

Hiteon PTC Board Agenda
April 5, 2016 8:11AM

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

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

Treasurer:

- Budget \$3500 left in PTC grant fund line
- There have been no receipts for Fun Run turned in. Jen will follow up with Barb.
- 4th Grade OBOB Request
- 5th Grade OBOB Request- Approved for Klingner \$315 for books and update the the school plaque. May throw the line item over by \$100 but the books will eventually make it back to the school library. This will make 8+ full sets of OBOB books for 2016-2017.
- Grant request for 4th grade up to \$500 for 3 class sets for embroidery supplies for Oregon trail unit.

*Board voted and approved this request up to \$500 for 4th grade

VP1's:

- Fun Run Update
- The assembly went great and the kids are super excited for the event as well as the prizes.
- T-shirts and envelopes have been all handed out. Thank you to all those who helped make this possible.
- There was feedback from teachers that would have appreciated to have the time scheduled. It would be better use of volunteer time as well.
- Barb has the otter pops and tootsie pops
- Emails and reminders are staged and ready to go.
- Julie is securing hospitality
- Help is needed to do setup for technical side of the fun run. Sarah has a checklist for what needs to be coordinated for setup.
- Set up needs to happen to Wednesday before Fun Run.

VP2's:

Past events:

- Mar. 10 - Science Fair went really well. Having early sign in helped everything run smoothly. The chairs did a great job finding their own volunteers.
- In general there does need to be some communication between committee chairs and volunteer coordinators/VP2s if there is a need for help asking for volunteers.
- Mar.18 - Popcorn Friday, there were stations that did not have volunteers show up. We did have extra popcorn left over. Popcorn is considered a fundraiser and needs to fall under VP1s.

Future events:

- Apr. 5 - Art Lit training
 - Apr. 6&7 - Passport is going well
 - Apr. 7 - Hearing Screening only needs 1 volunteer and that is taken care of.
 - May 2-6 - Staff Appreciation - Room Parents Marci and Michelle will be sending letters to room parents with ideas and helpful tips.
 - May 4&5 - Passport
 - May 6 - Colonial Fair needs to have it's own chair. This is a PTC related event.
 - May 10 - Art Lit training
 - May 20 - Final Popcorn Friday!
 - Jun 2 - Art & Culture Night there is a team in place. It may just become Art night and not have an after school time slot.
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- Open Chair positions for 2016-2017-There are still several activities that need committee chairs for next year.
 - Yearbook needs to be on the committee chair list
 - Colonial Fair needs to have a committee chair list
 - 8827 volunteer hours have been logged to date, 367 volunteer signed up on new system.

Presidents

- Staff Appreciation Sign-Up – May 2nd-6th

-ALL Board members needs to sign up to help

-Mary Pat will figure out what day she will help with

- Monday 5/2: Coffee Cart day-Courtney, Amy, Jen
- Tuesday 5/3: Flower Day-Julie and Christie
- Wednesday 5/4: Luncheon-Michelle, Wendy and Shannon
- Thursday 5/5: Card Day-Sarah
- Friday 6/6: Choice/Plan-Marcy, Betsy and Jen

- Open Board Positions for 2016-17

Co-president

VP1-2 positions

Co-secretary

Adjourn 9:50