

# HITEON PTC BOARD MEETING MINUTES

March 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:** Christine Purvis

**Call to Order:** 9:04 am

## TOPICS –

- **Past Events –**
  - **Valentine’s Day –**
    - Cathy and Stacie followed up with Meghan
      - Staff was fine with not having PTC funded Valentine’s parties; most parents were as well.
        - However, there were some inconsistencies in how classrooms handled it. Some teachers allowed time for students to have a Valentine’s exchange, while other teachers did not
  - **Conferences –**
    - The dinner we provided went well. Thank you, Melynda! Sub Station was great to work with.
  - **BINGO –**
    - Had slightly more attendees this year
    - Moving 5<sup>th</sup> grade raffle sales and concessions from the gym to the hall worked well
    - Jason Ashley will organize next year
  - **Kindergarten Orientation –**
    - Marti will send out email to parent volunteers to gather feedback

- **OBOB –**
  - Mrs. Snell’s 3<sup>rd</sup> grade team went to regionals last week
  - Trophy is now updated with new teams
    - *Each year it needs to be updated*
  - *Check with office about where to have it displayed* (currently it is in the office). The library would be a nice place to show it, along with OBOB pictures.
  
- **Biz Town –**
  - Took advantage of the scholarship
  - Went well
  
- **Spring Matinee Program –**
  - Ticket Sales: approximately \$360 in profits (lower than profit last year)
  
- **Character in a Book Day –**
  - Went well
  - Some pictures were taken to capture the various book character costumes
  
- **Upcoming Events –**
  - **Science Fair – March 12<sup>th</sup>**
    - We have about 158 projects and 210 students signed up
      - There are also some 4<sup>th</sup> graders (Chelf and Marr’s students) doing group projects (in addition to their personal projects)
    - K-2<sup>nd</sup> grade will be in the cafeteria, 4 projects per table
    - 3-5<sup>th</sup> grade will be in the gym
    - We have 12-14 reviewers
      - We will start with the younger students’ projects
      - Students will be notified about when the reviewers will look at their project
    - At sign-in, there will be a little questionnaire that the students can use to ask other students about their projects. Then those questionnaires will be entered into a raffle for two prizes.
  
  - **Passport Club –**
    - Received a suggestion in our website’s suggestion box to post the Passport maps on our PTC website

- Cathy contacted the owners of the Passport Club program, they do not want their copyright-protected material posted on web
  - There is a link on our PTC website for Passport Club: [passportclubonline.com](http://passportclubonline.com)
    - They're revamping the maps and the stamps. They have teacher-support materials online.
      - Cathy informed Mrs. Oordt about all of the available material online
- **Subway D4\$**– March 19<sup>th</sup>
  - Will be advertised in Hawk Squawk
  - There will be a competition between classes. Students who go to Subway will put their teacher's name in a collection box. And the winning teacher will receive Subway lunch for a week, and students will each receive a cookie.
- **Popcorn Friday** – March 20<sup>th</sup>
- **Spring Break** – March 23<sup>rd</sup> – 27<sup>th</sup>
- **Fun Run Kick-off** – April 1<sup>st</sup>
- **Next PTC meeting:** Wednesday, March 18<sup>th</sup> at 9:00am
  - Contact Jeff Hicks (School Board member) to attend our meeting
- **5<sup>th</sup> Grade Fundraising** –
  - Request to sell leftover concessions (from BINGO) at Science Fair.
    - Bottled water and glow sticks will be fine to sell, but not food.
  - Sell leftover Science Fair t-shirts?
    - Board votes to let 5<sup>th</sup> graders sell t-shirts and take the profit.
- **Save the Date for our End of the Year Celebration** on May 31<sup>st</sup>, 3:00-7:00pm at Summerlake Park
- Reminder to use **HelpCounter Just Say Yes** contacts
- **Board and Chair Positions** have been posted on our bulletin board, on our PTC website, and will be advertised in the March Hawk Squawk
- **Budget** – Erica
  - Taxes/filing expenses line item increased to \$1529

- We incurred \$114 in fees related to missed filing dates from previous years, which has caused us to be \$104.31 over budget.
      - In addition, there is one more tax cost, for approximately \$10, to mail this year's tax information as certified mail, which Erica will be submitting for reimbursement.
      - In total, we will be approximately \$114 over budget for this line item this year.
    - Book Fair: original plan was to use only scholastic dollars. However, it was later decided by Mrs. Paldino to take the proceeds in cash.
      - *Need to follow up on where the check is*
  - **Online Apparel Update** – Ilirija and Sue
    - Need a new Hiteon logo for application in various forms
      - Amy Keck is working on this
        - Cannot set up website until they have that
    - Sell some items with last year's logo
- **Principal's Remarks** –
  - Playground Equipment –
    - New bridge has been installed
    - BSD will put reflective tape on the swing set poles to increase safety
  - Hiteon Website –
    - Dawn Hosea is working on it (until Marti has received the required training)
      - Please let Dawn know if you have any changes/corrections
  - STEM Dollars –
    - Meghan asked Mrs. Oordt to talk to teachers about this
      - May 15<sup>th</sup> is deadline to get something going
- Challenges for Chairs with contacting/scheduling meetings with Meghan
  - *Mary Pat will talk with Chairs*
  - *Cathy will ask Meghan how she prefers to schedule appointments*
- **Other Items/Questions** –
  - **Lice Issue** – Christine Purvis
    - Would the PTC help provide funds for treatment services for families struggling with this issue through a business, such as "Lice Knowing You", on a very limited basis?
      - The Board voted not to use PTC funds for this purpose. The Board deemed it beyond the scope of the PTC's function,

and beyond its guidelines as defined by the by-laws. It would not be appropriate to use PTC funds in this manner.

- As a follow up:
  - *Ask Johanna Shrout to ask the rest of Beaverton elementary school parent organizations if they ever have this issue and, if so, how do they help manage it?*
  - *Encourage the school to follow district policy on this issue, as well as pursue education and prevention procedures in the building.*

- **Meeting Adjourned:** 10:37am

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

- **Next PTC General Meeting:** Wednesday, March 18<sup>th</sup>, 2015 at 9:00am