

HITEON PTC BOARD MEETING MINUTES

February 11, 2015

9:00 am

Board Attendees: Stacie Ayers, Cathy Manor, Erica Ediger, Christy Weaver, Shannon Duffy, Ilirija Encinas, Melynda Stitt, Mary Pat Janowski, Sue Smith, Julie Lover

Other Attendees: Courtney Covington

Call to Order and Welcome – 9:03 am

TOPICS –

- **Past Events –**
 - **Clothes Closet:**
 - Next year use Help Counter for volunteer sign up
 - **Hearing Screening:**
 - Ran smoothly once documents were found
 - Signs were great
 - Volunteers did a good job of keeping it quiet, except the challenge of recess noise
 - Not everyone that needed to be tested was tested. They'll come back to finish testing on:
 - Friday, February 13th at 12:00pm
 - Tuesday, February 24th in a.m.
 - Would like volunteers for these two days
 - **Baja Fresh and Boardwalk Dining for Dollars:**
 - Possible issues with how orders were tracked
 - Raised \$120
 - **Dude Event:**
 - A success! It went smoothly.
 - Well organized

- **Upcoming Events –**
 - **McTeacher Night:** Thursday, February 12th, 5:00-8:00pm
 - **Valentine’s Day:** did receive some feedback/comments on not having classroom parties
 - **Conferences:**
 - Melynda is ordering from Beaverton Sub Shop
 - **BINGO Night:**
 - Planning is under control, going well
 - Chairs appreciate the increased budget that we approved this year (so there won’t be so much reliance on donations like last year)
 - **Kindergarten Orientation:**
 - Same set up as past years
 - Thursday, March 5th at 9:00 am
 - Could use help handing out packets in the front hallway
 - **Science Fair:**
 - Extending sign-up deadline to Tuesday, February 17th
 - Erica will post a sign reminding students of sign-up deadline
 - Boards will be distributed soon
 - **OBOB** is underway
 - **Biz Town** for 5th Graders:
 - March 6th
 - \$18 this year
 - **Fun Run Update – Courtney:**
 - Logo is finalized
 - Yellow t-shirts with blue print
 - Finalizing the prizes so that they can shop for the best deals
 - Students who raise \$100 or more, earn a t-shirt
 - Hoping to get donated adult t-shirts
 - Courtney would like feedback on grand prize: Kindle or Go Pro camera
 - Assembly: talked with Meghan Warren about having one assembly on April 1st at the end of the day. She will get back to us.

- Meghan is up for having our top fundraiser be “Principal for the Day”
 - Sarah Hamilton has the run schedule completed, waiting for Meghan to approve it.
 - Once schedule is finalized, Courtney will provide it to us for posting on PTC website.
 - Fun Run packet will inform families to check website for run schedule and information.
 - Would like to have a volunteer in charge of greeting and providing general overview to our Fun Run volunteers.
 - Found an old Fun Run banner that we can use this year, no need to order a new one.
- **Smarter Balanced Testing:**
 - Will start the week of April 20th
- **Spring Movie Matinee Program:**
 - Flyers will be going home on Friday, February 13th
- **Library Presentation at PTC General Meeting** next Wednesday, February 18th:
 - Youth Services Librarian from the Murray Scholls Library will give a presentation on resources for students, parents and schools
- **Leadership Transition Planning Workshop**, Tuesday February 24th at 9:00-11:30am, at the District Administration Building at 16550 SW Merlo Rd.
- **PTC Transition** for 2015-2016:
 - PTC Board poster can go up anytime for signup for next year
- **New secretary**, Marti Spinks, has started position
 - *Provide Welcome Bag for Marti with a Hiteon t-shirt*
- **PTC Presidents’ Meeting with the Principal:**
 - Discussed Fun Run, Science Fair
 - Stacy and Cathy reiterated the need for updated information on the Hiteon website
 - “Dress Like a Character in a Book Day” will be during Dr. Seuss week (first week in March)

- The 4th and 5th Grade Student Advisory Committee is creating a plan for a Spirit Day
- Window Blinds:
 - Meghan is finalizing the order for blinds for all of the interior windows, except for the doors
 - Quote: \$3410 (an increase of over \$500)
 - Does PTC want to partner in the purchase of blinds? It is currently drawing from the school budget. We could provide half of the quote, \$1705.
 - Board votes to Approve \$1705. 2nd. All approved.
- District Safety Committee recommended painting the lower half of recess equipment poles to increase playground safety rather than padding.
- Meghan is working on her Technology Plan
- iPads – Now that 4th and 5th grade have Chromebooks, some of the previously purchased iPads from the upper grades will be reimaged and redistributed to the lower grades
- How does PTC Board want to manage maintenance of the iPads that PTC purchased?
 - One iPad is broken already. Scott Richards is investigating repair options.
 - Do we want to replace broken iPads or pay for repairs? We should have a written policy.
 - Repair iPad if able to do under \$ X
 - Replace if repair exceeds our limit. Request approval for replacement of iPad through a grant request or under the Technology Plan
 - *Erica will write a policy for iPad maintenance*
- **School Supply Kits – Lori Squire:**
 - Should we offer 10% discount on backpacks, lunchboxes and water bottles?
 - Board votes ‘no’.
- **Laminator Purchase?**
 - Should the Board look into purchasing a new laminator? They range from \$1000-\$4000.
 - *Stacie will follow up on this*

- **Box Tops – Wendy Fatz:**
 - 2nd submission on March 2nd.
 - Wendy Fatz will have contest in April.
 - Anything collected after March 2nd will be submitted next school year, although it will be counted for the contest.
 - Contest ends on Friday, April 17th
 - *Stacy will update Box Top information on the PTC website*

- **Hiteon T-shirts Online Ordering:**
 - Ilirija and Sue investigated many online ordering companies
 - Decided on Gear Up Sports (on Cornell and Bethany) – perfect set up:
 - No setup costs
 - We don't have to handle any money, distribution, etc
 - Year-round ordering for products
 - Our logo format needs to be altered for use online.
 - *Ilirija and Sue will talk to Amy to design a useable logo.*
 - Once Gear Up has our art work, it only takes 4-5 days to set up.
 - Board approves moving forward with Gear Up online ordering. 2nd. All approved.
 - We'll still be able to offer t-shirts for \$9.

- **Meeting Adjourned – 10:25am**

**** Please Note: all action items are italicized***

- **Next PTC General Meeting:** Wednesday, February 18, 2015 at 6:30pm