

## Hiteon PTC Board Meeting Agenda - June 13th, 2018

**Board Members in Attendance:** Marilee Shafer, Alicia Schenbeck, Amy Harrison, Shawna Grigsby, Laura Harding, Megan Mumford, Kristin Glover, Carrie Tillotson

### Review Budget Changes we made in budgeting meeting

- Increase book fair income to \$550
- Added \$5,000 to major fundraiser based on previous years
- Increased Yearbook to \$1000
- Added Back to school event line item
- Increased BOB to \$5,500
- Increase Bingo night to account for inflation on prize purchases
- Clothes Closet- reduced to \$300 because that is what we normally donate
- Added Field Trip line item for students can't pay
- Hospitality- reduced the Hospitality misc. to \$150 because \$500 in Volunteer Coordinator budget covers the cost of food for the hospitality cart for volunteers.
- Added movie night line item to pay for licensing fee.
- Passport- for the 2019-20 last year.
- Popcorn scholarship- give \$10 to each teacher classroom to help kids who can't afford
- Reading incentive- reduced to \$1000- It was just increased last year to build new program but that never happened.
- Recess equipment- tied to box tops so the amount changes each year.
- Technology- Maker Space- \$2000 start up grant- will fund technology in the tech lab for hands on learning.

### Surplus Meeting

- Wait for the rest of the reimbursements to come in and then see where we are at for surplus.
- We will keep \$10,000 for a buffer and have a surplus meeting this summer to decide where the rest should go.

### 231 account

- The account was set up by Beaverton School District in 2017 to collect corporate matching dollars that come in for Hiteon.
- Currently we don't have any checks and balances for how the money is spent. The previous board told the administration to use the funds for technology, but gave no specifics.
- After discussion the board agreed to follow Megan Mumford's recommendations. Megan will work with the school administration to create a plan for tracking these funds.

### Bike rack on west side of the building

- Need lead on facility improvement for new bike rack on west end of building

### By-Law amendment proposal follow up

- Current: ARTICLE XI – Financial Policies Section 3. Two signatures shall be required for checks that are more than \$300. Any officer with signing privileges at the bank may

provide the seconds signature. There will be no more than three officers, inclusive of the Treasurer, with signing privileges.

- Proposed: ARTICLE XI – Financial Policies Section 3. Two signatures shall be required for checks that are more than \$500. Any officer with signing privileges at the bank may provide the second signature. There will be no more than three officers, inclusive of the Treasurer, with signing privileges.
- Moved to approve the increase with the stipulation that we will try to find a person outside the board to be present during monthly reconciliation. Approved unanimously.

#### **2018-2019 Calendar review**

- Take home and check dates.
- Things in yellow are last year's calendar. Change dates to 2019.
- Once confirmed, Marilee will submit facilities requests for all the dates.