

## **Hiteon PTC Board Meeting Minutes**

### **April 3rd, 2019**

**Present:** Brenda Montgomery, Carrie Tillotson, Amy Harrison, Megan Mumford, Shawna Grigsby, Alicia Schenbeck

**Not Present:** Laura Harding, Marilee Shafer

### **Discussion Topics**

#### 1. Budget Review

- Review Grant Requests: Marti Spinks is requesting \$500 for ink for color printer in office to be approved from grant request, and added line item in PTC budget for \$1500 for next school year. Teachers print student photos, PYP projects, etc. The grant request would benefit several grade levels.
  - i. We have a lot left in the grant request budget.
  - ii. Because of the budget shortfall and the possibility of PYP going away for next year, we're not sure about supporting ink for printing PYP. Discussion around having Marti submit a grant request again for next year instead of creating a line item for color ink. Discussion around making it a new line item – is it more important than things like school play or would we rather support school play through line item?
    - 1. Vote: Unanimously approved \$500 grant request for color ink for the remainder of the 2018-2019 school year.
    - 2. We will discuss the proposed \$1500 line item for color ink printer at the May PTC board meeting.

#### 2. Review By-Laws

- We will post reviewed and signed by-laws to the website once they are signed.
- We will sign the reviewed and revised by-laws at the May board meeting.
- Discussion: The by-laws were reviewed and changes were made in Spring 2018, but the changes were never signed off on and posted to website. Doing it this spring.
- Everyone to review the by-laws on their own in the next month.

#### 3. Fun Run

- i. Logo: The Hiteon Fun Run logo was inspired by and similar to logo from the Declan the Dinosaur Foundation Dino Dash. Some people affiliated with that foundation saw our logo on Hiteon's Fun Run Facebook event and questioned why it was so similar and how it was created. Fun Run committee sent a response explaining, and came to understanding with these individuals that there were no bad intentions.
- ii. Discussed donating some amounting to the Declan the Dinosaur Foundation.

1. Proposal to donate surplus from the Fun Run expenses, up to \$500. Could this be expensed as a Fun Run expense now?
- iii. Vote: Unanimously approved that PTC will donate \$300 from the Fun Run budget to the Declan the Dinosaur Foundation, due to these extenuating circumstances.
- iv. Decision: Fun Run committee to reach out to foundation organizer to ask for contact info for making a donation. If she doesn't reply by May 15, will reach out one more time to request contact information by June 1, so that we can keep the donation within this years' budget. All expenses for this year need to be complete by June.
- o Board members please be all hands on deck the day of or the day after Fun Run to help, as available.
- o Help needed:
  - i. Need people to do walk and lock (picking up envelopes from teachers)
  - ii. Next week (April 8-10): everyday next week (M-W) toward end of the day, someone needs to collect Fun Run envelopes from teachers/classrooms. Brenda will do.
  - iii. Fun Run Week (April 15-19);
    1. From 7:30-8:30am, need people everyday leading up to Fun Run (MTW), with signs for turning in Fun Run folders
      - a. Monday: Alicia, Amy, Carrie (need 2 more)
      - b. Tuesday: Alicia, Amy, Megan (need 2 more)
      - c. Wednesday: Alicia, Amy, Megan, Carrie (need 1 more)
    2. Hospitality for Fun Run:
      - a. Need to determine what donations have been secured
      - b. Aaron S. and Marilee will help with getting food arrangements.
      - c. Alicia and Amy to email Shawna and Carrie about needs to see where they can help with hospitality
  - iv. Next Fun Run meeting, Thursday April 11 at 7pm at Alicia's house
  - v. Volunteer shifts in MVP – Laura has set them up in MVP. Need to make sure that number of people requested in each is what's actually needed.
4. Staff Appreciation (This item not discussed – Hold until May Board meeting)
  - o Staff favorites current
5. Recruiting for PTC Board: personal invites handed out at pick up to next meetings; welcome note to next/potential board member with estimated time and general duties
  - o Putting up stuff around the school – likely to happen after Fun Run
  - o If no one steps up for president by May 15, we may review the by-laws to discuss whether current board members can temporarily cover positions.
6. Enrichment program review: reading incentive, passport
  - o Considering cutting reading incentive, passport, math labs – there are never enough volunteers. Should we replace these programs with other programs/enrichment? Something to replace PYP if PYP is cut? Maybe a cultural

enrichment program, that focuses on bringing cultural experiences to the classroom – similar to Art Lit. New ideas: spelling bee, talent show?

- Art Lit is very popular, a Trunk or Treat would be fun, supporting the school play
  - Board members to come up with list of what you'd like to see changed regarding programs. We will discuss at next PTC board meeting in May.
7. Keurig for PTC room:
- Considering this in replacement of instant coffee in the PTC room. Would volunteers appreciate having coffee?
  - Decision: No on Keuring for PTC room.
8. Newsletter Translation:
- Decided at general meeting to have no translation for the rest of this year.
  - We will re-consider translation for newsletter next year when we do next year's budget planning.
9. Upcoming Events:
- 4/2 Art Lit training
  - 4/5 No school: Grading Day
  - 4/10-11 Spring Conference
  - 4/12 No School
  - 4/18 Fun Run
  - 4/23 Dining for Dollars-Pizzicato
  - 4/24 Passport Check
  - 4/25 Volunteer Appreciation
  - 4/26 Coffee with the principals

**Next Board Meeting: May 1st, 2019**