

HITEON PTC GENERAL MEETING MINUTES

May 20, 2015

9:00 am

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

Other Attendees: Meghan Warren, Christine Purvis and two 5th grade High Flyers, Joseph Chung

Call to Order and Welcome – 9:04 am

Topics:

- **Principals' Remarks:**
 - **New Assistant Principal:**
 - Excited to welcome our new Assistant Principal Monica Arbow!
 - She is currently a Student Supervisor at Whitford Middle School
 - She has over 12 years of teaching experience
 - She will meet staff this Friday
 - Monica will begin at Hiteon on July 1st
 - **New 4th Grade Teacher:**
 - Just hired 4th Grade teacher, Emily Jeremiah
 - Emily student-taught with Mrs. Sinapi at Hiteon
 - **2nd Grade Teacher:**
 - Hope to have a 2nd grade teacher hired and announced soon
 - **Future-Ready School:**
 - Hiteon has applied to be a Future-Ready School. Hope to hear if we are selected within the next two weeks.
 - Hiteon drafted a proposal for how we would like to approach it.
 - If selected, this certified teacher would work alongside our teachers to reach their academic goals with better utilization of technology.
 - For example, the appointed teacher could help use iPads for research in a classroom and then help the teacher also lead the class in utilizing it.
 - The position is open-ended, with a focused goal of enhancing instruction with/through technology utilization.
 - This will be an organic process
 - **Safety Plan for Student Screen Time?**

- Stacie voiced concern about implementing a safety/ergonomic plan for students' screen time (to prevent and/or reduce headaches, eye-strain, etc.)
 - **New iPads:**
 - Thank you for the iPads! Dawn Hosea is labeling them and working on imaging. Next year, K-2 grades will have them in hand.
 - **Marti Sparks speaks Spanish.**
 - She is a great resource for our Spanish speaking families.
 - **Trudy Ludwig Assembly:**
 - Two Hiteon High Flyers, Olivia and Saya, requested (along with Christine Purvis) to have nationally-known, local author Trudy Ludwig give an assembly for our students next year about bullying and other social/relationship issues
 - Trudy Ludwig also offers (evening) presentations/workshops for parents
 - Possibility of 4-5th grade girls and their parents to have a workshop with Ludwig
 - *Christine will have more specifics about her assemblies*
 - **Office Supply Storage:**
 - Working on storing office supplies in the space by the 4 & 5th grade restrooms
 - **Smarter Balanced Testing** is going pretty well and we are on time.
- **Budget Update:** Erica
 - **Income** is not shifting too much. All of Fun Run \$ is mostly in. May be more corporate matching. Add in the \$1849 from Dining for Dollars/McMenamins' night
 - No receipts yet from 5th grade
 - **PTC Supplies.** Do we want to pre-order some supplies (e.g., lanyards)?
 - **Grants:**
 - \$3200 remaining (we have spent \$4700 thus far)
 - Last grant is \$1800 for Sarah Hamilton for mats for safety under the rock wall.
 - Motion to approve. Seconded. All approved.
 - This would leave \$1400 surplus
 - Grants approved:
 - 5th grade garden boxes \$1500
 - 3rd grade calculator set for \$1149
 - **Room Party Reimbursements:** plenty of \$
 - **Special Purchases:**
 - Purchased the Redcat for \$841 for PYP Language and Culture Class

- It is important to have the specific type of rechargeable battery for the Redcat
 - *We should have these on-hand/stocked*
- Still waiting on **staff receipts**, need to have it all by end of our fiscal year (June 30th)
- **Technology**: have \$1500 remaining (after purchase of the iPad cases)
 - Need an organized charging set-up for the iPads
 - Would be helpful to have a projector on-hand in case one breaks
 - *Meghan Warren will check with Marti about what they have on-hand*
- **5th grade Colonial Fair** bought \$457 worth of supplies
- **Community Event** fund is the Art & Culture Night
- **Field Day** has used some of the funds; there is roughly \$300 left
- **Fun Run** expense thus far: \$2585
- **Passport Club Expenses**: increase budget this year to \$915 to buy supplies for new Passport Club curriculum (e.g., maps, stamps). Then, budget will return to the normal budget amount
- **Scholarship/Field Trip Assistance**: has been utilized more
 - *Note on each field trip notes that scholarships are available and write in Spanish too*
- **STEM Enrichment**: approximately \$916/6 grades
 - Kindergarten: no requests
 - 1st grade: funds for bees. Total will be about \$937 for 1st grade
 - 2nd grade: no requests
 - 3rd grade: Erica has ordered for the 3rd grade, \$991 purchase
 - 4th grade: Stacie and Erica have worked on this
 - Pending amount of \$1235
 - Purchasing for 5 classes
 - 5th grade: has used \$892
 - We'll have \$1400 remaining in the STEM fund
 - 3D Printing Kit
 - Mrs. Klingner has been investigating/researching options
 - Roughly \$1200 for a MakerBot. Supplies are fairly reasonable (e.g., spool of plastic is \$29)
 - *Stacie and Erica will draft a proposal and further discuss with Mrs. Klingner*
- **Thanks a Billion for Target** program. On PTC website

- **Past Events:**

- **Fun Run** – exceeded fundraising goal!
- **Spirit Week** – fun to see the school spirit

- **Staff Appreciation** – staff felt the love and appreciation. Katie Thomas and her committee did a wonderful job.
- **Colonial Fair** – Meghan was very impressed with it
- **Dining for Dollars** at McMenamins –good venue

- **Upcoming Events:**
 - May 28th: **Art & Culture Night**
 - Session I: 2:45-4:15pm
 - Session II: 5:30-7:00pm
 - Still need volunteers
 - May 29th: **Popcorn Friday**
 - June 2nd: **Cold Stone Dining for Dollars**, 4:00-8:00pm
 - June 3rd: Last **PTC Meeting** at 6:30pm
 - June 5th: **Field Day**
 - Still need volunteers
 - June 11th: **End of the Year Class Parties**
 - June 12th: **Last day of school**

- **PTC Board Voting:**
 - **Treasurer:** Jen Carlton
 - All in favor
 - **Co- 2nd VP Community Events:** Courtney Covington and Amy Johnson
 - All in favor
 - Still in need for President, 1st VP and Secretary
 - Need to have President and Treasurer to form a PTC and write checks
 - Would like to have board members at the upcoming BSD meetings on May 26th and June 2nd
 - Anyone can attend

- **School Beautification:**
 - Meghan has put in work order with BSD for grounds care
 - Request to Meghan to recommend this as a project for the Community Partnership Team

- **Action Items & Follow-Up:**
 - **Book Exchange:** Mrs. Sonnen wants to have a book exchange
 - If anyone is interested, please contact her
 - **2015-2016 Clothes Closet** date is September 30th at 10:00am – 4:15pm
 - Will be working on the **proposed budget** with the new 2015-2016 Board
 - **Annual Fundraising Report** has been sent to Johanna Shrout
 - **BSD- follow up on swing set poles:**

- They have been painted.
- **New Spirit Wear:**
 - Beginning June 1st, there will be no school deliveries
 - Pick up at store, or home delivery for a fee
 - Courtesy call in September to return to school delivery
 - No additional promotion of the spirit wear until next school year
- **PTC website traffic** is holding steady
- **Volunteer Hours:** it would be great to have our pool of volunteers increase
 - How do we recruit more volunteers?
 - We need to recruit community members (not just parents)

Meeting adjourned: 10:30 am

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

Next PTC General Meeting: Wednesday, June 3rd, 2015 at 6:30 pm