

## **Hiteon PTC Board Meeting Minutes**

### **March 6th, 2019**

**Present:** Alicia Schenbeck, Marilee Shafer, Amy Harrison, Shawna Grigsby, Laura Harding, Brenda Montgomery, Megan Mumford

**Absent:** Carrie Tillotson

### **Discussion Topics**

1. Budget Review
  - Teacher Meal for conferences:
    - i. Meal catering price has gone up from \$400 to \$450 for Bandito Taco and will go negative on budget line so that it will be a better indicator for next year's budget. Per Alicia we need to know which staff events PTC will be responsible for hospitality, as we've gone over budget for the last few years.
  - Earning for McTeacher night: Approximately \$900 raised.
    - i. Talked about tips being counted prior to turning into McDonald's.
    - ii. Megan asked for Teachers present at McTeacher night and how much they earned for distribution. Total of 11 teachers present.
  - \$3350 for Fun Run sponsors yet. Total equal to \$4050 for corporate sponsorship.
  - Amy Johnson request for budget planning of 5th grade party fundraising. 5th grade has earned \$3982.00 and has spent \$1025.44. Questioning whether or not they have acquired the rec center yet or not.
  - Grant requests:
    - i. Marti will take care of grant requests for Lion King.
    - ii. Amy Bernert and Caitlyn Castonguay requests can be approved with add'l McTeacher Night funds.
    - iii. Have not heard back from Helen Chandler after responding to her grant request earlier.
2. Review By-Laws
  - Will be pushed back to next months meeting to review and approve next month.
3. Beginning Strings Program (Alicia):
  - Julia McGarrity has ability for Hiteon to be given program BSD's unused strings (musical instruments) and she is wanting to hold a before/after school program that she would run which would be open to 4th and 5th grade students for the 2019/2020 school year. Will invite Julia McGarrity to April board meeting.
4. School Supplies (Alicia):
  - School Supplies will be contracted through same company for next year. Need to add to PTC Presidents TO DO list in January 2020 to see if we want to contact with a more reasonable company.

5. Recruiting for PTC Board:
  - Having a bulletin board asking for “Shining Stars”. Need to email, send fliers, ramping up recruitment. Amy to ask Angeliou to see if she can put together a bulletin board. Volunteer Coordinator’s to send out email for PTC recruitment. Planning on putting in plugs at Kindergarten Orientation and Science Fair.
6. Jump to Math:
  - Lynne Carlton request for adhesive stencils with Jump to Math in a larger scale for playground on a larger scale as to the one that is in the 1st grade/kindergarten wing.
  - Marilee or Alicia will follow up with Lynne to see if she wants to submit a grant request.
7. PTC can/bottle recycling containers: green team?
  - Leslie Logan and the green team to help provide a way to collect can/bottles at PTC sponsored events. Possibly providing a volunteer to manage/supervise bins?
8. Newsletter Translation:
  - Currently do not have a volunteer to translate newsletter. Question of should we go back to using Smore option for translating. Moved to next board meeting for further discussion/voting.
9. Fun Run T-shirts (Brenda):
  - Collecting data from teachers on student t-shirt sizes.
10. Hospitality for Fun Run Volunteers:
  - lunch on day of fun run, providing lists of sponsors for food donation and expenses for snacks/drinks. Also updating MVP for volunteers on a more realistic scale.
11. Upcoming Events:
  - 3/7 Kindergarten Orientation
  - 3/14 Science Fair
  - 3/15 Popcorn Friday
  - 3/20 Passport Check
  - 3/25-29 Spring Break
  - 4/2 Art Lit training
  - 4/18 Fun Run

**Next Board Meeting: April 3rd, 2019**