Hiteon PTC Board Meeting Agenda
January 9th, 2019

Present: Alicia Schenbeck, Marilee Shafer, Carrie Tillotson, Amy Harrison, Megan Mumford, Shawna Grigsby

Not Present: Laura Harding, Brenda Montgomery

Welcome/Team Build

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: Megan M. is approving most recent reimbursement requests – should be done by next week, and will also deposit Fun Run corporate sponsorships.
    - Review Grant Requests
        i. 4th and 5th grade want Lion King kids play. Requesting $350. $150 for costumes and stage make-up, remainder ($200) for scholarships to pay the $40 fee to participate for whoever may be unable to pay. Event will be in March?
            1. We have $2607 in the grant fund.
            2. It's a production that will benefit the whole school. There will be several performances.
            3. Could take it out of special purchases. We may not want to take it out of grant fund, which goes toward educational things.
            4. Would like to create a line item for this in future years.
            5. We will support this request.
        ii. Jenny Rogers and Kindergarten team:
            1. Requesting $620 – Science program through THPRD Nature program - "Amazing Adaptations" for all Kindergartners. Related to PYP.
            2. This will reduce fee from $13 to $7 per person. Asking for it out of grant money.
            3. Does the Kindergarten team know that the curriculum fund exists? They have $1473 to use. Teachers may not realize that they already have this money.

          4. They don't need our approval to use their curriculum funds, just need approval from principal. We like the idea, but want to make sure they know they have this other money. If it is denied by principal for curriculum fund, then we will support out of grant fund.

    iii. Maryanne Hassold – 1st grade
- 1. Requesting $312 to support set of 5 books per first grade class.
- 2. $1300 available in curriculum support funds. Board approves it coming out of 1st grade curriculum.

2. Feedback and follow-up:
   - Passport updates:
     - i. Great. Schedule has been updated and all is going well.
   - Newsletter Translation put in action!
     - i. 18 people viewed Spanish edition
     - ii. Over 250 views for English edition
     - iii. No specific feedback on Spanish edition otherwise
   - Author Visit
     - i. Hoping for March 1 assembly: will it be available for an author visit or is it already scheduled for Science Fair? Would be great for March 1 because it is dress like a book character day.
     - ii. Carrie is working on and has a short list of local authors to reach out to, once find out if March/May assemblies are still available.
   - Hiteon Gear: Big Frog/Gear Up Sports
     - i. Info going out in next newsletter about Hiteon Gear
   - Bike Rack Project:
     - i. No updates

3. Movie Night Planning-Sherry Dexheimer Chair; 5th grade fundraising at event
   - Laura and Sherry are working on.
   - Licensing fee went up. Budget for licensing fee is $250.
   - Need volunteers.
   - Movie will be Incredibles 2
   - For sound, they can work with Dawn Trout.
   - 5th grade fundraising at movie night – Laura probably still needs to get shifts put into myvolunteerpage.

4. Fun Run Planning
   - Sent out >70 letters to area businesses for corporate sponsorships. Will be calling businesses on the list in the next 1-2 weeks.
   - First committee meeting: Thursday, January 17th at 7pm. Marilee will check SchoolDude to see if Hiteon Library can be reserved.
   - Amy is drafting an email to go out to all the parents about all things Fun Run. Alicia will work with Marti to sending out email.
   - Sponsorship deadline is currently February 28
   - We at about $1700 in corporate sponsorships so far.

- ○ Shirts – need to shop around. Have a lead on a good deal through a Hiteon parent.
  - ○ Will the print shop require a letter of permission from the businesses to be allowed to use/print their logos.
5. Facebook administrator
   - ○ Sarah Parsons has stepped back from this role. She is still doing website. We need someone to take over Facebook. Not a lot of work.
   - ○ Involves creating an event/sharing an event, could attach Smore newsletter, dining for dollars flyers.
   - ○ Carrie will do it through the end of the year, with hopes of recruiting Communications Chairperson.
6. Donuts with Dudes:
   - ○ Aaron Sarver working on. Has put in all the requests needed for milk, garbage cans, etc. Talked with everyone he needs to. Need volunteers.
   - ○ Need people to ensure that teacher's parking spots do not get taken. Aaron is on top of it. Will have Aaron check with Southwest Hills Church to see if parents can park there.
   - ○ Aaron working on who's in charge of getting donuts and getting them here.
7. PTC Board Recruiting
   - ○ Three critical board positions?: President, VP1, VP2, Secretary, and Treasurer? Some of them are critical
   - ○ Volunteer Spotlight: will highlight Presidents in the next newsletter spotlight to interview
   - ○ If you don't have a VP2, you need to rely on chairs
   - ○ We need a Treasurer to shadow before April so they can be involved in Fun Run.
   - ○ Megan is willing to assist the new treasurer as needed next year
   - ○ Carrie to find recruitment posting from newsletter sometime in winter of 2017 – we can reuse recruiting announcement in the newsletter.
8. Upcoming Events:
   - ● 1/17 Fun Run Committee Meeting
   - ● 1/18 Popcorn Friday
   - ● 1/21 No School
   - ● 1/22 Dining for Dollar-Panera Bread
   - ● 1/25 Family Movie Night
   - ● 1/28 No School: Grading Day
   - ● 1/30 Passport Check
   - ● 2/7 Donuts with Dudes
   - ● 2/15 Popcorn Friday
   - ● 2/22 Bingo Night
   - ● 2/26 McTeacher Night
9. Other:
   - ○ Board to supply food to teachers on the Wednesday night before spring parent-teacher conferences

- Bingo Night: Jason Ashley is on top of it. He's copied Shawna on a bunch of emails. We have some nice prizes so far.
- What happened to American Girl doll prize from last year? Marilee will check with Kristin to see if she knows.
- Angeliou and Heidi desperately need popcorn runners every popcorn Friday.

Next Board Meeting: February 6th, 2019

Open Discussion/Feedback/ Suggestions