

HITEON PTC BOARD MEETING MINUTES

November 19, 2014

6:30 pm

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

Other Attendees: Meghan Warren, Joseph Chung, Wendy Fatz

Call to Order and Welcome – 6:38pm

TOPICS –

- **Principal's Update**

- Chinese Acrobat Assembly –
 - Thank you to PTC for funding.
 - Great/positive feedback. Students really enjoyed it!
 - Excellent tie in with our PYP cultural language.
- Family Dance –
 - Thank you to PTC for planning this.
 - It was fun!
- Oregonian Story on Hiteon –
 - Wendy from the Oregonian would like to run a story featuring Hiteon, as it was the #1 school for volunteering!
 - Something to be proud of and celebrate
- Free Full-Day Kindergarten –
 - Will begin 2015-2016 school year
 - Friday's newsletter will address this
 - Looking to register students as soon as possible
 - Want to start registering now so we have a framework/sense of numbers for the needed resources to accommodate this (e.g., furniture, teachers, supplies, etc).
 - Anticipating 4 full-day kindergarten classrooms
 - Current part-time kindergarten teachers will have priority to teach full-time next year, if interested.

- Holiday Gift Cards for Hiteon Families in Need –
 - Christine Purvis wants to thank PTC for their help and support
 - Christine will have a letter in Friday’s newsletter sharing about the opportunity to help
 - Diane Craig will help with holiday gift cards

- Window Blinds –
 - Meghan is moving forward with this
 - Invited Murray to come out and measure
 - Aim is to install blinds in all interior windows that do not have them already
 - There will be two phases:
 - First, the interior windows (this is the priority)
 - Front office windows will also be included (if it’s affordable and within budget)
 - Second, the door windows (next year)
 - Meghan informed staff of the blind installation at the staff meeting and they were pleased.
 - Glad to be able to increase security for the school

- Parking Lot Signs –
 - “NO U-Turn” sign is out in parking lot now
 - As a result, there have been far fewer U-Turns
 - Dawn Hosea sees difference in driving (people are slowing down)

- Jeremy, our daytime custodian will be back on Monday, 11/24. He has been missed!

- Zone of Discovery (Technology) Lab –
 - Classroom set of computers is now up and running in the library
 - Teachers can sign up to use it throughout the school day
 - This allows for more student time in front of the computer

- Classroom Time –
 - Meghan has been spending more time in the classroom
 - She’s been enjoying reviewing students’ corrected writing samples

- **Budget** – Erica

- **Dude Event** –
 - The Dude Event committee chairs provided the Board with a detailed plan. They have requested more funding due to the fact that they will be serving all of our students this year. As a Board, we agreed to increase their budget to \$750 (from \$600) if it is needed (they are pursuing potential donations to manage the costs).

- **The Chinese Acrobat Assembly** –
 - Budget was increased to \$1250 (from \$1200)

- **BSD Clothes Closet** –
 - The full budgeted amount of \$300 was paid to the BSD Clothes Closet earlier this year as the need is big

- **Updated PTC By-Laws** – Cathy
 - By-Laws needed to be updated and Board wants to maintain full disclosure with everyone
 - Update included clarification on details regarding voting, Board duties, and the biennial review of our by-laws
 - Motion to approve changes to by-laws. Seconded. All approved.

- **Past Events** –
 - **Book Fair** –
 - Very successful
 - Total sales: \$10,583.55 (not including \$1,843.96 in Scholastic dollars)
 - Over 200 books will be added to Hiteon’s Library! (after district approval)

 - **Dinner for Conferences** –
 - Dinner for 35 teachers
 - Baja Fresh was wonderful to work with

 - **Mc Teacher Night** –
 - Didn’t bring in quite as much \$ as previous events, but still did well
 - Proceeds: \$932.59
 - \$77.72 profit per participating teacher

- There will be another McTeacher Night in February
- **Family Dance –**
 - It was a success
 - 130 families attended
 - Feedback on Dance:
 - Will request Craig as our DJ next year as he is more kid friendly
 - Photo booth was good. Add more props for next year.
- **Picture Retake Day –** Tuesday, November 17th
 - Went smoothly
- **Room Party Planning Meeting –** Tuesday, November 17th
 - Not well attended, but the information was (and is) available for access
- **Upcoming Events –**
 - November 20th – Passport Check Day
 - November 21st – Popcorn Friday
 - November 24th – Rescheduled Vision Screening Day
 - November 24th – Parent Internet Safety Night 6:30pm (adults only)
 - November 26th – 28th: Thanksgiving Break
 - December 1st – Teacher Grading Day/ No Students
 - December 8th – Chairs Luncheon
 - The Board would like to recognize and express our gratitude to all of the Chairs
 - December 18th – Passport Check Day
 - December 19th – Winter Parties
- **Board Member Comments/Updates –**
 - PTC Website has had 364 unique visits this month so far, it continues to be well utilized
- **Chairs' Comments/Updates –**
 - **Science Fair –** Erica, Stacie, Priscilla
 - December 5th: first meeting
 - Kick-off will not be the same Mad Science assembly (as it has been previously). It will be in January.
 - 5th Grade won't be required to do a science fair project

- Science Fair will be in March
- **Art and Culture Night** – Erica, Heidi, Priscilla
 - Will not be using the school fence, but still would like to explore creating a dragon
 - Want to expand to both Art *and* Culture
 - Open up computer lab in order to offer activities related to Chinese culture
 - Tina Strub would like to open up her room to teach writing
 - Mrs. Henry would like to open up her room for music
 - Mrs. Hamilton would also like to participate
- **Box Tops** – Wendy Fatz
 - There will be a competition
 - Wendy will put up signage
 - Melynda will create a bulletin board
- **Meeting Adjourned** – 7:46pm
- **Next Meeting:** Wednesday, January 14th, 2015 at 9:00am