

Hiteon PTC Board Meeting Minutes
May 19, 2021

Present: Kim Rivers, Kristin Glover, Joni Epstein, Danielle Kolp, Stradivari Sibulboro, Ashleigh Hendrick-Horner, Rebecca Kanarek

Discussion Topics

1. Update from Principals Meeting
 - a. Co-presidents met with principals. Discussion on volunteers.
 - i. Asked if PTC will be allowed in the building next year and if possible to have volunteers in the building. i.e. laminating committee, bulletin boards, and lost and found.
 - ii. Currently, there are 2 volunteers in the building helping out with packaging lunches for Hybrid and CDL students.
 - iii. Will not know until receive BSD guidance on volunteers next school year.
 - b. Discussion on Fun Run.
 - i. Principal experience for the student who raised the most \$ in the school will be a picnic with Principal Meghan. Principal will contact the student's family to coordinate an outside picnic.
 - c. Discussion on state testing for 3-5 grade.
 - d. Discussion on enrollment and staffing changes.
 - i. 3rd grade will have three classes.
 - ii. Kindergarten will have three classes, but this can change closer to the start of next school year if enrollment increases.
 - iii. Due to low overall enrollment, Specialists (music and PE) will go down to 1.5 instead of 2 full time. So sharing one specialist with another school in BSD.
 - iv. If enrollment increases, these changes will again change.
2. Budget Update
 - a. Treasurer Joni will send out the budget in spreadsheet form over the weekend before next week's budget review meeting.
 - b. Need to look at equity between PE and music in the budget.
 - c. Fun Run
 - i. Several checks have been received and need to be reconciled.
 - ii. Raised over \$30k.
 - iii. Order 200 hats and sunglasses for prizes.
 - iv. Overall Fun Run total expenses is roughly \$7500.
 1. Prize expense is \$3500.
 2. T-shirts expense is \$2626.
 3. Pledgestar fees are \$1000.

4. General expenses are \$340.
 - v. Fundraising netted \$27,500 for the PTC.
 - d. PTC currently has \$73k in the bank.
 - i. Still have staff planning to spend \$2-3k in their staff accounts before end of school year.
 - ii. PTC has recouped some and hasn't spent a lot.
 3. Budget Review for 2021/22 Meeting
 - a. Thursday, May 27 7:00pm at Secretary Ashleigh's backyard.
 4. Review Bylaw Changes
 - a. **OLD:** ARTICLE IV - Officers
 - i. Section 4. All officers must be members in good standing. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two Reviewed May 1, 2019 Page 3 of 6 consecutive terms in the same office. No officer may be a current member of the Beaverton School Board, the Community Partnership Team, the Hiteon Local School Committee, or the Hiteon Site Council.
 - b. **REVISED 5/2021**
 - c. ARTICLE IV - Officers
 - i. Section 4. All officers must be members in good standing. No member shall hold more than one office at a time. All officers shall serve a two year term and no member shall be eligible to serve more than three consecutive years in the same office. The President position shall be limited to a single, two year term. No officer may be a current member of the Beaverton School Board, the Community Partnership Team, the Hiteon Local School Committee, or the Hiteon Site Council.
 - d. **Action: Rebecca to find out if other boards still in existence and will report back at the budget meeting or next board meeting when we vote on Bylaw changes.**
 - e. **Action: Board to vote in Bylaw changes at next board meeting.**
 5. Review Board Member Status for 2021-22
 - a. President- Kristin
 - b. VP1- Danielle
 - c. VP2- Stradivari
 - d. Treasurer- Megan

- e. Secretary- Ashleigh
- f. Volunteer Coordinators- Rebecca/Lisa
- 6. Board Member Recruiting
 - a. Co-President
 - b. Co-VP1- Fundraising- Joni is committing for a 1 year term.
 - c. Co-VP2- Events
- 7. Committee Chair Recruitment- these are the ones PTC usually needs to get up and running at the beginning of the school year.
 - a. Art Literacy-
 - i. Action: Need to find out if BSD is continuing Art Literacy program.
 - b. Book Fair
 - i. Action: Need to check with Laura Yarnell if continuing as Book Fair committee chair.
 - c. Bulletin Boards
 - d. Classroom Coordinator
 - i. Action: Need to check with Marci Freddy if continuing as classroom coordinator.
 - e. Diversity and Inclusion
 - f. D4\$
 - i. Co-president Kristin has a potential person for D4\$ chair.
 - g. Lost and Found
 - i. Action: Need to check with Marci Freddy if continuing as Lost and Found chair.
 - h. Math Labs
 - i. Action: Need to check if teachers still want Math Labs.
 - i. Popcorn Fridays
 - i. Principals were asked about Popcorn Fridays and it doesn't sound like this will continue next school year.
- 8. 5th grade party/recognition
 - a. Marti and 5th grade teachers are trying to plan this.
 - b. Action: Vol Coordinator Rebecca will reach out to one of 5th grade teachers to find out what is being planned.
- 9. Fun Run- prize distribution
 - a. Prizes will be distributed in the same way that Fun Run t-shirts and packets were distributed to both Hybrid and CDL students.
- 10. Teacher Appreciation- Wrap up
 - a. Treasurer Joni has not received any requests for reimbursements.
 - i. Action: Need to check with TAW committee chairs Amy and Laura regarding reimbursements.
- 11. Open Discussion

- a. Discussion on 5th grade funds from 2019-2020. Previous 5th grade class inquired about using their funds to purchase gift cards for the class.
 - i. \$1500 would be going to gift cards.
 - ii. One student opted to donate to Scouts.
 - iii. Two students opted to donate to families in need.
 - iv. **Decision: Give deadline for them to decide on gift cards.**
- b. Discussion on general and board meetings in June.
 - i. **Decision: No need for general meeting. Still plan to have board meeting.**