

# HITEON PTC GENERAL MEETING MINUTES

March 18, 2015

9:00 am

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

**Other Attendees:** Meghan Warren, Heidi Brown, Holli Kivett, Katie Thomas

**Call to Order and Welcome** – 9:05 am

## Topics:

- **Principal Update:**
  - **Science Fair** –
    - Phenomenal job
    - Great organization
    - Thank you, PTC!
    - Meghan enjoyed talking with students and seeing the academics that were infused in their projects
  - **2015-2016 Kindergarten Dismissal Ideas** –
    - Thank you for the feedback regarding kindergarten dismissal (there will be four kindergarten classes). If you have any ideas, please share with Meghan
  - **Smarter Balanced** – state testing for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades
    - All teachers have done the practice test. Meghan encourages going through the practice test.
    - OAKS science testing will begin right after Spring Break for 5<sup>th</sup> graders (it will take place in lieu of Technology)
    - April 20<sup>th</sup> will be the start of Smarter Balanced testing. There is a master schedule that we'll work off of; it will be adjusted as needed.
    - Logistically, we need to keep testing environment secure. Dawn Hosea will use her technology lab for testing. Technology specials will be held in the library during this testing.
  - **Kindergarten** –

- The office is notating who wants ½ day kindergarten so that those ½ day students can be evenly spread among the classes. Most of the registration has been for full day.
    - Math and literacy will be taught in the morning, to ensure that ½ day kindergarteners do not miss any academics. Specials will take place in the afternoon.
    - Based on our projections, we'll have 90 kindergarteners that will be divided among four classes.
  - **Technology Plan Committee –**
    - Meghan would like a few parents to join the committee
    - As we build this technology plan, we want to think about devices for students. There must be consideration for keyboarding skills, and having devices that support that.
    - There are five iPads for each grade level
    - We will also be considering how to manage repair and replacement needs
    - We will also need to build into the plan professional development (training for the teachers)
      - It's one thing to have the devices, it's another to have our teachers trained in how to best utilize these devices to meet academic goals
    - We can mimic some of the plan that the BSD has developed for the chromebooks
    - Will consider ergonomic concerns as well
    - Suggestion to explore how other schools and districts develop their technology plan
  - **Newsletter Topic Ideas –** please let Meghan know if you have any thoughts/suggestions
  - **Learning Targets in Classrooms –**
    - Meghan is always looking for 'purpose' as she observes classes. That's why it's so neat to see students articulating what they're learning and working on in their science projects
- **Budget Update –**
  - **February's McTeacher Night \$** updated to \$1,039.90
  - **Tax Filing Expense:** this line item increased to \$1529
    - As discussed, and noted, in the March PTC Board meeting we incurred \$114 in fees related to missed filing dates from two years ago. This caused us to be \$104.31 over budget.
    - Everything is now all in order and up to date
  - **5<sup>th</sup> Grade Fundraising:**
    - 5<sup>th</sup> grade raised \$97 at the Science Fair (selling shirts and water)
    - Net Total raised: \$2,231.91

- Currently there are no plans for additional fundraising
  - **Blinds:** Erica has a check for Marti for half of the amount for the interior blinds.
  
- **Science Fair –**
  - Feedback was overall very positive
  - Good feedback from the reviewers regarding the process to review students in shifts beginning with our youngest students
  - Students and families appreciated having an approximate review time
  - Check-in line got backed up
    - Will make some changes to minimize long lines and streamline the check-in process
  - 124 prize drawing entries were submitted
    - Drawing prizes were announced to parents today.
    - Prize winners will be posted on the bulletin board in the hall
    - Stacie will announce prize winners in the classrooms tomorrow
      - Isabelle Boudreaux and Cooper Dawson from Mrs. Snell’s 3<sup>rd</sup> grade class
    - Students really took the time to fill out the reviews and engage other students with their projects
  - District Science Expo entries and prize winners were picked by Marti on Monday. In the process of contacting students to make sure they can attend.
  
- **Past Events –**
  - Valentine’s Day, Conferences, Bingo Night, Kindergarten Orientation, OBOB, Biz Town, Spring Matinee Program, Character in a Book Day, Science Fair
  - **Valentine’s Day –**
    - Concern that there was inconsistency in how classrooms managed Valentine’s Day this year (e.g., some classes were able to open cards, some classes were not given time for that)
    - Need better communication to teachers/students/parents regarding expectations. Make sure it is communicated what they *are* doing, not what they are *not*
    - Meghan will work with staff to ensure cohesiveness and consistency in Valentine’s Day celebration and its definition (e.g., each teacher will allot 30 minutes for opening Valentine’s and parents should not provide treats)
  
- **Upcoming Events –**

- **Passport Check** – Thursday, March 19<sup>th</sup>
  - In need of more volunteers
- **Subway Dining 4\$** - Thursday, March 19<sup>th</sup>
  - all day in two Subway locations (Murray Hill and Progress Ridge)
- **Popcorn Friday** – Friday, March 20<sup>th</sup>
- **Spring Break** – March 23-27<sup>th</sup>
- **Fun Run Kickoff** – Wednesday, April 1<sup>st</sup>
- **Box Tops Contest #2** – Ends Friday, April 17<sup>th</sup>
  
- **Fun Run Update** –
  - There will be two Fun Run kick off assemblies
  - No major changes in the logistics. Following the same set up as last year
  - There will be an Ice Cream Sundae party for the three top fundraising classes in the school.
  - 3<sup>rd</sup> grade class scheduled a field trip during the kick off assembly. We will need to accommodate this and find out why this happened.
  
- **Website Traffic** –
  - As of 3/16: 711 unique visits so far this month
  
- **Chair and Board Positions** are posted on bulletin board
  - Traditionally we have done our voting in June, but it would be favorable to have it in May (in order to attend BSD workshops in June). Need to really advertise the available positions
  
- **Action Items** –
  - **Recess Safety** –
    - BSD put up some reflective tape on swing set poles to increase safety. *Need to revisit this to improve visibility and ask BSD for further work. Meghan will follow up on this.*
    - New play structure bridge has been installed
      - *Need some non-slip material on the new play structure bridge*
  - **OBOB Trophy** –
    - Last year and this year’s winners didn’t have room, so the new trophy has room for them
    - Display in the library?
    - Pass on to new PTC next year to ensure they update trophy yearly
  - **Suggestion Box on PTC website** –

- We received a suggestion that Passport Club maps be posted on our PTC website
      - Cathy contacted the Passport Club owners about this request, but they do not want the maps posted on the website (copyright issue)
    - Check Passport Club website (there is a link on the PTC website)
      - [www.passportclubonline.com](http://www.passportclubonline.com)
      - Their website has something for students and teachers
      - Mrs. Oordt has been informed about this and will share with staff
      - The owners are working on posting their maps on their website
  - **School Lice Problem** –
    - There will be another notice of this in the upcoming newsletter
    - BSD Policy on Lice – one case of lice in a classroom will require classroom notification. Three non-related lice cases will require entire school notification.
    - We could do more communication, education and prevention
      - Meghan will discuss this at the staff meeting and have some further training
      - Discourage the piling of students' coats
  - **Hiteon Website**
    - Dawn Hosea is correcting/updating information until Marti is fully trained to do so. Please notify her if you have corrections/changes.
      - *The calendar needs updating for April-June events*
  - **BSD Annual District Survey** –
    - Information and link can be found on the PTC website
  - **Grant Request for 4<sup>th</sup> Grade** –
    - Approved by Board via email voting on March 16<sup>th</sup>
    - \$60 for 4<sup>th</sup> grade for the flocabulary.com website
  - **Volunteer Dessert** – Wednesday, April 22<sup>nd</sup>
    - Marti would appreciate feedback on what went well (and what did not) from previous years
      - Continue student performances
      - Continue 5<sup>th</sup> graders giving flowers
      - Continue having students decorate the tables (if possible)
      - Continue to have a theme for each year's Dessert
      - Create a personal invite for the volunteers (distributed via teachers)
  - **Staff Appreciation** – Katie Thomas
    - May 4- May 8<sup>th</sup>
    - This year's theme: "We are sweet on you!"

- Take over staff room and have different treats each day of the week
  - Raffle drawings in staff room
  - Utilize Sign-up Genius
  - Picnic theme with sandwiches for Wednesday
  - Flowers for all of the staff
  - Tuesday is “flower day”
  - Thursday is “card day”
    - Envelopes will be provided for the teachers
  - We will be communicating this all to parents
    - Hawk Squawk, website, etc
  - Meghan is looking into how to compliment this
- 
- Meeting Adjourned: 10:19 am

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

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