things that happen in 5th grade, recruit for volunteers.
 - We need co-positions for a lot of the board positions in order to train people throughout the year before they take over positions next year. Would want people by January, if possible.

13. Walk / Bike to School event is October 10.

- If you know anyone who wants to lead... Shawna will reach out to person she knows who may be interested. New person can get in touch with Alicia to find out what to do, as Alicia has done it before.

14. Ice Cream Social on September 7

- Friday after Labor Day, 6:30pm – 7:30pm. Just PTC event. Would still need building use for the playground. Ice cream sandwiches, or ice cream cups with wooden spoons, water, water jugs, need a flyer – Amy will make a flyer. Marilee submitting facilities request. Will send flyers home the day after Labor Day.

15. Calendar – still needs to set dates on:

- Art and Culture Night: Susan Kalis will chair again. Was hard to have it at the end of May last year – too close to Colonial Day. Will space these two events out, to get better volunteer coverage. Will coordinate with Susan on date.
- Family Dance – we don't have a chair? If we don't have a chair by September xx (volunteer orientation night), then no dance. We will need to communicate this to the parents, and can make an announcement at the volunteer orientation.