

HITEON PTC BOARD MEETING MINUTES

May 13, 2015

9:00 am

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

Other Attendees: n/a

Call to Order and Welcome – 9:10 am

Topics:

- **Budget Update:**
 - 20 iPads have been ordered through BSD
 - STEM Expenses: \$1655.53 has been used
 - Next year, try to encourage usage early in the school year. And maybe provide teachers more freedom in how to use funds.

- **Grant Requests & Updates:**
 - **5th Grade:** 3 grant requests for \$500/each for their garden beds (e.g., planter box installation, bark dust, etc). The PTC is not covering the entire cost; we are supplementing it. The grant requests include the BSD project approval. \$1500 will be paid to Hiteon for this garden project.
 - Motion to approve. Seconded. All in favor.
 - **3rd Grade:** \$1149 for TI108 calculators (125 total). The calculators were removed from parent purchase list to save parents some money. These will help students with math/story problems.
 - Motion to approve. Seconded. All in favor.
 - **Change \$500 Grant Limit:**
 - We will remove the \$500 grant maximum. In the future, grant amounts will be assessed based on the PTC budget.

- **Other Purchases:**
 - **Laminating Roll:** Cathy purchased a laminating roll for \$59 to use for all of the new Passport Club maps.
 - \$59 will be removed from the PTC Supplies fund.

- **Redcat** quote for the Cultural Language class: \$841 (with school discount). The redcat will be for the PYP Language Program, not specifically for Mrs. Strub.
 - Ideally, the redcat would be purchased through the Technology Fund, but this time we will use the Special Purchases Expense fund.
 - Motion to approve. Seconded. All in favor.
 - *Cathy will follow up with Mrs. Strub.*
 - **iPad cases:** Cathy researched different options
 - Cathy ordered one rugged iPad case for \$19.99 from Amazon to check out before ordering the other 19 cases
 - The case with the handle seems to work best for the lower grades
 - **Recess Supplies:** can we better handle recess supplies? Is there ample equipment (e.g., balls, jump ropes)? Gather feedback from teachers.
 - **Passport Club:** \$915 for the new Passport program (including new maps and new stamps)
 - Do we want to pre-purchase it so it's ready for next school year?
 - Yes, increase Passport budget for this year to cover new program expenses.
- **Past Events:**
 - **Fun Run** – went very well!
 - There has been some discussion on organization: PTC Board duties vs. Fun Run Chair duties?
 - Break out the VP1 Fundraising task list
 - Add sub-committee chair(s)
 - Treasurer should be an automatic member of the Fun Run committee
 - **School Spirit Week** – was April 13-15th a good time to have it?
 - People liked having Fun Run and Spirit Week together.
 - Some felt we need more small Spirit Events for students during the year.
 - **Staff Appreciation** – went really well!
 - **District Science Fair at Tektronix**
 - Everyone that was selected from Hiteon was there!
 - Well run event
 - **Upcoming Events:**
 - May 15th – **Colonial Fair** Popcorn as been rescheduled to May 29

- It is helpful for volunteers who will have 5th graders next year (in the future) to volunteer at the Colonial Fair this year so they can see how it runs.
 - May 18th – **McMenamins Dining for Dollars** from 5:00pm - Closing
 - May 21st – **Last Passport Check**
 - May 28th – **Art & Culture Night** (two shifts: after school and evening)
 - May 29th – Popcorn Friday
 - June 2nd – **Cold Stone Creamery Dining for Dollars** from 4:00-8:00pm
 - June 3rd – **Last PTC General Meeting**
 - June 5th – **Field Day**
 - June 11th – **End of the Year Classroom Parties**
 - June 12th – **Last Day of School**
 - **PTC Potluck:** May 31st from 3:00-7:00pm for PTC celebration at Summerlake Park
 - **District Meeting** for incoming parent group officers will be on Tuesday, June 2 from 9:00-11:30 am. The meeting for the Volunteer Coordinators is Tuesday, May 26 from 9:00-11:30am.
- **Action Item List & Follow-Up:**
 - **Open Board and Chair positions**
 - Vote in new members on May 20th at 9:00am at the PTC General Meeting
 - **Proposed 2015-2016 Budget:**
 - *Begin work on next year's proposed budget*
 - *Melynda and Mary Pat will check with the 2015-2016 Chairs about the dates proposed for next year*
 - **Fundraising Report:**
 - Thank you Melynda for sending out our fundraising report to Johanna Shrout
 - **Contact Information Forms** for Johanna Shrout (new officers & volunteer coordinators)
 - **BSD:** Follow up on swing set poles safety tape
 - **Chromebook Printing:**
 - Cathy and Erica got Chromebook printing to work for 5th Grade
 - **School Beautification:**
 - Would be a great thing for the Community Partnership group to lead
 - **Labels for Education:**

- Sarah Hamilton will place an order using our Labels for Education points. Current balance (as of 5/9/15) is 15,094. Points will rollover if not used this year.
 - **New Spirit Wear:**
 - Now available online through GearUpSports!
 - Promoted on PTC website and in Hiteon Hawk Squawk
 - Encourage next year's PTC to promote more
 - During summer, can we offer store pick-up option only, and offer delivery only during the school year?
 - *Ilirija and Sue will talk to GearUpSports*
 - **Die-Cutting Machines:**
 - Stacie researched options
 - \$400 for a new die-cutting machine
- **Principal's Remarks:** Cathy and Stacie met with Meghan
 - **2015-2016 School Calendar:**
 - BSD Clothes Closet: September 30th
 - Passport Check will be held over two days due to space limitations. The only space available is the cafeteria and it can only be used from 8:10-10:30.
 - **Back to School Curriculum Night:** Format is TBD
 - Stacie and Cathy recommended a schedule:
 1. Classroom session
 2. Principal's presentation
 3. Classroom session
 4. Principal's presentation
 - Meghan is also considering holding it two different nights
 - **District Calendar:** Cathy and Stacie recommended giving the district calendar to families at the end of the school year and waiting on the Hiteon calendar until the back to school packets.

Meeting adjourned 10:36am

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

Next PTC General Meeting: Wednesday, May 20th, 2015 at 9:00 am