

Hiteon PTC Board Meeting Minutes
August 20, 2020

Present: Kim Rivers, Kristin Glover, Amy Fabian-Crump, Joni Epstein, Rebecca Kanarek, Ashleigh Hendrick-Horner, Danielle Kolp, Aaron Sarver

Discussion Topics

1. Recap of meeting with Principal and Vice Principal
 - a. Co-presidents and treasurer met with principals last week.
 - i. Still a lot of unknowns with regards to school schedule.
 1. This is a school district wide issue.
 - b. Discussion about Put-In-Cups.
 - i. Principal will contact facilities.
 - ii. Will plan to order when we have an update from principal/facilities.
 - c. Discussion regarding enrollment, classroom/teacher assignments, teacher meet-ups.
 - i. Principal said they are currently working on all of this and all plans are tentative.
 - d. Principal brought up virtual team building with staff.
 - i. Previously, in-person staff meetings were catered with PTC funds.
 - ii. Requested an online cooking class combined with virtual staff meetings.
 - iii. Discussion about whether and how PTC should support this request with the staff hospitality fund.
 - iv. **Decision: Would like a proposal from principal before deciding.**
2. Budget Update
 - a. Discussion about OBoB funds- reducing from \$1050 to \$900.
 - i. **Decision: Motion approved to reduce OBoB budget amount to \$900. Make notation that funds are for last year's and this upcoming year's OBoB.**
 - b. Thank you to Volunteer Coordinator Rebecca for helping Treasurer with bank reconciliation.
 - c. Audit is with CPA.
 - d. Suggestion that we consider amending By-Laws to extend the Treasurer position to a 3 year commitment.

- e. Co-President Kim and Treasurer Joni approved amending Flood Relief funds to Emergency Relief funds.
 - f. **Action: Treasurer Joni will complete/publish the budget for approval in September. Treasurer Joni and Co-President Kim will reach out to donors of Flood Relief in Spring 2019 to update on Emergency Relief funds as a courtesy. Will have a general meeting in September to review and approve the budget.**
3. Back to school event- Kona Ice
- a. Determine dates and locations
 - i. Discussed need for determining when Kona Ice truck will be where and when.
 - b. Identifying students
 - i. Discussed how PTC can ensure only Hiteon students are included and are parents and Hiteon community willing to participate with the fundraiser?
 - ii. Discussed giving Hiteon students a certificate to use for Kona Ice via handing out or include in the newsletter.
 - c. BSD map for boundaries
 - <http://apps.schoolslocator.com/?districtcode=11711>
 - i. Local Kona Ice truck would coordinate with Tigard truck to make sure all neighborhoods reached.
 - ii. Discussed using parade route vs Principal's suggestion of having on site at school.
 - 1. It would be difficult to ensure participants comply within guidelines of social distancing if large crowds form around Kona Ice truck on route or in school lot.
 - d. **Decision: Need to discuss with Principals if any back to school events or teacher meet-ups will occur. Board to further discuss what a back to school event would look like, i.e. signs, decorations, treat(s) for the kids, and include information about PTC. Board to further discuss if Kona Ice truck is feasible given social distancing and budget.**
 - e. **Action: Co-President Kim will follow up with Principal regarding on-site meet the teachers event and if we can hold back to school event.**

4. Spirit Wear Campaign

- a. Discussion about an online shop for Hiteon families to purchase school spirit wear.
 - i. Adams Screenprint in Sherwood- PTC has used them in the past for Fun Run t-shirts.
 - ii. They meet the 4 criteria: will set up website, ship directly, low price point for t-shirts, and more product options available.
 - iii. **Decision: Co-President Kristin waiting on quote from Adams Screenprint before moving forward. Need to be clear this is not a fundraiser for PTC.**

5. Review events and programs we have in a normal year

- a. This was discussed in meeting with the principals.
- b. **Decision: Everything is on hold for now as we can not enter buildings to hold events such as family dance, movie night etc.**

6. Brainstorm virtual events

- a. Bingo
 - iv. Virtual bingo with gift cards and gift baskets as prizes.
 - v. Discussed whether appropriate to use this as a fundraising event or simply a fun community event.
- b. Gingerbread House Contest
 - i. Discussion about how to do this and also similar contests using other materials can be done as well.
 - ii. **Action: Co-President Kristin will look into this further.**
- c. Other ideas
 - i. Geocaching
 1. Discussion about how to do this, can give clues in PTC newsletters, cycle through different neighborhoods each month, and make more challenging for older grades.
 2. **Action: Volunteer Coordinator Rebecca will look into this more.**
 - ii. PTC Welcome and Q&A virtual night for new families
 1. **Action: Co-President Kim to discuss with principal as she is willing to be a part of this. Further details to come.**
 - iii. Volunteer orientation
 1. Discussion about virtual orientation for parent volunteers.

2. Decision: Will wait on BSD guidance on what volunteering will look like.

- d. **Decision: Need to discuss further what is the best way to make these experiences rewarding rather than trying to recreate past PTC events.**
- e. **Action: Co-President Kim will set up a spreadsheet for PTC to add event ideas.**

7. Dining for Dollars

- a. Discussion about if PTC will continue this as a fundraiser. Are restaurants even interested in participating in this given current circumstances?
- b. Suggestion that PTC be more specific with language in advertising such events to include what we are raising these funds specifically for.
- c. **Action: VP1 Danielle will reach out to past participating restaurants to see if they are still interested.**

8. Open Positions

- d. Co-Vice President 1 Fundraising
 - i. Discussion to continue to promote the need for this position.
 - ii. **Action: Communications Chair Amy to promote the need to fill this position via webpage and social media.**
- e. Communications Chair
 - i. **Decision: VP2 Amy has volunteered to fill Communications Chair.**
- f. Volunteer coordinator
 - i. Discussed that due to current school circumstances, may not need more than one volunteer coordinator.
 - ii. Suggested to modify By-Laws to extend position to be held for 2 or 3 years.
 - iii. **Decision: Will discuss further when time to review By-Laws and modify positions to be held for 2 or 3 years. By-Laws are due to be reviewed by Executive board in May 2021.**
- g. **Action: Communications Chair Amy to update PTC webpage to include new board members- Co-President Kristin and Secretary Ashleigh.**
- h. Discussion about giving recognition/thank yous to past Secretary Carrie and Volunteer Coordinator Brenda.
 - i. **Action: Co-President Kim will put together a plan for this.**

9. Open Discussion

- a. Dates for board and general meetings need to be confirmed and sent to Marti.
 - ii. **Decision: Virtual PTC meetings will be 3rd Wednesday of the month- 6PM board meeting and 7PM general meeting.**
 - iii. **Action: VP2 Amy will put together dates and times of meetings for board to review and confirm.**