

Hiteon PTC Board Meeting Minutes September 23, 2020

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

Discussion Topics

1. Recap of meeting with Principal and Vice Principal
 - a. Co-Presidents met with principals and Marti last week.
 - i. Discussed Staff changes due to budget cuts.
 - ii. Discussed PTC hosting a Hiteon families social via zoom meeting.
 1. Principals brought up that this should be a virtual social gathering and not a Q&A with principals, as there are already “coffee with principals” scheduled.
 - 2. Decision: Board to further discuss details.**
 - b. Discussed how to use class party funds if parties are not being held.
 - i. **Decision: Keep funds for future parties if/when they are allowed. Staff can provide specific proposals how they would like to use class party funds and Board can further discuss.**
 - c. Discussed how Hiteon is funding subscriptions for online resources.
 - i. Would like details of what Hiteon is spending on distance learning. PTC can then discuss how/if we can help fund this new school expenditure.
 - ii. **Decision: Revisit in Dec/Jan Board meeting.**
 - d. Principals invited Co-Presidents to staff meeting to introduce PTC to new staff. Likewise, Co-Presidents expressed desire for staff presence at PTC meetings.
2. Budget Update
 - a. Discussion about expanding ACH use to accept donations from supporters (managed by Benevity) who wish to give via direct debit.
 - i. **Decision: Motion approved to expand ACH use.**
 - b. Discussion about taxes -prepped, reviewed with CPA, need for second look by another board member, and taxes to be filed in November.
 - i. **Action: Treasure Joni to have another board member give second look over taxes and then Treasurer Joni to file taxes in November.**
 - c. Discussion about setting up online accessibility for teacher reimbursements.
 - i. Google drive for teachers to upload receipts.

1. Need to consider privacy issues with this.
 - ii. **Action: Treasurer Joni to look into this further.**
 - d. Discussion on how to account for money raised and not spent last year (2019/2020). i.e. Fun run sponsors, 5th grade party fund.
 - e. Discussion about budgeted income/expenses vs actual income/expenses.
 - i. Room party budget updated to account for updated class sizes.
 3. Back to School Mailing
 - a. Insert/Flyer
 - i. Will include McDonalds cookie vouchers, Hiteon stickers and information flyer about PTC.
 - ii. **Action: Co-President Kristin to make flyer and mail out this weekend.**
 - b. Logistics
 - i. **Action: Co-President Kristin to reach out to Marti to clarify what we are allowed in school building for- i.e. can we be in building to make copies/cut flyers?**
4. Birthdays with Harley
 - a. Discussion on how to do this.
 - i. Donation of \$20 for a birthday shout out by mascot.
 - ii. Would like to use this as a general fundraiser.
 - b. Discussion about logistics.
 - i. Limit with scheduled time slots- one day a week?
 - ii. Will need volunteer to dress up as mascot and adhere to social distancing.
 - iii. Equity concern regarding cost- suggested donation instead to allow everyone to participate.
 - c. **Decision: Board will further discuss over email.**
 - d. **Action: Co-Presidents to contact principals and see if we have access to mascot.**
5. Pumpkin Decorating Contest
 - a. Discussion about details.
 - i. Submissions due by Wednesday, October 28th
 - ii. Winner announced Friday, October 31st
 - iii. **Decision: Board to further discuss logistics over email.**
 - iv. **Action: Co-President Kristin to reach out to Principals about using Seesaw for PTC announcements/reminders. Communications Chair Amy to advertise via website/Facebook page in mid-October.**
6. Virtual Book Fair
 - a. May be in October not November.

- b. Waiting on details from Book Fair Chair Laura.
- 7. December Event Ideas?
 - a. Suggested winter scene dioramas contest.
 - b. **Decision: Board to further discuss ideas over email.**
- 8. Dining for Dollars
 - a. Did not discuss.
- 9. Open Positions
 - a. Co-vice President 1 Fundraising
 - i. Discussion to continue to promote the need for this position.
 - ii. **Action: Communications Chair Amy to promote the need to fill this position via webpage and social media.**
 - b. Diversity and Inclusion Chair
 - i. **Action: Communications Chair Amy to promote this position via webpage and social media.**
- 10. Open Discussion
 - a. Discussion about virtual volunteers with Volunteer Coordinator Rebecca.
 - i. Possible zoom volunteers for breakout rooms.
 - 1. Minimum of 2 volunteers per breakout room.
 - ii. **Decision: Will wait on further guidance from BSD and Hiteon regarding volunteers.**