

HITEON PTC BOARD MEETING MINUTES

April 1, 2015

9:00 am

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

Other Attendees: Jennifer Klingner

Call to Order and Welcome – 9:16 am

Topics:

- **Principal Meeting Overview:**
 - Stacie and Cathy met with Meghan on Monday
 - **Spirit Week** will be same week as Fun Run week:
 - Monday, April 13th: Hiteon Spirit Wear
 - Tuesday, April 14th: Crazy Sock Day
 - Wednesday, April 15th: Pajama Day
 - **PYP/IB Rep Visit on April 13- 14th:**
 - To assess some classes and
 - To talk with parents and gather feedback
 - If you're interested in talking to the PYP/IB Rep, please let Meghan know
 - **BLC Issues:**
 - Individuals from BSD Special Education will be doing some training and education
 - This school year has seen two changes in BLC:
 - (1) There is no longer a safe room
 - (2) There is a hands-off policy with BLC students
 - **Who's in Charge** when principal is not at Hiteon?
 - If Meghan is not at Hiteon, see Marti in the office. She will know what staff member is filling in.
 - **Central Calendar Problem:**
 - This year the large calendar in the front office, which provides access to everyone for all Hiteon activities and building use, has been replaced by an online internal calendar.

- Stacie and Cathy again discussed the issue (that there is no central calendar accessible by parents and staff) with Meghan. This has caused conflicting activities.
 - **Summer Office Hours:** may have office open two weeks after school, and two weeks prior to school beginning. Concern over PTC mail and school information during the summer, Meghan is looking into having a secretary monitoring mail and information in summer
- **Board Positions Open for Next Year –**
 - In an effort to encourage parent participation on our 2015-2016 PTC Board, we will:
 - Advertise May voting on our PTC website
 - Explain to parents that our PTC meetings do not have to be in the day, so we can include and encourage working parents
 - Reiterate the PTC Board term of 2 years per Board position
- **Contacting Current Chairs –** Melynda sent out an email to all current chairs to see who is returning to chair position, and who is not. She also sought suggestions of other parents who may be interested in chairing an event.
 - Priscilla Irby will continue being Laminator and Workroom Trainer chair
 - Wendy Fatz and Shannon Duffy will chair Box Tops, and also be on PTC Board as Volunteer Co-coordinators
 - Amy Johnson and Michelle Hill will co-chair the Dude Event again
 - Jason Ashley will chair BINGO
 - *Shannon can advertise open chair positions in the Hawk Squawk.*
 - *Melynda and Mary Pat will get the open Chair list to Shannon*
- **Spirit Apparel Logo –**
 - Ilirija and Sue are looking at options in the logo for our apparel. Amy Keck provided 6 logo variations.
- **Upcoming Events –**
 - **Fun Run Kick-off**
 - Assembly today, April 1st
 - Prizes Assembly will be adjusted because some 3rd grade classes have testing that day
 - **General Meeting:** Wednesday, April 8th at 6:30pm
 - Mrs. Oordt will give PYP overview
 - **Box Tops Contest deadline** is April 17th
 - **Field Day** is coming up

- Melynda and Mary Pat will contact Sarah Hamilton
 - Whatever otter pops and cups we have left over from Fun Run can be used for Field Day
 - **Staff Appreciation Week** – “We are Sweet on You!” theme
 - Use Sign-Up Genius again
 - **Art and Culture Night** – Erica
 - Working on dragon theme. Planning on displaying it in the library, near the computers.
 - Would love help putting up students’ art in the hallways for the event
 - Teachers are excited about incorporating the cultural aspect
- **Past Event** –
 - **Subway D4\$** – March 19th
 - Mrs. Ashley’s class won! So Mrs. Ashley will have week of sandwiches
 - Fundraising went well
- **School Calendar** –
 - Start working on school calendar next month
- **Comments/Questions** –
 - **2015-2016 PTC Budget Draft** –
 - Erica will be starting the draft of the budget for next year. As a draft, we’ll likely propose something similar to this year’s budget allocations.
 - If you have suggestions, please let Erica know
 - \$10,000 for Technology may need to be allocated elsewhere so it will be used
 - Passport Budget may need bigger budget, they are changing the stamps and maps
 - Increase budget for our PYP cultural education
 - **Laminator** –
 - Stacie investigated prices for a new laminator: \$2500-3500. May need to try the current laminator again to explore whether there needs to be more heat-up time or other changes to enable it to work better.
 - **iPad Repair/Replacement Policy** –
 - Erica is working on this
 - If an iPad dies, then a request for a new iPad needs to go through the grant request process

- **Technology Needs –**
 - Speaker dongle for AppleTV's, RedCats, projectors

- Meeting Adjourned: 10:38 am

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

- **Next PTC General Meeting: Wednesday, April 8th, 2015 at 6:30 pm**