

**Hiteon PTC Board Meeting Minutes**  
**November 6, 2019 6:00PM**

**Present:** Kim Rivers, Carrie Tillotson, Rebecca Kanarek, Amy Fabian-Crump, Danielle Kolp, Aaron Sarver

**Not Present:** Brenda Montgomery, Joni Epstein

**Discussion Topics**

1. Author Visit -
  - a. Budget amendment to handle book sales and purchases
    - i. For students to pre-order books for the author visit, families wrote checks to Hiteon PTC, and Hiteon PTC will cut one check to Powell's. We need to add two author visit budget line items: One for pre-order book income, and one for pre-order book expenses. These two line items will essentially cancel each other out, with no money lost or gained.
    - ii. **Decision:** Board voted to approve the two new line items.
    - iii. **Action:** Treasurer to add two line items to budget: one for author visit book order income and one for author visit book order expenses.
  - b. Where will we get the extra money to pay for the author visit (budgeted \$500, cost is \$1500). Some options:
    - i. go over budget on Author Visit expense by \$1000 and adjust next year's budget amount for Author Visit accordingly in the spring
    - ii. use funds from "Special Purchases" expense, where we have a budget of \$5000 and have used \$137 to date.
    - iii. **Decision:** Board voted to approve the option of going over budget on Author Visit expense by \$1000 and adjust next year's budget amount.
2. Amazon Smile promotion – Danielle
  - a. Amazon Smile is a program where Amazon makes a charitable contribution for purchases. Hiteon PTC is one of the eligible charitable organizations to receive contributions.
  - b. Not enough parents know about Amazon Smile benefit for Hiteon PTC. We should make an announcement about it's availability.
    - i. Should do this before the holidays
  - c. Amazon Smile not available on the app, we need to make that clear.
    - i. It can be found at smile.amazon.com
  - d. Send out announcement in newsletter.
  - e. We can do an announcement for all the different ways to shop and raise funds:
    - i. Amazon, Fred Meyer, Box Tops, Minted??
3. Shoe donation program – Danielle

- a. Organization that collects new and gently used shoes. They pay something like \$1000 for 600 or so shoes, as a sort of fundraising opportunity. Danielle was interested in possibly collecting shoes as a fundraiser.
  - b. Board members discussed that Beaverton Clothes Closet could use more shoes donation, and it is a large footprint of shipping shoe donations to far-away places.
  - c. Board agrees to keep any shoe/clothing drives local and donate to Clothes Closet, instead of doing so for fundraising opportunities.
  - d. We can think about opportunities for shoe/clothing drives.
4. Future Special Topics for meetings - also considering childcare option
- a. Considering a 7:00-8:30 meeting – first ½ hour presentation, with general meeting following Would we get more parents at a stand-alone 45-minute event?
  - b. Do parents have expertise they could present on?
  - c. Some topics discussed as options:
    - i. Internet Safety, Social/Emotional Learning – Anxiety in children, antibias education, Self Defense class – Danielle has a contact, Aviation for elementary school kids – Aaron has a contact in Hillsboro, Transitioning from elementary to middle school (This type of program may already exist), Working nights decorating for events.
  - d. We can have the presentation with set time, and general meeting right after.
  - e. We can co-host with other PTCs at other local elementary. We could even pay for a special speaker. Maybe Fir Grove, Conestoga, Greenway.
  - f. **Action: Kim will meet with Meghan Warren about these ideas.**
  - g. **Action: Carrie will make a list on the Google Drive – at the next Board meeting we can narrow down to three we want to do for this year. Maybe 1-2 instead of 3.**
5. Strings Program alternative
- a. Can't be funded by PTC because we can't have an extracurricular activity funded by PTC that doesn't touch majority of students. It's too small of a reach – it's a limited amount of students that would benefit - only 40 or so students. Also because the PTC funds would pay stipend to Julia, which is not allowed per district rules?
  - b. Julia's goal is to build something bigger than Hiteon, but her plan was to have it start small at Hiteon. With the reach being not large enough at Hiteon, PTC cannot fund it.
  - c. Some alternatives to spend the money:
    - i. Last year music program borrowed ukuleles – they are proposing that we use the funds set aside for strings program to purchase ukuleles. It would not be an extracurricular activity.
      - 1. Two class sets of ukuleles for all 5<sup>th</sup>-graders. They borrowed ukuleles from another school.
      - 2. Are the music teachers borrowing the ukuleles, or renting them this year?
      - 3. **Decision:** Board agrees that if the music teachers already have a way of getting the ukuleles (e.g. borrowing again, or renting

money is in their budget), we would like to see what other music we could spend this money on. Otherwise we will fund the request to purchase ukuleles.

6. Hiteon Directory

- a. We have a list of parent/child names and email addresses.
- b. What do we want to do with this information? Post it in the PTC room?
- c. Some questions arose about the directory: Will parents be OK with having this information shared? Does it seem weird that it comes from the PTC? Is it appropriate for PTC to make the choice to share this information, given that we didn't collect it? Would it feel more appropriate if it came from the teachers?
- d. Some history of the directory: the PTC used to be in charge of coordinating/sending out a Hiteon directory, but it hasn't happened the last few years.
- e. **Action: Carrie will seek out more information about the context of the directory (history of PTC involvement, why it stopped being shared), before deciding what to do with this parent information.**

7. Green team CPR certification:

- a. Green Team is asking for PTC to cover CPR certification cost. There's an opportunity for Green Team students members to go on a summit and an adult chaperone must be certified in CPR.
- b. **Decision:** We will cover this cost.

8. Reading Incentive

- a. has officially come to a close - no students turned in reading minutes to complete the Go for the Gold program.
- b. We have a lot of schwag for Reading Incentive – we will use these as prizes for OBOB (Oregon Battle of the Books).

9. OBOB will need parent volunteers – maybe the people interested in volunteering with Reading Incentive or Passport Club could be first line of people to ask for volunteers.

- a. OBOB does trivia based on books they read.

10. Flood Relief Funds

- a. Saw two options:
  - i. Meghan had a good grasp on who was affected, could tally it up evenly among those who were affected. There would be no visibility for this as to what the funds are going toward.
  - ii. Make a request to affected teachers to send in items that they want to be reimbursed for /replaced.
  - iii. **Decision:** Board would like to use the second option where affected teachers sent in requests for replacement/reimbursement by a set date.
  - iv. **Action: Kim will draft email to teachers.**

11. Upcoming events

- 11/12 Art Lit Training
- 11/12 Hearing ScreeningK-2nd Grade
- 11/14 Picture Retake Day

- 11/15 Family Dance
- 11/22 Popcorn Friday
- 12/20 Winter Parties