

Hiteon PTC Board Meeting Minutes August 20, 2021

Present: Kristin Glover, Danielle Kolp, Joni Epstein, Megan Mumford, Stradivari Sibulboro, Ashleigh Hendrick-Horner, Rebecca Kanarek, Lisa Sarver

Discussion Topics

1. Principal meeting update
 - a. President Kristin met with Principal Meghan.
 - i. BSD has no plans to go to remote learning.
 - ii. The completion of the new roof at Hiteon is delayed due to delay of materials. Students are allowed to have recess on the playground but then the playground will be closed at 3PM when roofing contractors start work each afternoon.
 - iii. Arrival and dismissal will be similar to hybrid. On arrival, students will go directly to their classroom at 7:45am. Dismissal will possibly be staggered.
 - iv. Discussion on staff hiring. Caitlyn Christy is joining 3rd grade and they are still looking for 1/2 time music teacher to join Ms. McGarrity.
 - v. Teachers are back in the building on 8/30 and will plan to email teacher assignments that day. Still working on plans for meet the teacher day. Curriculum night will be on zoom.
 - vi. Discussion on welcome back breakfast or lunch for staff. Principals will pay for lunch and PTC will pay for a coffee cart which is a \$250 expense.
 - vii. Hold off on popcorn friday until after winter break with the hopes of bringing it back.
 - viii. There will not be buddy classrooms this year.
 - ix. Discussion on lunchtime. The current plan is to have assigned seating at lunch. One student per bench. Will help with contact tracing if any covid exposure occurs.
 - x. No fall event for PTC (i.e. dance) due to roof construction and covid precautions.
2. Budget updates
 - a. Draft budget shared to google drive.
 - i. **Action: Will vote in the budget at the September PTC general meeting on 9/22.**
3. Spirit wear
 - a. Discussion on spirit wear online shop.

- i. President Kristin reached out to Adams Screenprint in Sherwood who we used last year. She is still waiting on a response from them. Adams Local company in Sherwood.
 - ii. Can we add optional donation to orders to fundraise for 5th grade party?
 - 1. **Action: President Kristin will check with the company to see if that is an option.**
- 4. QR Codes for flyers
 - a. Discussion on adding QR codes on PTC flyers.
 - i. QR codes can link to PTC website, donations for PTC, donations for 5th grade party, and a sign-in for events
 - ii. VP-2 Stradivari has been brainstorming how to do this for PTC flyers.
- 5. Dining for dollars
 - a. PTC would like D4\$ to be a once a month event.
 - b. **Action: Danielle to reach out to D4\$ chair Nancy to touch base.**
- 6. Volunteer needs
 - a. Discussion on volunteers at Hiteon.
 - i. Awaiting BSD to make a decision on whether volunteers are allowed in schools and if volunteers need to be vaccinated.
 - ii. There are several events PTC will need volunteers for.
 - 1. Kindergarten/1st grade lunches -need finalized time slots to be made available on the Better Impact page.
 - 2. **Decision: Wait for guidance from BSD on volunteers before posting slots.**
 - iii. Walk and Bike to school- dOctober 6
 - 1. **Decision: Decide closer to event date whether we have volunteers outside of school handing out stuff.**
 - b. Book Fair
 - i. Due to covid, we do not know yet if Book Fair will be in person or online at the end of October.
 - ii. Book fair chair Laura needs a co-chair as this will be her last year. She is already prepping for book fair as if it will be held in person.
 - c. Art Lit
 - i. Art Lit chair Cynthia needs a co-chair as this is her last year.
 - d. Bulletin boards
 - i. President Kristin will put stuff up on the PTC Bulletin board as to limit who enters the building.
 - 1. Upcoming PTC meeting dates will be posted.

2. Staff and student birthdays will be posted on the bulletin board too.
- ii. Discussion on PTC board member photos.
 1. **Action: Board members to email elementary school photo to President Kristin.**
7. Communications position- website, Facebook page, newsletter
 - a. Jen Weibel volunteered to do the newsletter.
 - b. Discussion on Parentsquare vs Facebook page for communication.
 - i. If using Parentsquare for communication, then use Facebook for fun events.
 - c. **Action: President Kristin to ask Principal Meghan to clarify if PTC allowed to use Parentsquare for newsletter distribution and communication to the Hiteon community.**
8. Put in Cups for Brockman street side fence
 - a. Discussion on Put in Cups on Brockman Street side fence in front of Hiteon. Would like to have hawk logo and phrase i.e. "Go Hawks!"
 - i. BSD said we can keep them up for 6 months.
 - ii. **Decision: President Kristin to get a quote and then PTC board will decide later if we should put them up.**
9. Smore upgrade
 - a. Discussion on upgrading Smore.
 - i. Current subscription is \$79 but this does not include translations.
 - ii. PTC would like to upgrade to allow newsletter translations. Cost will be \$149.
 - iii. **Decision: President Kristin to ask Principal Meghan if PTC allowed to write up the newsletter directly on Parentsquare. If not, then the board votes okay to upgrade Smore.**
10. Paypal
 - a. Discussion on switching credit card info to paypal if possible.
 - i. i.e. website hosting payment with bluehost. So that board member cc info is not stored on the bluehost account page.
 - ii. **Decision: Treasurer Megan will check to see if that will be allowed in paypal terms of use and get back to the board.**
11. Bank account signers
 - a. Discussion on second signer for checks needs to be added.
 - i. **Action: Treasurer Megan to schedule to meet with President Kristin to add her as second signer for checks.**
 - ii. **Action: Treasurer Megan to contact Edwin at Keybank to confirm if all 4 members (Megan, Joni, Kim and Kristin) need to be present.**

Kim to sign-out as second signer and Kristin to sign-in as second signer.

12. Committee Chair Recruitment

- a. Art Literacy*
 - i. There is an immediate need for a co-chair.
- b. Author Visit
- c. Book Fair*
 - i. There is an Immediate need for a co-chair.
- d. Bulletin Boards
- e. Clothes for Kids
- f. Communications - Social Media
- g. Fun Run Committee
- h. Laminator
- i. Library Liaison
- j. Oregon Battle of Books (OBOB) Liaison
- k. Picture Day
- l. Popcorn Friday
- m. Staff Appreciation
- n. Walk + Bike to School
- o. Workroom Trainer
- p. 3D Printer
- q. Colonial Fair
- r. 5th Grade Party Fundraising
 - i. Discussion on how to recruit volunteers for 5th grade party.
 1. Action: Create a slideshow before back to school night/curriculum night to advocate for volunteers to help plan and fundraise.
- s. 5th Grade Yearbook

13. Open Discussion

- a. Update from Diversity & Inclusion committee.
 - i. Committee is attempting to reach out to Greenway Elementary to open up a relationship for an outdoor community art installation with Five Oaks museum.
 - ii. Suggestion of trunk or treat with Greenway for a fall event.
 - iii. There are plans with the Social Justice committee to hold a digital parent education event in October or November.