

Hiteon PTC Board Meeting Minutes January 20, 2021

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

Discussion Topics

1. Update from Principals Meeting
 - a. Co-president Kim met with principals last Monday. They are busy getting the school ready for the potential start of in-person learning.
 - b. Discussion on 3 things the principals would like PTC to collaborate on funding wise.
 - i. Upgrade technology in classrooms.
 1. Need for at least 3 apple tv packages, about \$825 each.
Collaboration would be splitting the cost of tv packages.
 - ii. Sneeze guards
 1. BSD has funded these for office space and shared spaces.
 2. Will need sneeze guards for times when a teacher/aide and student will need to be closer than 6 feet.
 3. Need for 40 sneeze guards which is about \$3k.
 - iii. Individual student bins
 1. To avoid sharing materials, there will be a need to purchase bins for each student.
 - iv. **Decision: Principals to provide a proposal of what is needed and the why or what happens if not able to attain these, details, and cost for PTC Board.**
 - v. **Action: Board to meet (virtually) and discuss once proposal received from Principals.**
 - c. Discussion on D&I meetings and she is excited with the progress made and what the committee is coming up with.
2. Budget Update
 - a. Treasurer Joni will be at Hiteon to pick up checks from recent d4\$ fundraisers.
 - i. MOD pizza \$240
 - ii. Chipotle \$247.50
 - b. 1099 taxes are due and ready to be signed.
 - c. Discussion on bank reconciliations.
 - i. Treasurer Joni completed them by doing the checking herself. Bank reconciliations are in the quickbooks. Treasurer Joni did not follow process due to COVID and will meet with co-president Kristin to audit. Books are available for anyone to look at.

- ii. **Action: Co-president Kristin to assist Treasurer Joni to audit the bank reconciliations.**
- 3. Review Bylaws
 - a. Discussion on proposed change regarding term limits.
 - i. Board member or committee chair to commit to at least one year term with preferred minimum of two years.
 - ii. **Action: Co-presidents to ask the Board 5 days before to review Bylaws. Will review Bylaws at February meeting.**
- 4. Diversity and Inclusion
 - a. Discussion on committee updates.
 - i. Meeting went well on Tuesday night.
 - ii. Attendees were engaged and provided ideas and suggestions.
 - iii. D&I Survey will be included in the upcoming PTC newsletter.
 - iv. Received diversity demographics from Assistant Principal Jenny Read-Emslie.
- 5. Art Lit
 - a. Discussion on status of Art Lit program.
 - i. VP-2 Amy met with committee members to brainstorm ideas for Art Lit. Poll was posted on PTC facebook page to gauge interest but did not have enough turnout/response. Don't know if parents have the capacity to help students with take home art projects.
 - b. Decision: Art Lit will be on hold for the remainder of 2020-2021 school year.**
- 6. Fun Run
 - a. Discussion on Fun Run
 - i. There are no current chairs for the Fun Run committee. Will need to reach out to Hiteon community for interest.
 - ii. Fun Run will be virtual.
 - 1. VP-1 Danielle researched several virtual platforms. Pledgestar is easiest to navigate and should be the one used.
 - iii. Fun Run will be held the first week in May.
- 7. Bingo Night
 - a. Co-President Kristin will take the lead on this.
 - b. Decision: Plan for Bingo Night on April 9. Details to come.**
- 8. Science Fair
 - a. Discussion on status of Science Fair.
 - i. Co-Chairs are Rebecca and Seth Epstein.
 - ii. Needs to be hosted on a virtual platform.

- iii. Waiting on email from Principal Meghan in response to using a virtual platform. Traditionally the week before Spring Break.
- iv. **Decision: Plan for Science Fair on March 12. Details to come pending response from Principal Meghan.**

9. Open Discussion

- a. VP-1 Danielle suggested sending art project ideas home during Spring Break.
 - i. Pick 5 projects to post on facebook page. Post one a day. Just to provide ideas using items students already have at home.
 - ii. **Decision: Board to discuss more and come up with 5 projects.**
- b. Discussion on Bottledrop fundraising with blue bags.
 - i. There is a small fee to purchase blue bags and make available to Hiteon students/families to pick up during library pick up hours.
 - ii. Blue bags with tags get dropped off at Bottledrop locations and money is deposited into a PTC bottledrop account.
 - iii. **Action: VP-1 Danielle to confirm fundraising details and set up Bottledrop account for PTC.**
 - iv. **Action: Co-presidents to include in Presidents' letter about the intent of fundraising with Bottledrop.**
- c. **Action: Communications chair Amy to include in the upcoming newsletter call out for interest in anyone helping out with Fun Run, Bingo Night, Science Fair.**
- d. Discussion on idea for "hearts in windows."
 - i. Similar to teddy bears in windows done last Spring.
 - ii. Plan for the week of Valentine's day.
 - iii. **Action: Co-president Kristin to finalize details and send out announcement to Hiteon families via email and facebook page.**