

## **Hiteon PTC General Meeting September 18, 2017**

**Board Members Present:** Marilee Schafer, Alicia Schenbeck, Amy Harrison, Shawna Grigsby, Courtney Geller, Megan Mumford, Laura Harding and Kristin Glover

**Hiteon Staff:** Monica Arbow and Aaron Britton

**Others in attendance:** Carrie Tillotson, Heidi Brown, Amy L. Johnson, Tamela Backstrom, Melynda Stitt, Lerin Mosser, Nora Rodriguez, Mayumi Bauer, Angeliou Hafer, Jen Carlton, Amy Johnson, Christie Savage, Laura Yarnell and Sam Fonteno

### **Paige Dickson with the Beaverton Eco School Network**

- Provide resources to parents who want to promote sustainable practices in kids school
- Offer free training to help parents create green initiatives in the school
- Examples: Cafeteria recycling, walk bike to school
- Currently about 10 elementary Beaverton schools participate
- Idea is to start them young and then they will do it themselves when they get older
- Ecoschoolnetwork.org

### **Principals Report- Monica Arbow**

- Enrollment- 670 students-
  - class sizes
    - Kindergarten- 24-25 Kids per class
    - 1<sup>st</sup>- 28-29- Kids per class- will allocate another teacher if higher than 29
    - 2<sup>nd</sup>- 24-24 Kids per class
    - 3<sup>rd</sup>- 28-29 Kids per class
    - 4<sup>th</sup>- 27 Kids per class
    - 5<sup>th</sup>- 28 Kids per class
- Meet your teacher event went very well. Had great feedback from parents. Seemed to work well in the morning with the opportunity for the students to meet and play in the playground after.
- The school was very appreciative for those who came into help with Kinder lunch times the first week of school. They really helped things to run smoothly.
- New music teachers are getting settled in- Amy Halliday and Marisa Quinn. Both were shocked and very grateful to learn that they have \$300 each budgeted from the PTC for use in their classrooms.
- Playground-
  - Smoke/poor air quality necessitated indoor recess for the first couple days of school.
  - The new playground equipment is a hit. New rules are being implemented for the new spinner.

- Rain today- no puddles yet so it looks like the work the crew did on the drainage issues has helped.
  - Stuffed and crushed pipes were under bark chips. Crews cleaned them out, replaced where needed and rerouted some of the pipes. Drainage should be much better now.
- There is still a fence is where they are trying to grow new grass.
- Buddy bench was donated by Eagle Scout Ayden Koziowsky. Kids are using it. Staff has been working on teaching the concept.
- Hiteon is now an International Baccalaureate Certified school
- Next is 5<sup>th</sup> grade exhibition- 5<sup>th</sup> graders will work on project to show PYP development through the years and put it all together. More info to come.
- PBIS- Positive Behavior Intervention System- How to be safe, respectful and responsible
  - What it means to be in the hallway and assembly and lunch room
  - Get it up and running and expectations taught
  - Monthly assemblies have been scheduled
- Question by Heidi Brown: Insert in welcome packet-
  - How will \$ be managed and by whom?
  - Will you post an accounting of the funds?
  - Monica:
    - We understand that the flyer was not clear.
    - The school has general fund and a student body fund. General fund is based on our number of students. Student body funds are set amount. In the past, we used to have a school store that would add revenue, but that no longer operates. Occasionally organizations like Safeway or Albertsons will donate to the school and it goes into that student body fund. However, there has not been a consistent source of revenue in some time.
    - Primarily funds are needed for field trips and transportation. In a typical year about \$5000 is needed just for transportation.
    - The second thing it is used for is classroom technology- projectors, etc. The district handles student technology- chromebooks. There is no amount set as a goal to raise for school technology support.
  - We need to make sure that the student body knows that this is completely separate from PTC. There is a lot of confusion about this donation taking the place of the work that the PTC does.
  - Monica agreed to report on how close we are to the goal.
  - A good place to give feedback is at Coffee with the Principal or just drop in to the school office to talk.
  - It continues to be very important to collaborate with PTC and make it clear who is contributing what.

- Monica agreed that the flyer was too vague. The school will be putting out a revised flyer/letter with clarification on exactly what need the funds are intended to cover and how those funds will be managed.
- It is possible that the PTC could be worked back in sometime in the future to help support the field trip transportation costs.

### **Upcoming Events**

- Walk and Bike to school event
  - Need 8 people total to hand out prizes at the front door of the school
- McTeacher Night- October 12 at the McDonalds on Scholls Ferry
  - 4 teachers every half hour sell cookies- cash required for cookies.
  - Proceeds benefit teachers through PTC- 20% from sales 50% from cookies
  - Purchase of gift cards does count toward our total.
  - No flyer needed- don't even have to say it is for Hiteon
  - The money comes in from McDonalds and is divided by the 12 teachers that volunteer to sell cookies.
- Clothes closet- October 4
  - We need people to cover shifts- especially afternoon shifts
  - They like to have 4 people per shift
  - Volunteers will assist families in picking out clothes/shoes and sort if time allows.
  - Would be wonderful to have Spanish speakers to help.

### **Volunteer Update by Laura Harding, Volunteer Coordinator**

- Volunteer Orientation went well- we had people sign up to chair several of our open spots.
- Our biggest spots to still be filled are a co-VP1 and Dining for Dollars.

### **Budget Review by Megan Mumford, Treasurer**

- A little over \$79,000 in Key Bank account
- Budget was approved by previous board in June
- Hardcopy budget at each meeting- copies in PTC room- Megan can share
- As a board we decided to purchase a computer for use by the treasure. It was purchased at Best Buy for around \$320
- Our taxes were filed for approximately \$1400

### **Movie Night Proposal- Kristin Glover**

- Working to coordinate a Hiteon Family Movie Night
- Tentative date is January 19, 2018
- Confirming that the school has the equipment we will need to play the movie.
- If equipment is available, we would only need to pay the \$172 licensing fee.
- We could possibly select three family friendly movies and put a survey on the Hiteon Facebook page for the student body to vote.

- The 5<sup>th</sup> graders can sell popcorn and refreshments to fund raise for their end of the year party.

### **Hiteon/PTC Facebook Page**

- The page started as a PYP page, but the intent has changed to more of a general Hiteon community building page.
- Currently only Monica Arbow and Traci Chelf can make edits to the page.
- The PTC will be submitting request for posts to them.

### **Other Business**

- Bulletin Boards- Heidi and Angeliou- submit receipts to PTC.
- Valley Cinema Movie Fundraiser- Melynda Stitt- as of spring they were going to contact the schools if they were going to do it in the fall.
- There will be a list in the PTC Newsletter next time of the 'easy ' ways to fundraise in PTC.
  - Scrip, Charity kickbacks from Safeway, Amazon, etc.
- Amy Johnson- As a chair of reading incentive do we need to come to the board to make significant changes with our prize structure?
  - If you have a budget it is up to you to how you use it.
  - Use the button maker for incentives
- Any supplies that are left over from last year are now up for use by any of the programs.
- Proprietary information- Making sure that things get in shred, not just recycle.
  - Keep things are confidential- things you might see on the printer, just put back and don't spread info.
  - Be careful with lists- when you are done shred it. Parent info- student IDs, etc.
  - Post some signs in the workroom with reminders to shred rather than just recycle.
- Volunteer Page- Can we edit that to be more user friendly?
  - Laura- working on making it flow better.
  - Lots going on with the beginning of the year- should be all up to date by next week.
  - Art Lit- 1 presenter and up to 4 volunteers per classroom listed by teacher.
  - Laura going out of town- No changes will be made on MVP until Friday at the earliest.
- Background checks
  - Laura has to go through and make sure all volunteers in the MVP system have passed their background check.
  - The people who signed up in the teacher classrooms on physical sheets may not be in the MVP system and may not have been background checked.
  - Monica will check with the teachers to have them cross check volunteers with Laura.