

Hiteon PTC Board Meeting Minutes
October 9, 2019 6:00PM

Board Members Present: Kim Rivers, Carrie Tillotson, Rebecca Kanarek, Amy Fabian-Crump, Aaron Sarver, Joni Epstein, Danielle Kolp, Brenda Montgomery

Others Present: Heidi Brown

Action Items:

- Kim to discuss Flood Relief Fund with principals to come up with action plan for using that money.
- Aaron/Amy to talk with people interested in Passport club, to see if they want to make plan for re-implementing it next year.
- Need someone to draft communications about Passport Club for Hawk Squawk newsletter.
- PCT Bulletin Board: Need someone to make space for current flyers and calendar, and someone to update calendar regularly.

Discussion Topics

1. Final Budget Confirmation - Standard Budget Review - Joni Epstein
 - o Flood Relief Fund - total amount donated was \$1560
 - i. District insurance is covering both school and personal property, almost everything. Can school divide up the money between the teachers that were affected? There might still be items teachers haven't had replaced. We can reach out to teachers to clarify that we have the funds available for any remaining items that haven't been replaced.
 - o Fun Run Clarification of line items
 - i. Income – anticipated \$50,000.
 - ii. \$5000 corporate sponsorship income cancels itself out in expenses for Fun Run T-shirts and Uberthons (totals \$5000).
 - iii. Still \$5000 out of general PTC budget for other general Fun Run expenses.
 - iv. Discussion about Fun Run prizes, T-shirts
 - o Small amount of Fun Run 2019 money came in

- \$10.00 donation for popcorn – what to do with it? Will be included with October popcorn money.
 - Money for 3rd and 4th grade Math Labs. What to do with it since those math labs aren't happening? Those programs were in operation as of May last year. No decision.
2. Laminator Grant Request - \$1871.99
- Request from Marti. Current machine is no longer processing correctly. All teachers use it for variety of purposes. Grants fund total is \$3000.
 - What is Grant fund usually used for? Or should it come from Special Purchases? Special Purchases – so far have used it for past due items from last year.
 - Motion to approve laminator purchase from either the grant request fund or special purchases:
 - i. Motion passed, 7 in favor, 1 opposed. Joni will clarify which of the two line items it should be expensed to.
 - ii. Grant Requests fund from last: Printer ink, reading resource, projector system in Gym
3. Scholastic funds to support Title 1 “sister” school
- Hiteon librarian will donate 5% of Book Fair library funds to Greenway Elementary. Board members are in support. Our library is flush with books, and Greenway will get to replenish some of their library.
4. Author Visit:
- Carrie's update: \$500 line item for author visit. Two authors contacted so far - one is author suggested by our school librarian. Two quotes, one for \$1100 and one for \$1500.
 - i. Yes, we'll go forward with paying more for author visit. Up to \$1500 dollars. We will discuss where it should come from at next board meeting.
5. Production Room near 5th Grade Cleaned out
- There were some Art Lit items in the 5th grade wing production room. All is cleaned out now.

6. Passport Club

- Teachers were notified that there will be no Passport Club this year.
- For kids who have signed up, booklets and stickers can be sent home. We have a lot of carry over supplies.
- There have been volunteers interested in chairing and volunteering.
- Last year had a bit of a late, rocky start last year, too. Last year was first year as an opt-in “club” for kids. If start the program late, have to double-up on testing at some point. It also requires kids to come out of their classrooms – so is a bit of a scheduling challenge. It’s also very parent-volunteer intensive. Need to have a plan in spring for how plan to run it the following year. End goal could be to have a plan in place for next year by the end of this school year.
- We will let it remain canceled for this year. VP2s will talk with the two parents who expressed interest in possibly leading/taking it over next year.

7. Introduction of Heidi Brown to new board members - Aaron Sarver

- Heidi has a wealth of knowledge and can be a resource for current board members, as needed.
- Closet in 5th grade closet – has lots of supplies/posters/banners for PTC events. There are banners for bike and walk to school, staff appreciation, fun run, etc.
 - i. Carry-over items – like Fun Run prizes from last year (e.g. bottles, medals, dinosaurs). May need to make a decision for how to use these items – prizes for any other events?
 - ii. Last year had Fun Run electronic tracker. Still old table cloth trackers from previous years. Can re-use these tablecloths for other events.
 - iii. Walk and Bike to school supplies – May be able to pass some items onto Bingo night, raffle off for other ideas.

- iv. PTC Bulletin – Need space for current events flyers, and current calendar. Calendar would have the current monthly events. It's in PTC office next to desk on the floor.
- v. Heidi provided her contact information to the board members.

Did not get to the remaining items.

- 8. Strings Music program - Julia McGarrity
- 9. Cub Scout and PTC Relationship - David Grimes
- 10. Staff Conference Dinner
- 11. PTC Meeting agendas
- 12. Committee Chair vacancies
- 13. Smore Newsletter renewal - possible cost split with Middle School PTO
- 14. Upcoming events
 - 10/14-10/18 Book Fair
 - 10/18 Popcorn Friday
 - 10/30 Passport Check
 - 11/6 Next PTC Meeting
 - 11/12 Art Lit Training
 - 11/14 Picture Retake Day
 - 11/15 Family Dance