Hiteon PTC Board Meeting Minutes
May 1st, 2019

Attendees: Marilee Shafer, Alicia Schenbeck, Megan, Carrie, Brenda Montgomery, Sherry Dexheimer, Julia McGarrity, Aaron Sarver, Shawna Grigsby

Not Present: Laura Harding, Amy Harrison

Discussion Topics
1. Julia McGarrity-Beginning Strings Program
   - Why Strings?
     - i. District has resources – lots of strings in storage. 30 violins here at Hiteon now – Julia has been assessing them. $30-$50 per month for rentals.
     - ii. District used to have string program even, but was cut.
     - iii. Julia McGarrity has strings training (played with PSU and Oregon symphonies)
   - Proposal: Start with 5th grade beginning strings program, with up to 50 students. Meeting 2x per week for 1 hour. Winter and Spring concert. Field trip/Act of service – e.g. retirement community. Would be an after school program.
     - i. Budget:
       1. To ask district for music stands and chairs.
       2. Needs shelving/lockers for instrument storage – possibly source the building of it from our community?
       3. Teacher stipend: 2x per week at $50 per hour plus 2 hours to plan instruction = $500/month.
       4. Student fee: $100/year (entire cost). 50 students at that cost could fund it. $50 (half cost) – could PTC co-sponsor, provide scholarships.
       5. Instrument repair: Total cost $915.00
          a. 30 instruments need new strings $15 per instrument - $450
          b. 7 instruments need new bridges @ $35 = $245
          c. 22 instruments need new tailpieces at $10=$220
   - Comparison: Lake Oswego program. They have 7-8 string teachers, 400+ teachers. Runs September to June, two days a week. Costs $250/student. Started with one teacher at one school and has really grown.
   - Questions:
     - i. Why start with 5th grade, if ultimate goal is for 4th and 5th grade?
       1. K-4 still working on a lot of music curriculum. By 5th grade they've mastered that and have greater fine motor skills for greater ability and maturity for learning the skills.
       2. Ideally would like to build to 4th and 5th grade combined.
     - ii. Is there anything like this at the Middle school level for the 5th graders to move on to?

1. Not currently, but starting a program in one school could lead to growth in the program district-wide.
      iii. Budget ask to PTC: Repair costs and scholarship
      iv. Board members will discuss at upcoming budgeting meeting and get back to Ms. McGarrity.
   ○ Hiteon Music teachers also asking:
      i. Equipment repair and replacement costs of music instruments
      ii. Requesting that PTC teacher curriculum support be increased from $200 to $300. They see students from K-5 (the whole school).
      iii. Board will have budget meeting in a few weeks and will decide and get back to music teachers.
2. Budget Review: ~$35,000 brought in for Fun Run so far. ~$97,000 in bank right now. Total Fun Run pledge was ~$53,000.
   ○ Review Grant Requests:
      i. $110 from Sarah McNabb for ELL for reading books. We have lots of available grant funds.
         1. Unanimously approved.
      ii. $140 from Allison Belisle for censory closet items, for supporting social and emotional needs. Noise canceling headphones, timers, fidgets. Items get lost and worn out over time.
         1. Unanimously approved.
      iii. $229 from Cody Christensen for executive functioning workshop. Training for her to learn to train teachers on emotional functioning skills.
         1. Unsure about history of PTC funds being used for professional development training. Unknown when the training will be. We want to understand more about why the school/district wouldn't pay for this training.
      iv. $1500 from Marti Spinks for budget line item next year for color printer ink.
         1. We will discuss at the Board budget meeting when we know our budget for next year.
   ○ Set Budget Planning Date:
      i. Board will set a date for budget meeting.
3. Review By-Laws and sign off:
   ○ Need to change date of approval in document. Carrie will date it for approval date in May 2017, print and bring to Board budget meeting. Need signed copies for folder and taxes.
4. Fun Run follow up:
   ○ Money needs to come in in next 2 days. Fun Run committee will be working on prizes.
5. Staff Appreciation
   ○ Everything going well. Laura Yarnell will let PTC know if she needs any other help. Potluck on Friday – Carrie will connect with Laura to post request for

potluck sign-ups on Facebook page. Shawna will check in about PTC board help needed for handing out flowers.

6. Walk and Bike School-May 15th:
   ○ Alicia chairing it, making flyers, doesn't need any help, already got all prizes. Maybe a couple of people to help man the table at 7:30am – it's on a Wednesday.
7. HiteonPTC.org-domain registration
   ○ Expires in 59 days. Needs to be renewed. Alicia and Carrie will connect about doing this.
8. Recruiting for PTC Board
   ○ Treasurer- Joni Epstein: Joni attended Board meeting and is OK with us voting her in at the general meeting. She will not be able to attend.
   ○ President- Still need candidates
   ○ VP1- Still need candidates
   ○ VP2-Aaron Sarver (ready to be voted in)
   ○ Volunteer Coordinator-Rebecca Shell Kanarek?
9. Prepare to transition to next board member-"To Do List" and individual role instructions.
   ○ Board members leaving their positions – please write out responsibilities, things would like to have known
10. Enrichment program review: reading incentive, passport, math labs
    ○ Most likely to cut reading incentive – need exit plan
    ○ Passport still viable and has volunteer support
    ○ Math labs still viable, though some grade levels with low volunteer support
11. Begin Planning 2019-2020 Calendar
    ○ Each person in charge of various events, look at calendar for next year to pick potential dates.
    ○ Board will review calendar next month
    ○ Facilities requests for next year due in July – Marilee will do.
12. Upcoming Events:
    ● 5/3 Fun Run Money Due
    ● 5/6 -5/10 Staff Appreciation Week
    ● 5/7 Art Lit Training
    ● 5/8 No School
    ● 5/15 Walk and Roll Day
    ● 5/17 Popcorn Friday & Prize Assembly
    ● 5/24 Colonial Fair
    ● 5/27 No School
    ● 5/29 Passport Check
    ● 5/30 Hiteon Art Night

Next Board Meeting: June 5th, 2019
Open Discussion/Feedback/ Suggestions