

HITEON PTC BOARD MEETING

October 15, 2014

9:00–12:00

Board Attendees: Cathy Manor, Erica Ediger, Christy Weaver, Ilirija Encina, Mary Pat Janowski, Sue Smith, Julie Lover

Call to Order and Welcome: 9:07 am

TOPICS –

- **Directory Status**
 - Final draft has been submitted to the office
 - Will send it electronically first to allow for review before printing
- **Grant Requests**
 - Request from the 3rd grade team for a year subscription to Scholastic News for \$152
 - Motion to approve. Seconded. All approved.
- **Student Store**
 - *Christy will talk to Helen about what to do with the display case and remaining student store items.*
- **5th Grade Party Fundraising**
 - 3 main fundraising events planned:
 - No-bake bake sale
 - Dance (fundraising through selling refreshments, etc)
 - Bingo (fundraising through raffles/baskets)
 - *Mary Pat will work with Ilirija and Sue to email JoLanda about forming a 5th grade planning committee.*
 - Request that plan be created before fundraising begins
- **Room Party Coordinator Meeting**
 - Christy will hold a meeting on Monday, November 17th at 9:00am
 - To set expectations for parties and notify parents of the party budget
- **Update PTC By-Laws**
 - *Will discuss at a later point*
 - By-law review should be discussed at the November General Meeting
- **UPCOMING EVENTS**
 - Dude Event – Michelle Hill met with principal. She will submit a plan to us
 - McTeacher Night – November 6th at 5:00-8:00pm

- Passport – Thursday, October 16th. We are pretty well set with volunteers
 - Popcorn – Friday, October 17th
 - Teacher Conference Dinner – Wednesday, October 22nd, we will provide Baja Fresh
 - PTC General Meeting – Wednesday, October 22nd at 9:00am
 - Principal Warren will begin the meeting
 - Book Fair – (JoLanda and Rikki are co-chairs)
 - October 27-31 during school hours
 - Family Night on Wednesday, October 29th at 2:30-3:30 and 4:00-6:30pm, students must be accompanied by an adult
 - Online book fair: October 22nd - November 11th
 - Books will be delivered on October 23rd at 12:00
 - Sign up for set-up shifts
 - “One for the Books” will go to William Walker
 - This is a program to raise funds for a school in need
 - Picture Re-Takes and Vision Screening – November 13th
 - Hearing Screening will be scheduled in the new year
 - Family Dance: Friday, November 14th
 - Parent Internet Safety Night: Monday, November 24th at 6:30-8:00pm
 - Art Night – Erica and Heidi will plan again! Date TBD
- **PAST EVENTS**
 - Picture Day was October 2nd
 - Walk/Bike Day was October 8th
 - Valley Cinemas Fall Matinee Program
 - Sold 173 tickets. Earning \$519 for Hiteon!
 - Last Fall we sold 213 tickets and last Spring we sold 164 tickets
 - D4\$ at Pizzicato on October 14th went well. Good turnout.
 - Yoga mats and cart are now in Fit Lab
 - Budget Update and Philosophy Discussion of what we (as PTC) should cover and what the school should cover – *to be discussed soon*
 - Blinds for the school – currently the district will give us \$500. The Bond may cover this. We will wait for the district to cover this; this should not be a PTC responsibility

ACTION ITEMS –

* An Actions Item spreadsheet has been created in Google Docs

- Proposal from Heidi Brown for the PTC purchase a 1” button maker for the school
 - \$415 for machine and supplies
 - Motion to approve. Seconded. All approved.
- Committee Chair Mailboxes –
 - Reviewed number of committee/chairs and number of boxes needed
 - *Mary Pat will talk to Jeremy about installing shelves on the wall in PTC room*

- Board agrees on spending a little more money on higher quality metal wall folders which look nice and will last longer
- Plan for Transition –
 - Post Board positions in March (per by-laws), hope to encourage those who are interested to sign up early and shadow the positions
- Webmaster –
 - Stacie and Cathy have been maintaining it
 - Make it a committee chair and write up guidelines on PTC website
 - Add communication policy for the Hawk Squawk and the website - that they are critical to the mission of PTC and if no one steps up to do it, the Board will ensure it is maintained
- Chairs Luncheon – Monday, December 8th
 - Cathy will host (thank you, Cathy!)
- Staff Favorites Binder –
 - *Cathy will print out new forms and put them in each of the staff's mailboxes*
 - *Erica will then scan them into PDF's so they can be posted on website*
- Fun Run Banner –
 - Erica is still looking for additional options and estimates for a good outdoor banner which will last many years
- Better Storage for Art Lit Materials –
 - We will start by better utilizing our space in the PTC room to potentially move some materials in for storage. Cleaning our space in the back room is still a possibility, although this is not going very quickly.
 - The custodian is still working on cleaning multiple spaces and is aware of our need for more storage space.
- PTC Mailboxes –
 - The mailboxes have been moved outside of classroom.
 - *Cathy will write a thank you to Jeremy for taking care of this for us*
- Writing Celebration with Principal –
 - The principal is not doing the monthly writing celebration with students
- Movie License Question –
 - *Ilirija will follow up with Johanna regarding a district license*
 - If no district license, we will change the format of the Run Run parties/remove movie, rather than spend money on the purchase a license
- Reintroduction of Programs in Classroom –
 - *Mary Pat and Melynda will follow up with specific chairs (Passport, Box Tops, Reading Incentives) about re-introducing/clarifying their programs*
 - Would like to get staff, students and parents excited about these existing programs
- Caldecott Program for Lower Grades –
 - Sue would like to look into starting back up a program for lower grades to encourage reading of Caldecott books.
 - *Cathy will talk to Sue Paldino about this possibility*

- Reimbursement Check for Mrs. Purvis –
 - Mrs. Purvis lost her reimbursement check from last year (6/13/14) and has requested its replacement even though it is from last year's budget/fiscal year
 - Board agreed that will replace this check and use Special Purchases
 - *Erica will confirm that the check did not process, place a hold on it, and create a new reimbursement*

Meeting Adjourned: 12:00pm

**Please note: action items are italicized*

Next PTC General Meeting: Wednesday, October 22nd at 9:00am