**HITEON PTC GENERAL MEETING**

**June 4, 2014**

**6:30 pm**

**Board Attendees:** Ginny Hansmann, Cathy Manor, Stacie Ayers, Ilirija Encinas, Erica Ediger, Barbra Jorgensen, Melynda Stitt, Julie Lover

**Other Attendees**: Shannon Duffy, Wendy Fatz, Heidi Brown, Tamela Backstrom, JoLanda Starke, Stephanie Moffett, Anita Eng

**Call to Order and Welcome**: 6:34 pm

**PRINCIPAL’S REMARKS** –

* Class size range for 2014-2015 school year: 24 – 32 students
* Will be adding .5 PE and .5 Music
  + Music Task Force and School Board approved more school time for PE and Music
  + In a 5 (or 6) day rotation, students will now get more PE and Music district-wide
    - Theoretical rotation scenario: PE, Music, Library, PE, Music, Technology
  + To accommodate additional .5 PE: use of cafeteria before lunch time and share gym
  + To accommodate additional .5 Music: use of a Headstart classroom (as Headstart is being relocated and will no longer be at Hiteon)
* Will be adding the cultural component of PYP: Mandarin
  + To accommodate Mandarin: use of additional Headstart classroom
* School Board voted to give Hiteon a F/T counselor beginning 2014-2015 school year
  + BSD’s 5 most highly populated, non-Title I schools (including Hiteon) will now have 1.0 counselor (instead of the current .5 counselor)
* Still working on room assignments for next year. They will be subtle changes (with 1st, 2nd and 3rd grade rooms)
* Still working on Specials’ schedule. Despite the Specials’ content changes, the amount of time allotted for Specials remains the same
* New hires will be announced as soon as they are decided upon (via email). Mrs. Hansmann has been interviewing for 1st, 4th, PE and Music teachers the last 3 days.

**TOPICS** –

* **Past Events** –
  + Art Night –
    - Thank you to Erica and Heidi for all of their hard work!
    - We received a lot of very positive feedback
    - Thank you to Mrs. Hansmann for attending both the afternoon and evening sessions
* **Upcoming Events** –
  + Menchies Dining 4 $’s: June 4th- 6th
  + Staff Retirement Party: 3:30pm, students are welcome to attend with parents
  + Field Day: Friday, June 6th
    - Still need volunteers, especially for the afternoon
  + OMSI Golly-ology assemblies on Monday, June 9th
    - Students will learn about Chemistry, Physics and Mathematics in a fun presentation with juggling and circus-like theme
    - 3 assemblies for smaller sizes
* **Executive Board Vote** – for July 1, 2014 – June 30, 2015 school year –
  + PTC Co-President – Cathy Manor - All Approved
  + PTC Co-President –Stacie Ayers - All Approved
  + PTC Co-1st VP Fundraising – Ilirija Encinas - All Approved
  + PTC Co-1st VP Fundraising –Sue Smith - All Approved
  + PTC Co-2nd VP Community Events –Melynda Stitt - All Approved
  + PTC Co-2nd VP Community Events –Mary Pat Janowski - All Approved
  + PTC Treasurer – Erica Ediger - All Approved
  + PTC Secretary – Julie Lover - All Approved
  + Volunteer Coordinator – Christy Weaver - All Approved
* **Other Chairs/Committees** –
  + If non-essential programs and events (e.g., Dude Event) do not get chairs by Fall, they will be removed from the PTC calendar and budget
  + Open Board, Committee Chair and Co-Chair positions will be posted on our PTC website
    - Current open Board positions: Co-Volunteer Coordinator
    - Current open Committee Chair and Co-Chair positions: Family Dance, Fun Run, Historian, Hospitality, Passport, Reader Board, Science Fair, 3rd Grade Math Labs, 4th Grade Math Labs
  + Library Liaison: Lori Squire
  + We want to leave space in calendar for additional events (e.g., cultural, STEM and writing workshop events)
* Bank account signers –Erica, Stacie, Ilirija – will remain the same for next year
* **Budget** –
  + Submit reimbursement requests as soon as possible, no later than Thursday, June 11th
    - Any remaining reimbursement check(s) will be left at the front office with Helen through Friday, June 12th. Uncollected checks cannot be mailed.
    - Checks must be cashed by June 30th , as July 1st marks the beginning of PTC’s new fiscal year
  + **Draft Budget (2014-2015)** –
    - Income –
      * Fundraising will remain pretty much the same
        + Added Amazon Smiles and Fred Meyers Reward Program as additional fundraising line items
        + Changed Major Fundraiser (Fun Run) goal to $40,000 (rounded amount)
      * Book Fair is approximate
      * Directory Sales remains the same
        + Lisa Kraemer and Lorie Squire will manage this again
      * McTeacher Night: goes to specific teacher’s fund, not the General Fund
      * Hiteon T-Shirts: not planning to print T-shirts
      * Science Fair T-Shirts: no specific sales
    - Expenses –
      * PTC Expenses increased by $50 (to cover website expense)
      * Staff and Classroom/School Support –
        + Added PYP Cultural Support (for Mrs. Strub)
        + Increased Staff Accounts to include the additional 3rd grade teacher next year
        + *Talk to Mrs. Hamilton and Mrs. Henry about expenses for next year*
        + Reduced Technology line item from $15,000 to $10,000

This $5,000 will be divided between Library and PYP Cultural Support

* + - * Programs and Events –
        + Will remain mostly the same, except for:

Removal of the Dude Event expense

Increase of $200 for Family Dance expense (to include Photo Booth)

Hope to bring in a program for STEM (Science, Technology, Engineering, Math). We did not use this year, but plan to next year

Possibly a 3D Printing (Makerbot Printer: approx. $1,500)

Each student could make something for approx. $0.20

May be really neat to have at school for a Science Night

* + - * Services –
        + Have not allocated any $ for t-shirt printing as we are not planning on having that expense
    - Consideration of raising classroom party budget
      * Currently it is $6/child per school year (or $2/child per class party)
      * *In order to better assess the need for increasing budget, email room parents to find out if the fund is enough*
* iPad Cart Support Grant Request –
  + Erica spoke with Scott Richards, who has been working with Mrs. Klingner to update our approximately 40 iPads
    - Scott created a proposal, requesting approximately $300, to support the updating of iPads
    - 4th and 5th grades are applying for a BSD grant for additional iPads
    - The Special Purchases fund will be used to fulfill Scott Richards’ grant request – ongoing maintenance of iPads to meet BSD standards
      * Motion to Approve. Seconded. All approved.
* 3rd Grade Math Labs –
  + Michelle Hill created full proposal for supplies (e.g., binders, stickers, calculators)
    - Add separate line items for 3rd and 4th grade Math labs
      * + $100 for 3rd grade
        + $100 For 4th grade upon receipt of proposal
    - See PTC website for 3rd grade Math Labs information (under “Enrichment Programs” tab)
* Safety on Playground –
  + There has been concern about students running into poles at recess
    - Look into padding the playground poles
    - *Mrs. Hansmann is looking into it with the Safety Committee*
* Appropriate Window Covering for Classrooms –
  + There is a safety concern that teachers do not all have proper window coverings for their classroom windows during an emergency
  + *We may need to look into this with Kevin Sutherland (BSD Director of Public Safety) and/or Kevin Jones (Risk Management)*
* Lost and Found will be cleaned out on Thursday, June 12th.
  + Remaining items will be discarded or donated to the Clothes Closet, depending on their condition.
* Additional request for Clothes Closet Chair*:* 
  + *Periodically call Clothes Closet to determine what items are high in need. Then this can be posted on our PTC website to better help our community*
* School Kidz Supply Kits must be ordered by June 20th
* Thank you for a great year! Thank you for all of our wonderful volunteers’ help!
* **Meeting Adjourned**: 7:56 pm

*\*Please note: action items are italicized*

* **Next PTC General Meeting will be on Wednesday, September 24th at 6:30pm!**