

## **Hiteon PTC General Meeting February 6th, 2019**

Attendees: Carrie Tillotson, Meghan Warren, Shawna Grigsby, Brenda Montgomery, Sarah Parsons, Amy Bernert, Tori Woods, Megan Mumsford, Rebecca Kanarek, Alicia Schenbeck, Amy Harrison, Marilee Shafer, Codie Christensen, Aaron Sarver

### **Welcome/Introductions**

#### **Review/Update Norms:**

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

### **Discussion Topics**

1. Principal's report-Meghan Warren
  - Fun Run coming up
  - Friday at Coffee with Principals, Becky Tymchuk – our school board representative will attend
  - Social Emotional Learning at Hiteon today for staff and teachers
  - Humming along, things are working seamlessly, gearing up for state testing, busy time, but going well
  - Question about front office door buzzer: wiring is in place, some emails have gone out to see when the work will be finished. A lot of other schools are getting finished right now. Once it's in place, the door will remain locked all the time, with exception of 15-minute window in morning and 15-minute in afternoon. At the buzzer, people will be asked of their reason for visiting. Also will allow the opportunity to lock an individual into the main office.
    - i. Tried out locking that door when we had the lockout, and letting parents in one at a time. Worked well.
  - Any plans to actively make the community still feel welcome, given that there will be a new barrier:

- i. They have been discussing. Hope that once you are inside the doors, there will still be that welcoming feeling inside. There will still be visual connection through windows.
  - ii. There may be a bit of a delay of getting into the door – but it's a delay that helps safety. There are times when the office gets busy (e.g. helping students in the health room). That may take some getting used to.
- Update on Mrs. Brooks – she will be back tomorrow. She was out for almost two weeks with sick family.

## 2. Budget Review-Megan Mumford

- \$78,800 as of yesterday. We've spent about \$15,000 so far this year. We've had over \$2000 in Fun Run corporate sponsorships.
- 5<sup>th</sup> grade has raised \$1761.51, but spent ~\$962.47. Bingo night coming up on Feb. 22 will be their big fundraiser.
- There have been a lot of reimbursement requests for teacher parties. Some accounts are fully used, some have not been used at all.
- Teacher staff accounts using some money available to them. Only 3 teachers have used McTeacher funds from the fall.
- January Grant Request follow up: at our last board meeting we put off some grant requests to see they if might come out of curriculum funds
  - i. No updates – Megan Mumford will do some follow-up

## 3. Follow up:

- Bike Rack Project: It will happen sometime, but maybe not this year. Facilities request has been made. As of last week, there are 2100 facilities improvement projects in the queue district-wide.
- Family Movie Night Recap: It was incredible – huge turnout. Very much enjoyed, well-organized. Next year might be nice to have some people monitor the halls – to avoid kids running in the halls. A lot of kids running around the gym – so had a short intermission

asking everyone to please sit down. Need a little bit of volunteer security next year. Hall monitors volunteers for future events will be helpful.

- i. Process of putting together events: Facilities request for the event (as soon as possible), then submit request closer to the event for event set-up. The event set-up requests need to go to Marti, Henry, Dawn. If you're chairing or leading an event, you need to touch base with the principals about plans.
- o Dining for Dollars: Panera – Haven't gotten an email from Panera yet. They may take up to 35 days for a check. Amy Harrison will follow-up with them. It was our first time doing one with Panera. There were dining for dollars events for Southridge and Conestoga that same night.
  - i. McTeacher night: February 26<sup>th</sup>, sign up sheet for teachers will go out. Flyers will go out to students to take home. The draw for this one is that the teachers are at the event. The children are motivated to get their parents there to see the teachers. In future Dining for Dollars, we would probably raise more money if teachers were willing to come to more of these.
    - 1. Teachers have 3 contractual nights per year.  
Teachers sign up for McTeacher night because they know it's going to directly going to benefit their own classroom.
- o Technology funds: PTC question - Have we done a good job of communicating the \$2000 available for the Maker Space? Meghan Warren says they will get on using that.
- o Superbowl Food Drive: Huge success! The Conestoga Food Pantry was pretty depleted after Christmas, so this was great.

4. Donuts with Dudes: Food is ready to go for tomorrow morning. Need some help setting up tables and chairs tonight. Everything's ready to go! Will submit reimbursement requests shortly.
  - Short on volunteers – especially need servers. Hopefully, a lot of people will just come in that morning to help, like last year.
  - Question about email going out about parking situation. Not parking on Davies. Last year people parked on Davies and it was garbage day. An email was sent to neighbors to notify them. It is not on garbage day this year.
  - The West Hills Baptist Church is allowing people to use their parking lot.
  - Set-up will happen in the morning at 6:30am tomorrow morning.
5. Fun Run Committee: Next meeting Tuesday the 12<sup>th</sup> at New Seasons
6. Bingo Night Planning: everything on track. Communicate with 5<sup>th</sup> grade fundraising to make sure their squared away. Jason Ashley has submitted the necessary emails. Shawna is in charge of the prizes and is mostly done with shopping. We have an MC. Will need to nail volunteers, but still a couple of weeks out.
  - Alicia has a donation from Saturday Academy, a \$25 gift card that can be used in a prize.
  - Last year moved more towards a lower dollar amount, higher number of prizes, so lots of opportunities to win prizes. Have about 50 prizes. There is an American Girl doll that will be given away – maybe as prize or raffle. All kinds of prizes for men, women, and children.
7. Science Expo: It's rolling. We are set.
8. Fun Run Planning: Planning started in September this year, with PE teachers requesting meeting to discuss it. Got the ball rolling, changes afoot based on PE teachers request, decided to hire Uberthons to put on

Fun Run event. Will be outdoors, all kids in one grade can run at one time. Laps will be counted electronically. Will choose the least muddy field – will probably decide the week before which field to use. Uberthons does all the set-up.

- Corporate sponsorship is new this year. Goal is to have a t-shirt for every child and teacher to wear on the day of Fun Run. Have \$2200 in sponsorship, goal is \$3000-\$5000. If you have ideas of business owners or businesses you frequent, please contact them to ask about sponsorship.
- Have a committee, have T-shirt coordinator, Prize Committee coordinator. Idea is to spend less money on prizes and have more experience-based prizes.
  - i. One school had their principal sleep in a tent on the school roof when fundraising goal was met.
  - ii. After school “detention” – ride scooters in hallways, eat ice cream, other things atypical of being at school
  - iii. Next committee meeting – February 12, 7pm at New Seasons
  - iv. Fun Run is rain or shine outside – will encourage kids to bring a change of clothes.
  - v. A detailed letter will go out in Fun Run packets explaining all the details.

9. Author Visit: Local author Hannah Holt will do an assembly on March 1

- Need 2<sup>nd</sup> contact person: Meghan Warren
- Who audio/visual person: Meghan
- Question about

10. OBOB:

- 3<sup>rd</sup> grade had first practice – it's happening! A lot of third graders have not read the books, but are enjoying watching others who have read them. The books are hard for 3<sup>rd</sup> grade level.
- This year has been a rocky transition – how much of a role will PTC have in future vs. being more teacher-promoted
- 4<sup>th</sup> grade teachers really promote it.

#### 11. PTC Flyer Translation to Spanish:

- A need has been brought forward for translating flyers in Spanish. Claire in the front office mentioned that BSD does have translation services. We will work with them to move forward on this.
- Flyers will need to be printed front-to-back.
- Dining for Dollars – McDonald's provides a Spanish-language version.
- Volunteers are often strapped to just get the information out. How will it work/be feasible to get flyers translated in a timely manner. Want to make sure the ask is not too big of volunteers.
- It's about a week turn-around for translation services from the school district. We might be able to talk about a system for translation services within the school.
- There are lots on inexpensive translation options online, if there are needs for quick turn-around times on producing flyers.
- Are there languages other than Spanish – Yes, there are 21.
- Is there an option for digital formats? Parents can click 'translate' option on their devices. Some people don't have access to computers for digital formats.
- On MVP – is there an option for Spanish? Brenda will check.

#### 12. 2019/2020 PTC Board Positions-Join the fun!

- Many positions open for next year.

#### 13. Upcoming events

- 2/7 Donuts with Dudes

- 2/12 Art Lit Training
- 2/15 Popcorn Friday
- 2/18 No School: Presidents Day
- 2/22 Bingo Night
- 2/26 McTeacher Night

**Next General Meeting: March 6th at 7:00 pm**

**Open Discussion**