

# HITEON PTC BOARD MEETING MINUTES

December 11, 2013

9:00am

**Board Attendees:** Stacie Ayers, Cathy Manor, Melynda Stitt, Erica Ediger, Susan Smith, Julie Lover

**Other Attendees:** Scott Klemp, Mary Pat Janowski, Frank Braun

## Call to Order and Welcome

## Topics Discussed:

- **Community Partnership Team - CPT** (formerly LSC and CEC) – Scott Klemp and Mary Pat Janowski
  - CPT members: Scott Klemp, Mary Pat Janowski, Jolanda Starke, Kellie Stellingwerf, Ginny Hansmann
  - CPT is brainstorming how to help those students who are most in need:
    1. Free/reduced lunch student population
      - A volunteer math tutoring opportunity during breakfast, as many of the students receiving free/reduced lunch are in the cafeteria for breakfast
    2. After school math club (or on non-school days)
    3. Math in the classroom
      - Students would benefit from extra help (from volunteers) during math time in class
      - Is there a way to organize (with teachers) volunteer training so that parents will be equipped to effectively help students during math time
        - *The CPT will talk to Ginny about coordinating with teachers*
  - There is STEM money available to support CPT
- **Science Fair** – Frank Braun (chair)
  - Supplies are being ordered
  - Proposal to offer two Mad Science presentations, the Science Fair kick-off assembly
    - Better to have assemblies a smaller size for students
    - To be held in mid-January
    - Price: \$289.95/each half-hour presentation

- Board proposed the approval of two assemblies
    - Stacie A. motioned to approve. Cathy M. 2<sup>nd</sup>. All approved.
  - Always a strong turnout for Science Fair, need to continue to advertise it
    - Classroom visits are especially effective to get students interested
    - Will be advertised in the Hawk Squawk
  - Need volunteers
    - *The Volunteer Coordinators will post the specific volunteer duties for Fair*
    - Frank will email the volunteers
    - All volunteers need a background check
  - So far, Fair is coming in under budget at \$1700
  - Frank will order t-shirts but will work with Lori to prevent over-ordering
  - Beaverton School District Science Fair in early May
    - Five projects will be selected from Hiteon
    - This time there will be a lottery system for selecting the projects that go to District Science Fair
      - Lottery drawing will take place during the Hiteon Science Fair. Will draw from all grades.
- **Budget** –Erica E.
  - *Erica will email teachers about their specific balances*
  - Grant money is being tracked at an individual grade level
  - 64% of PTC supplies have been used thus far
  - We're tracking as expected
- **Grant Requests** –
  - Mr. Steiwer requests \$113.32 for a book set on outer space to use with PYP science unit
    - Stacie A. motioned to approve. Sue S. 2<sup>nd</sup>. All approved.
  - Mrs. Klingner requests \$47.40 for outer space books (planets, solar system, etc.)
    - Stacie A. motioned to approve. Melynda S. 2<sup>nd</sup>. All approved.
  - Request for science PYP books for \$53.61
    - Stacie A. motioned to approve. Melynda S. 2<sup>nd</sup>. All approved.
  - Kindergarten requests \$879.96 for two additional iPads
    - Cathy M. motioned to approve. Sue S. 2<sup>nd</sup>. All approved.

- **Staff Coffee Cart:** Monday, December 16<sup>th</sup> – Cathy M.
  - Set up at 6:45am
  - Open 7:15-9:15 in Art Lit. room
  - Delivery from 8:45-9:15am
  - Poster in staff room advertising where/when
  - Need help delivering coffee
    - 1-2 volunteers in Art Lit. room
    - 1-2 volunteers delivering beverages
  - Will be ordering some breakfast items (muffins, fruit) to go with the coffee/beverages. Homemade holiday treats are welcome, as well.
  
- **STEM**
  - Idea for usage of funds:
    - Purchase of a full cart with iPads
      - Students could all use. Shared throughout school.
        - *Erica E. will talk with Helen*
  - **PTC Luncheon:** Wednesday, December 18<sup>th</sup>
    - Sign up for food
  - **Fun Run**
    - Need ideas for this year's theme. Email Sue S.
  - **Action Items and Follow-up**
    - Actions items are shown above in italics
  
- **Chairs Comments/Updates** n/a
- **Principal's Remarks** n/a
- **Other Comments/Questions** n/a
- **Topics for Next Meeting** n/a
- **Adjournment** 11:00am
- **Next Meeting:** Wednesday, January 8, 2014 at 9:00am