

Hiteon PTC Board Meeting Minutes October 21, 2020

Present: Kim Rivers, Kristin Glover, Amy Fabian-Crump, Joni Epstein, Rebecca Kanarek, Ashleigh Hendrick-Horner, Danielle Kolp, Aaron Sarver

Discussion Topics

1. Not able to meet with principals yet this month due to scheduling difficulty.
 - a. Meetings are now scheduled monthly for the rest of the year.
 - b. If anyone on board has anything to address with the principals prior to the general meeting, let co-presidents know.
2. Budget Update
 - a. Treasurer Joni spoke with Marti.
 - i. Asking to use curriculum funds up to \$3600 (initial estimate to cover the entire school) to use for online Scholastic subscription. Online subscription is per student not per grade.
 - ii. We have \$13,000 budgeted for curriculum. Will split that up amongst the 7 classifications for curriculum support.
 1. The funds support entire grade level, EGC, speech, and resource room.
 2. **Decision: We budgeted and planned for it. Once we know the total cost, it will come out of curriculum support.**
 - iii. Marti shared she thinks BSD is supporting staff s'more accounts. Marti will look into this and let board know.
 1. **Decision: If BSD not supporting these subscriptions, then will be reimbursed out of individual staff funds.**
 - b. Discussion about current state of tax return.
 - i. Needs to have another board member review tax return prior to filing.
 - ii. **Action: Treasurer Joni to have another board member review taxes and will file taxes. Treasurer Joni to reconcile bank statements and will ask another board member to help out with that.**
3. Back to School Mailing
 - a. Went out last week
4. Diversity chair position
 - a. Stradivari Silbulboro and Pearl Wenchang have both graciously volunteered to co-chair and/or be a part of the committee.
 - i. **Action: VP-2 Amy to set up meeting with potential co-chairs to meet and brainstorm ideas of what this position and committee will entail.**

- b. Discussion about starting committee chair(s) to hold position longer than 1 year. Communicate with them that they have the PTC support to help the chairship and committee grow so there is a strong foundation.
 - i. **Decision: Consider amending length of terms for board and committee positions. Board to further discuss.**
 - ii. **Action: Co-President Kim to add "review bylaws" in next board meeting agenda.**
- 5. Birthdays with Harley
 - a. Discussion about how Harley has already been greeting students in classes during zoom.
 - b. Discussion about how principals brought up concerns with sharing costume, health risk/impact and equity but left it open for discussion.
 - c. **Decision: Board to further discuss after co-presidents talk to principals.**
 - d. **Action: Co-presidents will talk to principals regarding if Harley birthday greetings already being done by Hiteon and not PTC.**
- 6. Pumpkin Decorating Contest
 - a. Categories by grade are available for posting on the Facebook page
 - b. If you are unable to post yourself, email to president@hiteonptc.org
 - c. Submissions due by Thursday, October 29
 - d. Winner announced Monday, November 2
 - e. Discussion about how to choose/vote.
 - i. **Decision: Board to vote as long as board member doesn't vote on a grade they have a child in.**
 - f. Marti will send info out to the teachers to announce to classrooms. Some teachers are already posting contest announcements on Seesaw.
- 7. Virtual Book Fair
 - a. Book Fair website is up but not active until Book Fair week starts.
 - b. Discussion on Teacher Wish Lists for their classrooms.
 - i. **Action: Board will check with Laura if this can be done.**
 - c. Discussion about need to continue to promote Virtual Book Fair.
 - i. Flyers or poster posted at library book pick up at Hiteon.
 - ii. **Action: VP-2/Communication chair Amy to reach out to Marti to see if it can be announced via email to Hiteon community again. Amy will post announcement on PTC facebook page and check with Laura about poster.**
- 8. December Event Ideas?
 - a. Discussion about whether to have a December event or not.

- i. Suggestion to use Adams screenprinting (spirit wear supplier) for items to sell for holidays. However, they are only able to do a set sale, not a fundraiser.
 - ii. **Decision: Need to discuss further and look into other suppliers willing to do a fundraiser rather than just a straight sale**
 - b. Discussion on what can be done in place of winter parties.
 - 1. Action: Co-presidents to ask principals about this.
- 9. Dining for Dollars
 - a. VP-2 Amy reached out to Dining for Dollars chair Tiffany for newsletter info and she was still working on this.
 - i. Action: VP-1 Danielle to contact Tiffany regarding an update on this and newsletter info.
 - ii. Discussion on Handel's Homemade Ice cream fundraiser.
 - 1. Flyer sent to Hiteon.
 - 2. Action: Forward flyer information to Tiffany and Danielle.
 - iii. Danielle has a lead on event with Five Guys and Mod.
- 10. Major fundraiser for the year
 - a. Discussion about what to do for a major fundraiser this year so we can start planning.
 - i. Check writing campaign
 - ii. Virtual Readathon
 - 1. We like this idea and it is a great way to transition from book fair to a readathon possibly in January.
 - 2. **Decision: Board to discuss further details.**
 - 3. Action: Co-president Kristin to look at information she received about readathon.
 - iii. Virtual Fun Run
 - 1. Discussion on how to promote sponsors from last year.
 - a. **Decision: Already posted on PTC website and can promote on PTC facebook page.**
 - 2. Discussion on starting communication with last year's sponsors and rolling over their donations to this next fundraiser.
 - a. Action: VP-1 Fundraising Danielle to communicate with those sponsors once we know what we are doing.
 - b. Action: Secretary Ashleigh to reach out to friend at Cooper Mountain Elementary and find out how CM held their recent virtual fun run.
 - iv. Virtual Auction -Did not discuss.

11. Open Discussion