

# Hiteon PTC Board Meeting Minutes

Date Wed, May 14, 2014

9:00AM -10:35AM

**Attendees** (Cathy Manor, Christy Weaver, Stacie Ayers, Melynda Stitt, Ilirija Encinas, Sue Smith, Erica Ediger)

## ● Topics

- **New principal meet and welcome** – The new principal is not meeting with the staff until June 10<sup>th</sup> so she will not be able to meet the parents until after that date. Maybe she can meet with the PTC board during the summer.
- **Next year's budget** - Erica, Cathy and Stacie had a separate meeting, and they have started creating a proposed budget for next year. The board will need to meet to continue the process.
- **Next year's calendar** – Cathy has been working with Helen to build next year's calendar. We have a draft to run by Mrs. Hansmann and the board. Without the new principals input we are planning a calendar that is very similar to the one we had this year.
- **Next year's board/chair positions** – Continue to work to fill open positions. All non-essential positions that do not have a Chair will result in that event/program being removed from next year's calendar. Essential positions not filled; the board will continue to try and recruit volunteer resources and cover if necessary.
- **Laser Color Printer for the office** – Looking to use special purchases budget money (and office McTeacher Night money) to purchase a new color laser printer for the school. Have a list of printers provided by Helen to research.
- **General PTC Meeting May 21st at 9:00am** – *Cathy & Stacie will prepare agenda*
- **June Hawk Squawk** – Publish on 6/6. We have been asked to include a mention that the Conestoga Parent Teacher Organization has open board positions that parents of incoming 6<sup>th</sup> graders are welcome to fill.
- **Upcoming Events- Internet Safety Night 5/14, Box Tops Final Contest Ends 5/16, Last Popcorn Day 5/16, Art Night 5/22, Clothes Closet 5/28, Last General PTC Meeting/Board Elections/Thank You 6/4, Field Day 6/6, Assemblies 6/9, End of Year Parties 6/11, Last Day of School 6/12.** Melynda still needs Clothes Closet Volunteers
- **Expectant staff members Mrs. Nace and Mrs. MacNab** – Will use some of the money from our staff and community gifts budget for gift cards (Cathy to purchase).
- **Goodbye for Ginny Hansmann, Kevin Ronacher, Jane Paxson, Jackie Jones, Linda Enger, Marjorie Glover** – Support any plans the Hiteon Staff social committee has to recognize those leaving.
- **Possible Year End/Thank You celebration?** - Summerlake Park covered area is already booked for Fri 13<sup>th</sup> or Sat 14<sup>th</sup>. Gage interest in possibly getting together the afternoon of the last day of school.
- **Staffing changes for next year, schedule changes for next year?** Get an update from Mrs. Hansmann at our next general meeting. Clarification of the email regarding "receiving another .5 kindergarten teacher for next year". This actually is maintaining the status quo since originally it looked like we would be losing a .5 kindy teacher.
- **Proposal from Rikki Strong to start a Young Writer's Program at Hiteon.**
- **Proposal from Heidi Brown for the PTC to purchase a 1" button maker for the school. Also items for promoting school events such as a new Fun Run Banner (the old one is falling apart), a Sky Puppet/Air Puppet/Air Dancer, or school mascot costume.**

## ● Action Items & Follow Up

- State 501c3 inquiry follow-up (Erica has sent all of the necessary forms to ensure we are properly registered with the state).
- School assemblies June 9<sup>th</sup> (Rhys Thomas setup by Stacie) There will be 3 small assemblies to accommodate all of the grades.
- Need to send new officer info to Joanna Strout (officer workshop is 6/3 9:00-11:30)
- Need to send volunteer coordinator info to Joanna Strout (volunteer coordinator workshop is 5/27 9:00-11:30)
- Melynda send fund raising report to Joanna Strout by May 16<sup>th</sup>
- Make sure PTC room and storage room are left clean at the end of the year. Bulletin boards cleaned off.
- End of year website updates – Stacie will maintain throughout the summer.
- End of year reader board updates – the plan is to leave the letters at school so that the office can update the board if needed.
- Fred Meyer Program – Hiteon PTC is registered and Stacie will put something on the website.

- The Student Store will no longer be a PTC supported activity after this school year.
  - Rewards for a Better Choice - Lori Squire mentioned including this program as part of our boxtop & labels for education fundraising.
  - Need to purchase 2 extension cords (replacement of one of Kevin's, and one for the PTC)
  - Need to replace the broken dry erase easel (Office Depot Model 262305, \$302.49 if it is bought through the school account)
- **Board Member Comments/Updates**
    - Fun Run Update (Fun Run Prize Assembly May 14<sup>th</sup> at 1:45) Just about finished!!!! T-shirts have been ordered.
    - Staff appreciation week was great! A lot of positive feedback from the staff. THANK YOU to the chairs Katie Thomas and Cathy Wasnick, and everyone who contributed time & goodies!
  - **Date of Next Board Meeting** – Don't have a date set.