

Hiteon PTC Board Meeting Minutes

October 2nd, 2018

Present: Marilee Shafer, Laura Harding, Brenda Montgomery, Shawna Grigsby, Megan Mumford, Carrie Tillotson, Amy Harrison

Not Present: Alicia Schenbeck

Review/Update Norms:

- Time limit to questions
- Limit side conversations
- Information seek first, then ask questions
- Assume good intent
- Open forum format where people feel comfortable to share

Discussion Topics

1. Budget Review

- Review Grant Requests – none to review
- PO usage and form
- Reimbursement forms (completed and posted on website?):
 - Will create 3 new forms: grant request, curriculum request, general request
 - Curriculum requests don't need to be voted on
- Received \$50 on corporate match, \$40 on refund on SchoolKidz, \$250 from Popcorn Friday, \$600 from Chipotle Dining for Dollars
- October is the month to write the \$300 check for BSD Clothes Closet. Megan will give to Laura Harding(Clothes Closet chair), Laura will take it over.
- \$90,000 in the bank as of today.
- Megan will be out of town for some of October.
- Current budget is on the google drive

2. Feedback and follow-up: Chipotle results (\$607.27); Popcorn Friday, Newsletter Translation

- Chipotle: More than we expected even though they changed it from 50% to 33%. Goal to get to \$2000 for all 7 Dining for Dollars events. All the places are doing a much smaller percentage of sales.
- Popcorn Friday: Made \$250. Couldn't pop the popcorn fast enough to keep up with demand. Teachers were thrilled with the extra quarters provided by PTC for students who forget/don't have quarters. Volunteers didn't eat lunch the whole day. Could use another volunteer? Cost of cleaning popcorn machine was only ~\$130.
- Newsletter Translation:
 - i. Auto Translate feature in Smore – concerns about auto translate not being great. Only the Pro version of Smore has this feature, but Marti has basic version (and Marti sends out our Newsletter, this won't work).
 - ii. Volunteers in ESL may be able to help translate – Carrie to contact Sarah McNabb
 - iii. We will buy Basic version of Smore to start using for newsletter, and recruit parent volunteer to translate

- iv. Carrie will work to make an English/Spanish request for a parent volunteer in the next newsletter
3. Volunteer Orientation
 - o Will be in Library, agenda has been created, primarily Amy, Alicia, and Brenda will run
 - o Logging MVP hours for all volunteers – need wifi capability on Chromebooks so can accurately log all volunteer hours. Would be nice for PTC to also have wifi capability.
 - o Want to mention need for Events Chairs at Volunteer Orientation
 - o Art Lit in desperate need of people for Kindergarten – will explain what it is, why volunteers needed
 - o Also will include broad highlights of what all the PTC does. Plug the website, and board positions for next year.
4. Picture Day
 - o Taken care of, 6 volunteers signed up
 - o Volunteer shifts are in MVP
5. Walk and Bike to School planning
 - o Alicia connected with Elizabeth, everything is looking good. Takes place October 10.
6. Fun Run
 - o Alicia and Amy are co-chairing
 - o Marilee and Amy observed an Uberthon run
 - o Have booked Uberthon for Thursday, April 18. Don't have to give them any money until 1 week prior. That leaves Friday for doing envelope stuff.
 - o Amy and Alicia have drafted letter to parents regarding corporate sponsorships. That will be blasted out after approval from principals.
 - o 2018 goal is to start getting corporate sponsors. Remainder of decisions will start happening after the new year.
7. Passport Club
 - o Paper came home to families about Passport. Will take place October 24-25.
 - o Will have Excel spreadsheet for tracking how many kids in which class, which kids, for tracking as kids go along throughout the year.
 - o One idea: potentially at lunch recess hour. Possibly have kids do Passport kids line up at end of lunch, do their Passport test, then go out to recess after.
 - o Talks still going on to figure out logistics
8. Scholastic Book Fair
 - o Need to decide on volunteer shifts
 - o Amy will be there to run deposits every night
 - o Will do a cash request before Megan M. goes out of town. Megan needs it by Oct. 10.
9. Family Dance
 - o DJ has been secured. Photo booth included
 - o Carnival-themed family dance – possible
10. Bike Rack project update
 - o Form has been submitted.
 - o Principals are concerned that at this point, the funds might not be able to be spent by the end of this Fiscal year. We were wanting to spend down our funds. We are now OK with extra funds in our account – tax laws have changed so no problems if our account goes over \$100,000.
11. Hiteon Gear: Big Frog/Gear Up Sports
 - o Big Frog: Alicia is following up with an online store
12. Possibility of author/illustrator school visit

- PTC is interested in supporting this.
- Marilee will talk with Megan and Monica about their interest, would have to see where it might fit in the school calendar.
- Carrie willing to chair it.
- Would be good to coordinate with librarian for ideas.

13. Upcoming Events:

- 10/3 Volunteer Orientation
- 10/4 Picture Day
- 10/10 Walk and Bike to School
- 10/15-10/18 Book Fair
- 10/18-10/19 Conferences/No School
- 10/23 McTeacher Night 5-8pm
- 10/24-10/25 Passport Check

Open Discussion/Feedback/ Suggestions

- Paper in Copy Room: We don't have to order supplies for the main copy rooms.
- Approved screen for PE teachers, they love it and are so thankful.