

Hiteon PTC Board Minutes
July 19, 2017 10:00 a.m.

Mission Statement: The Hiteon PTC enhances student education and builds community through volunteer & fundraising efforts.

Board attendees: Marilee Shafer, Alicia Schenbeck, Amy Harrison, Courtney Geller, Shawna Grigsby, Kristin Glover and Megan Mumford

Discussion Items:

- Welcome and introductions
- Review of by-laws
- Roles and responsibilities of each board position reviewed
- Board Gmail accounts and PTC Google Drive- each person said they have logged in and have access to info.
- Marilee and Alicia had their first meeting with Hiteon Principal Megan Warren and Vice President Monica Arbow. Very positive and looking forward to a good school year.
- Review of 2017-2018 Hiteon Event Calendar
 - Schedule for Hiteon PTC Board and General meeting- It was decided that couple will be in the morning to try to accommodate varied schedules. Dates and times were tentatively set as follows:
 - August- TBD
 - September 13- Board - 6:30PM, General- 7:30PM
 - October 11- Board- 8:30AM, General- 9:30AM
 - November 8- Board - 6:30PM, General- 7:30PM
 - December- no meeting
 - January 10- 8:30AM- 8:30AM, General- 9:30AM
 - February 7- Board - 6:30PM, General- 7:30PM
 - March 14- Board - 6:30PM, General- 7:30PM
 - April 11- Board - 6:30PM, General- 7:30PM
 - May 9- Board - 6:30PM, General- 7:30PM
 - June 6- Board - 6:30PM, General- 7:30PM
- Voting in positions for this school year- Secretary- Kristin Glover
 - Move to vote was made
 - Unanimous approval to vote in
- Use of PTC funds to purchase a laptop for the use of the PTC Treasurer for PTC related business.
 - It was agreed that **Megan Mumford** will research the cost of the laptop and we will call for a vote on use of the funds at the next general meeting.

- Megan will also bring the budget to all PTC meetings for review.
- Logging volunteer hours- It is important to keep track of our hours because the school district tracks them.
 - **Marilee Shafer** will email out directions on how to log PTC Board hours into the MyVolunteer system.
- Board Member/Chair openings
 - Ideally we would like to find one more Co-VP1 and Co-Volunteer coordinator.
 - There are also several Committee Chair positions open. **Marilee Shafer** will email the list of Committee Chairs to the Board Members.
- Clothes Closet- There is currently no Chair and Hiteon's day to fill for volunteers is October 4.
- Beaverton School District Volunteer Leaders Workshop Dates
 - Parent Group Officer Workshop is Tuesday, September 19
 - Need more information to decide who will attend. **Marilee Shafer** will follow up.
- Ways to encourage volunteers and make them feel more connected and welcome at the beginning of the school year.
 - **Marilee Shafer** will ask the school if we can get a list of those who have already completed the background check so we can contact them and ask if they would like to come in to get their badge picture taken.
 - PTC Board members agreed to have their pictures posted on the board outside the PTC room to help other parents be able to identify them and know who to look for when asking questions.
 - PTC Board shirts- **Amy Harrison** will contact Gear Up to see about getting shirts made for the Board to wear to events.
 - Get the PTC involved in the Hiteon Facebook page or create our own Hiteon PTC Facebook page. **Kristin Glover** will contact Traci Chelf.
 - Send email blast to the parents-
 - Only one page including bullet points about Meet Your Teacher morning, Clothes Closet, open Board positions, open Chair positions, Dining for Dollars and Fun Run.
 - Include same kind of page in the back to school packet.
- Hiteon staff has requested volunteers to help stuff the back to school packets. The date is TBD but will be sometime August 16-22. The packets must be mailed out by August 24.
 - The Board will have its next meeting following packet stuffing.
- Meet Your Teacher Morning- Friday, September 1, 9-10:30
 - PTC Board Members will be on hand to greet the students and provide donuts and fruit after the students drop off their supplies in their classrooms.
 - This will also be an opportunity to take pictures for volunteer badges.

- Ice Cream Social- Currently there is no social/picnic scheduled. We are unsure of the timing of the completion of playground. The Meet Your Teacher donut/brunch is taking the place of the event for now.