

## **Hiteon PTC Board Meeting Agenda June 5th, 2019**

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

**Others Present:** Kim Rivers, Joni Epstein, Danielle Kolp, Rebecca Kanarek, Sherry Dexheimer

### **Discussion Topics**

1. Budget Review
  - Review Grant Requests:
    - i. No one has yet talked to Meghan Warren about Codie Christensen's grant request for Social/Emotional Learning training. Marilee will do. We are still thinking:
      1. Discussion about how it may benefit many students and teachers. Training is the 18<sup>th</sup>-22<sup>nd</sup> of June – so the time line for when she could train the teachers would be much further down the road.
      2. The current grant request form states "Grant money is not intended for staff continuing education or workshops."
  - 2019-2020 Budget Review and Vote
    - i. Next year's budget will be voted on at the general membership meeting according to PTC By-Laws, last article, section 5.
2. Recruiting for PTC Board
  - President- Kim Rivers
  - VP1- Danielle Kolp
  - VP2- Aaron Sarver on board, Cynthia Hedgecock showing interest for co-position
3. Prepare to transition to next board member-"To Do List" and individual role instructions.
  - Current board members to prepare to-do lists, by-laws, tutorial of PTC website, and current instructions to share with new board members.
  - Anybody that falls under your position, make sure they're aware of website and seeing what needs to be updated
  - Marilee to show Kim how to create a new PTC email address for Fun Run: funrun@hiteonptc.org
4. Reading Incentive Phase out plan:
  - Plan is to allow kids close to next medal track hours over the summer.
  - Need a blurb for newsletter and a flyer for the summer about the transition plan.
  - Summer reading then will only be for kids who want to get
  - We'll need to recruit someone to finish out the program/awards in the fall for what gets turned in from summer reading.
  - Question: Is there a less labor-intensive way to keep the program? There probably is. It needs a passionate person to spearhead it.

- End of September will be the deadline for all summer reading minutes to be turned in.
  - Jen will not be the person to track the summer hours. It will fall under the umbrella of Co-VP2s, so they can cover it themselves or recruit a person to do count these hours and deliver medals.
  - Will just be for kids close to silver, or between silver and gold and close to gold.
5. Math Labs:
- Teachers are in support of math labs continuing. Need conversation with VP2s for next year to see how the program can be successful.
    - i. E.g. will the program be every week, or every other week, or monthly?
    - ii. Teacher feedback from survey is across the board.
    - iii. There needs to be a chair for each grade level, and then multiple volunteers for each grade.
    - iv. It might be helpful to have a math labs chair to be a liaison with the teachers. Then the chair
    - v. For VP2s to decide: do they take it on if there aren't enough volunteers, or cancel the program? Will be up to them to decide.
    - vi. Might be helpful to have a teacher liaison to work with the math labs chairs. A 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grade teacher would be great.
    - vii. Rebecca will be the head math labs chair for 2019-2020.
6. Begin Planning 2019-2020 Calendar
- Don't have district information yet, so can't plan everything yet.
  - It's a one-page calendar, but it is Subject to Change – and it will! Event dates will likely change.
  - We'll need to communicate with the school that Fun Run will only be one day again next year. Fun Run will be April 17<sup>th</sup>.
    - i. Feedback from teachers on the day of the event was that it would be better on a Friday, because kids were amped up from it on Thursday.
7. Upcoming Events:
- 6/10 Field Day – Changed from June 7<sup>th</sup> due to weather
    - Only have 11 volunteers in the afternoon; morning we are ok with. Have no one for snack table.
    - If we can make personal contact with parents we see here a lot, and invite them to join in volunteering (Field Day or otherwise. They must be background-checked to volunteer).
  - 6/13 5th Grade Class Party
  - 6/13-14 Class Parties

### **Next Board Meeting: August 2019**

Kim will meet with principals, and work with current board members to set August meeting.

### **Open Discussion/Feedback/ Suggestions**

Back to School Social/Meet the Teacher event – likely Friday, August 30<sup>th</sup>, morning

- can invite play/fit/fun, boy scouts, girl scouts, etc.

- we can communicate the date through facebook page

Should we do an ice cream social as well?