

# Hiteon PTC Board Meeting Minutes

Date Tue, August 26, 2014

9:00AM -11:35AM

**Attendees** (Cathy Manor, Christy Weaver, Stacie Ayers, Melynda Stitt, Ilirija Encinas, Sue Smith, Erica Ediger, Shannon Duffy, Mary Pat Janowski)

## ● Topics

- **Board Photos** – Took new pictures of the 2<sup>nd</sup> VP's and volunteer coordinators for the PTC Board poster.
- **School Supply Program** – board motioned and approved continuing the program again next year. Cathy will send in the registration form in early in order to receive the 10% discount. There is no charge or obligation to us just for registering. 86 kits were ordered for this school year which Lori said is about average.
- **PTC Meetings** – Schedule for this year's general and board meetings is posted in the website. We submitted dates for the president/principal meetings but don't have confirmation yet.
- **Last Year's Taxes and Audit** – the board will approve audit results in the September general PTC meeting. The audit report document was updated based on suggestions from the banking committee and the current version is on the PTC website.
- **Items to work on** – Updating the Grant request form and process, updating the by-laws, getting the budget ready to present for approval at the September general PTC meeting. Because of the large transition we expect next year (2 year turnover of the Board Members, and many key program chairs and high volunteer hour parents leaving Hiteon) we need to focus on encouraging transfer of knowledge/shadowing as much as possible this year.
- **Discussed changes with building use (not having the Art Lit room)**
- **Help Stuff Back to School Packets Wednesday Aug 27** (Packets include PTC documents: Just Say Yes, Directory Opt-Out, Mini Hawk Squawk)
- **Website** – Being updated on an ongoing basis (FlashAlert registration information has been added to the website under the New to Hiteon section.)
- **On Track for August/September events** –
  - Christy said HelpCounter is good to go. Need to check the PTC computer in the office to make sure it is up and running.
  - Meet your teacher – board help is not needed since the specialists will be helping -- we can just attend as parents.
  - First day coffee in the cafeteria – Ilirija will bring fruit, Mary Pat will cover the donut holes, and Cathy will handle the coffee. Have background check slips, flyers if needed. Melynda is updating the display board.
  - Back to school picnic – Need to check with Jeremy about garbage cans, Shannon is creating a flyer that will remind people they have to bring their own food.
  - Back to school night – no PTC role required at this time but need to double check with the new principal.
  - Volunteer orientation – in the cafeteria for AM and the library for PM? Need to verify building use.
  - The 2<sup>nd</sup> VP's to work with committee chairs on their needs, and help with filling open positions. Open positions include (reader board, passport co, science fair co, fun run co, dance, hospitality, historian)
  - Newsletters – Shannon has updated the Hawk Squawk format and the publication schedule is out on the PTC website. The next newsletter is Oct 10<sup>th</sup> submit info to Shannon by Oct 7<sup>th</sup>.
  - Welcome for new staff – Ilirija will email Barbara about notepads. A suggestion was made to get coffee cards.
- **Update from 1<sup>st</sup> VP's (Sue & Ilirija)** – Valley Cinema program starts Oct 11<sup>th</sup> (10 week series for \$10) the spring program will likely start in March. Dining for \$ Pizzicato for Oct 14<sup>th</sup>, McTeacher Night in November, trying to book McMenamins for May. Anita Eng will be helping promote the dining events. Need to follow up on the Menchies proceeds from last spring. Looking into providing school Spirit Apparel using an online vendor. The upside would be convenience; the downside would probably be higher costs. We still have some t-shirts from last year in limited sizes we can sell (\$9). Sue and Ilirija reiterated that for Fun Run, they need to take a less hands on role this year so they can transfer their knowledge to new people. This is their last year at Hiteon ☺

- **Update from Treasurer & Budget Discussion –**

- Erica gave everything to the accountant (Crystal) for last fiscal year and it is all good. There were still some outstanding checks that were not cashed.
- Need to submit Oregon Department of Justice CT-12 form annually.
- Went through the budget. Main areas of discussion (room parties & funds, teacher accounts – new staff members, recess equipment funds (labels for education won't cover the need), funds for library, funds for cultural support, how much to put in special purchases (what we anticipate using these funds for). Will need follow up budget meeting prior to the September general meeting.
- Work on the grant process to improve it. Following through on grant and purchase requests that were not fulfilled last spring. (Color Laser printer for the office, classroom rug for Full Day Kindergarten)
- Lisa and Lori are still planning on selling printed copies of the directory. The plan is to publish the directory electronically first before sending anything to the printers to avoid issues like we had last year.

- **Action Items & Follow Up**

- Rewards for a Better Choice - Lori Squire mentioned including this program as part of our boxtop & labels for education fundraising. She is having trouble getting much info on the program.
- 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.
- Other purchases mentioned (blinds for the windows, padding for the playground equipment)

- **Date of Next Board Meeting – September 17<sup>th</sup> at 9:00am**