

Hiteon PTC Board Meeting Agenda August 7th, 2019 6:00PM

Present: Brenda Montgomery, Kim Rivers, Joni Epstein, Carrie Tillotson, Rebecca Kanarek

Not Present: Aaron Sarver, Danielle Schiff

Welcome/Introductions

Discussion Topics

Budget Meeting:

- Joni meeting with Megan Mumford (past PTC Treasurer) on Friday, August 9.
- We'll review budget at first Board meeting, then vote on at first general meeting.

1. PTC Social/Meet your Teacher Open House

- Friday, August 30th 9:00-10:30
 - First shift: Carrie, Brenda, Kim
 - Second shift: Rebecca, Joni
 - Board members arrive at 8am for set-up if possible
- Who can help: Kim, Brenda, Joni, Carrie, Rebecca
- Food Plan: coffee, donuts, juice
 - Kim will talk with Aaron from his experience for Donuts with Dudes.
- Schedule for: set-up, clean-up, and volunteer shifts. Whoever can stay to clean up. Please do.
- Info Table for the following:
 - Play Fit Fun, Champions, Scouts (?), Hiteon Gear, Nutrition Services, Volunteer background checks and opportunities, other enrichment programs?
 - Table for board with committee chairs
 - What needs most assistance and is grabby: e.g. Art Lit, 5th grade parent table, Passport, plus miscellaneous volunteer,
 - We can invite any committee chairs to come if they want – any flyers they may already have made up.
 - Flyers for generic volunteer sign-up table
 - Butcher paper banner with volunteer orientation info: Rebecca will make it.
 - Yes to Play Fit Fun. Yes to Cub Scouts (Laura Harding) and Girl Scouts. Brenda will contact Laura and find contact for

Girl Scouts. Kim will talk with Big Frog and Nutrition Services.

- Flyer details: Carrie will make a general flyer.
 - PTC t-shirts: Something besides shirts that makes us look ridiculous, approachable. Think of ideas.
 - Hawaiian leis and buttons from PTC office
 - Kim will price out dollar store lei
2. Staff breakfast 8/26 7:00 set up, plan for 75 staff.
 - Casual: food from Safeway (breakfast burritos), muffins, coffee, water.
 - Kim, Joni, and Brenda will do.
 3. Kindergarten lunch volunteers: 10:00-10:40
 - 2-3 volunteers for first two weeks of school to help with opening lunch items, finding their tables, and dismissal
 - Brenda and Rebecca will send out call for volunteers.
 4. Flood personal property cost reimbursement details to Karl Granlund, Administrator for Risk Management.
 - Joni will talk with necessary people
 5. New Hiteon PTC Public Facebook page
 - Discussion: Currently, we have ability to post PTC-related things to the school's Facebook page. However, there are a few problems. (1) At district-wide PTC leaders, it was suggested by the volunteer organizer that we should have our own page; (2) some things don't make sense coming from the school page. For a specific example, when we promoted teacher appreciation week, it seemed like it was a request from the school to appreciate the teachers, instead of a request from the PTC. (3) It seems a lot of parents don't know what all the PTC does, and having ourselves separated a little bit to promote the PTC might help.
 - We'll move forward with our own PTC Facebook page. Kim and Carrie to meet with/talk with principals about the plan.
 - We will ask for permission from school before posting any pictures with schoolchildren in them.
 - Can turn off ability for other people to post/comment with photos.
 6. 5th Grade Budget for party location deposit
 - Hiteon PTC Website says they estimate \$3500-\$4000 to cover the party, budget has no current allocated funds and last year's budget shows \$1761 raised total
 - Deposit for Conestoga rec center has increase from \$415 to \$2000
 - Mary Pat Janowski is 5th grade chair.
 - Deposit is still \$250. Total cost has increased by a lot from about \$400 a couple of years ago to \$1900.

- 5th grade chairs are looking into other options – like bowling, Bullwinkle's, but would need transportation – and are not going with Conestoga Rec Center.
 - They are set for now – no action needed.
7. PTC Pictures: Send our elementary school pictures and we'll take group photo
- Carrie to send out doodle poll for group photo option
 - Send photos to Carrie
8. PTC Bulletin Board: Carrie, Joni to talk to Angeliou about new bulletin board.
9. Hawk Squawk to go out when? This will be the PTC Welcome Packet Information.
- We will not do this year. We'll ask to have a welcome flyer in the welcome packet, and just have our regular PTC newsletter.
 - We need to have volunteer orientation info in our welcome packet.
 - Does the hawk squawk have to be a clickable link, or can we put it right in the body of the message? Carrie will explore.
10. PTC Room and 5th Grade Supply Room Clean-up and Organization day.
- Hospitality Cart – seems to be stocked, Kim will check
11. Back to School Packet Stuffing -- want to add PTC volunteer flyer
- 3 Hours, 15 volunteers total. Recruit your friends! Date to be determined.
12. Suggestion by Aine Sonnen for activity/learning designs painted on hardtop playground for rainy days
- Example: <https://fitandfunplayscapes.com/product-category/stencil/>
 - Similar to suggestion by Lynne Carlton called Jump to Math
 - Would we hire a vendor to do it? How much does it cost? Cost could come out of surplus – it benefits everyone, and entire community.
13. Hiteon PTC Website Updates
- Kristin is working on updates.
 - Anyone needing updates can email Kristin at website@hiteonptc.org
 - Need to update school supply list on PTC website – Carrie to ask Kristin to do ASAP.
14. Reminder to review PTC checklists and setup email accounts