

Hiteon PTC Board Meeting Agenda September 12th, 2018

Present: Marilee Shafer, Alicia Schenbeck, Amy Harrison, Megan Mumford, Brenda Montgomery, Carrie Tillotson

Absent: Shawna Grigsby, Laura Harding

Welcome/Introductions

Discussion Topics

1. Budget Review: got \$1200 worth of checks over the summer, some random corporate matching, some teachers have already maxed out staff accounts which is great
 - 231 account: if we want to use any of that money, we can submit it to Marti. What happened before: when corporate matches, they can't write a check to PTC, it's in school district policy, they're creating a purchase order of some kind, Marti can buy things for us that we want to spend that money on. Megan will have to help track that. Requests have to come from Alicia. We have \$531 in there right now. Has to be specific to Office Depot or supplies. Order for toner, printer ink will be good way to use these funds.
 - Review Grant Requests and discuss parameters for submission
 - From Mrs. Hansmann for PE for projectorscreen, current one is a safety hazard (\$382)
 - Projector screen needed for PE for visual aids, go Noodle type stuff, videos they show related to curriculum. Can also be used for assemblies
 - What's the percentage of time they'd use it for PE?
 - Would the old Art Lit projector work?
 - Is it a screen that's needed? We'll revisit when we have more information about what it is
 - \$829.99 – TV and iPad stand from Mrs. Molly Nelson, 3rd grade
 - Jenny Schmidt will do presentation with Apple TVs in October
 - How will benefit students:
 - We have \$3000 in grant money – if every teacher is going to ask for this. Not sure about supporting this with the funds that we have.
 - We are tabling this for now, and not declining it. Want to know more about Apple TVs.
 - Could it be utilized across all of 3rd grade – not really, individual classroom
 - Funds for popcorn machine maintenance?

- Machine needs cleaning. \$20 for pick-up, \$85 per hour. It was last serviced a long time ago. Place out in Clackamas? Estimated 2-3 hours. One door is broken, at the top where magnet should keep door shut, but it doesn't. Replacing the door estimate is \$25. Total around \$300.
- A new one costs \$2000-3000.
- Popcorn budget is \$500. Last year's sales was \$800. Essentially made the \$300 last year.
- DECISION: Approved. Pull out of popcorn expenses.
- Reimbursement forms:
 - Megan Mumford and Marilee talked. Streamlining forms, and posting on websites.
- Post Money Handling Procedures?:
 - Discussed in May and June, but didn't get a chance to vote on it.
 - New policy would be officially posted to website, and given to chairs. None of it is really new, but none of it had been previously written down.
 - Last year, during first large event, Board was not aware of the unwritten rules, and decided we need them in writing.
 - Put on the to-do list for VP1 and VP2, to pass out the procedures to event chairs mostly (anyone cash handling)
 - Amy will send info to Sarah Parson to put on website
 - DECISION: Voted on, and approved the language for Money Handling Procedures.
- QuickBooks Software Purchase Decision:
 - Megan consulted with our tax person. QB online license is cost-prohibitive to upgrade to online version
 - 2018 doesn't do more than what we need than 2013 version – the upgrade won't really do anything for us
 - DECISION: not getting online license because we don't need it
- Quarters for Teachers: Popcorn Friday
 - Budget line item, quarters will be passed out before first popcorn Friday. Includes EGC.

2. Fun Run Planning

- Uberthons?: PE teachers reached out, want to talk about this, excited about switching up the fun run this way. Uberthon sets up, provides music, electronic, laps counted immediately, get a print out, bibs have tracking, would take place outdoors. Could have entire school run, grade-level. Could take one day, less than one day. PE teachers thought fantastic for administration and all the other teachers. All classes could do it during Specials period. Many other schools in area utilize this (Sherwood, West Linn – on Friday September 21 for those who want to watch it in action). Always all outside. Most other schools in district have theirs outside.

- Pros: Don't require a deposit. Can have them hold the date we want. If we change our mind, we're not out any money. The money we'd owe them is due one week before the event.
 - Cost: \$2.50 per student, at 661 students, \$1,652.50 total.
 - We think we can get it paid for anyway through a sponsorship. PTA person at Middleton says they get around \$5000 in corporate sponsorships, they start working on it early.
 - Corporate Sponsorship (T-Shirts for All)
 - would be nice if everyone got a T-shirt. Cost would be about \$3000. We could target 12 companies
 - Amy drafted up sponsorship letter. We would write email to parent community mentioning that we'd like everyone to have a T-shirt, and we'd like to get corporate sponsorships to cover the expenses of the fun run. Then the money parents give would all go straight to the school.
 - Short-term goal: get the t-shirts funded through corporate sponsorships.
 - Stretch goal: get Uberthon funded through corporate sponsorships..
 - For the letter to corporations: might want to state that logo will be in black and white on the shirt. Maybe make levels, something like \$100, \$300, \$500, \$1000. Have logos in different locations. Name on shirt one level, logo on one level, large logo on one level, and one major sponsor on the sleeve. Printing on the sleeve may raise the cost. Send more feedback on letter to Amy and Alicia. Want to get the letter out by October.
 - Treasurer to provide breakdown of 2018 Fun Run expenses:
 - Last year: spent \$3500. Bought food for volunteers, but usually get substantial food donations to feed volunteers. If we do Uberthon, we won't need as many volunteers, for as many days. We can't always count on getting food donations.
 - We don't have a full break down of expenses yet.
 - We'll spend less this year than next year – (e.g. last year was a 2-box year for envelopes, but
 - Amy Harrison and Alicia Schenbeck are co-chairing fun run this year.
 - Budget already at \$5000, but we only used \$3500 last year.
3. Volunteer Orientation Planning
- Brenda Montgomery, Alicia Schenbeck, Amy Harrison to run Volunteer Orientation.
 - Orientation to include welcome and intros, logging hours in MVP and at home, volunteer conduct, volunteer opportunities (at school, events, at home), tour of the school, show PTC room, printer/copier training, where bathrooms are, should I ask teachers for help, sign-up sheets in back corner
4. Newsletter-translation option through smore.
- Cost: - Individual license: \$59 for first year, \$79 for subsequent years (no translation), with translation \$109 first year, not sure about subsequent years.

- Currently no communication budget. Item is less than \$500 so not needed to vote on.
 - Auto- translate – how many languages translate to? 20+
 - Pros: More people will read it. Translation option is fantastic, more and more people needing translation option.
 - Megan will update line-item for website/communications to \$250
 - DECISION: We will purchase the translation option, and start doing newsletter in Smore.
5. Passport Club (September cancelled)
 - Revamping program, revamping has been going on since last year.
 - Some of our costs will probably be reduced because it will now be an optional program.
 - September was cancelled.
 6. Scholastic Book Fair
 - Big event.
 - October 15-18. Do we want to have book fair hours go until 3pm – worked well before, so we should pull for that (instead of it ending at 2:30pm).
 - Amy will be at end of book fair every day to help with deposits, etc.
 7. Family Dance: Marilee Shafer and Laura Harding chairing
 8. Bike Rack project update
 - No further updates
 9. Hiteon Gear: Big Frog/Gear Up Sports: Did not discuss
 10. Open positions: Did not discuss
 11. Upcoming Events:
 - 9/21 Popcorn Friday
 - 9/25 Dinning 4 \$\$\$ @ Chipotle
 - 10/3 Volunteer Orientation
 - 10/4 Picture Day
 - 10/10 Walk and Bike to School
 - 10/15-10/18 Book Fair

Open Discussion/Feedback/ Suggestions