

## Hiteon PTC Board Meeting Minutes

November 15, 2023

**Present: Stradivari Sibulboro, Kim Rivers, Megan Mumford, Ashleigh Hendrick-Horner, Teresa Fear, Carmem Pfeifer, Jen Weibel, Nicole Goldsbury, Edie Yi**

### Discussion Topics

1. Guest
  - a. Edie Yi- Newly appointed Member-at-Large
    - i. Cambia Health will make a donation in support of it's community leadership program.
    - ii. Edie is allotted \$2k every year to donate to Hiteon PTC and will start the process for 2023 donation.
2. Continuing Business
  - a. Sewing project
    - i. Still ongoing
  - b. Discussion on sensory path
    - i. Where do we want the sensory path placed?
      1. We have the stencils in hand borrowed from Sexton Mountain elementary.
      2. There will be two different paths for lower and upper grades.
      3. Will plan a time for PTC to lay out the stencils in the back of the school and plan the sensory path placement.
  - c. Board Member roles
    - i. Review and revise member roles
      1. **Action: Each Board member is to write out what their respective board position role entails and it's time commitment. Please have this completed by the next board meeting in January.**
3. Board member updates
  - a. VP 1 Fundraising- Carmem
    - i. Discussion on Krispy Kreme Digital Dozens fundraising
      1. Do we want to continue with this fundraiser?
      2. Easy to set up and should coincide with Fall soccer season for best results.
      3. **Decision: Yes, continue to participate in this fundraiser in the Fall during rec soccer season.**
    - ii. Reminder that Piccolo Mondo Toys fundraiser is this week.
    - iii. Reminder that Holiday Bonus Bottledrop fundraiser is this week.

1. Every blue bag donated gets an extra 20% bonus until December 2.
  - iv. Discussion on Beaverton Education Foundation (BEF) and Donors Choose.
  - b. VP 2 Community Events- Teresa
    - i. Discussion on Spirit Wear
      1. Will spend the remaining Spirit Wear budget on purchasing spirit wear t-shirts.
        - a. 250 adult and kids t-shirts for our inventory..
        - b. Will launch a google form for the Hiteon community to purchase shirts.
        - c. If we sell out during the holiday spirit wear sale, we can purchase more shirts to sell during Bingo Night.
    - ii. Discussion on Science Fair
      1. Science Fair assembly date still pending.
    - iii. Dining for Dollars
      1. Discussion on McTeacher night.
        - a. Local McDonald's franchise has switched ownership and we are not sure if we will be able to have a McTeacher night. D4\$ Nancy is still working on getting answers if McTeacher night is still a possibility.
    - iv. BSD Clothes for Kids Hiteon volunteer week
      1. 10 volunteers have signed up.
  - c. Treasurer - Megan
    - i. Current Budget- \$71k
    - ii. Received a \$179 check from Prisma Paintwork's.
      1. These are profits from spirit wear sales.
    - iii. Author Jelani Memory would like the author visit fee to be donated to a non-profit foundation, Project 48 (youth experiencing foster care).
      1. Suggestion of \$500 donation.
      2. Action: PTC to do due diligence on checking out the foundation before sending a donation.
  - d. Volunteer Coordinator - Jen
    - i. PTC Hawk Squawk goes out this Friday.
    - ii. Emails were sent out to class party volunteers to get things started on planning for winter classroom parties.
  - e. Co-presidents - Stradivari & Kim
4. New Business
    - a. [By-law revision](#)

- i. Member-at-Large
    - 1. Change that we are proposing is to appoint a Member-at-Large with a term commitment of two years.
    - 2. Article V. Executive Board. Section 1 a.
      - a. The Executive Board shall be of the officers of the Organization, the Volunteer Coordinator(s), the Principal, and **three (3) but no more than six (6) members at-large.**
        - i. **Appointed Members At-Large (MALs). At least three (3) but no more than six (6) appointed MALs shall be appointed by the president and approved by the Executive Board. MALs shall be appointed in order to bring a particular knowledge base, skill set, or diversity to the board. They shall assume office after their approval by the executive board at the first board meeting following convention. They shall serve a term of two (2) years or until their successors are elected.**
    - 3. Note that the Executive board consists of Board members plus volunteer coordinator, principal, and up to six members at large.
  - b. Fun Run Planning Committee
    - i. First Fun Run planning meeting will be Wednesday, January 10, 2024 at 6PM, Hiteon in Room A118.
  - c. Bingo Night
    - i. Email will be sent out to 5th grade parents and a SignUpGenius for concessions and raffle basket donations.
      - 1. 5th grade planning committee- give date for meeting.
    - ii. Suggestion of PTC sponsored raffle basket
      - 1. Do board members want to have a PTC sponsored raffle basket at Bingo Night?
      - 2. **Decision: Yes, board members will donate items and send ideas to Vol Coordinator Jen Weibel.**
    - iii. Amy Johnson will be in charge of prizes.
5. Upcoming Events
  - a. December
    - i. Picture Retakes - December 1, 2023
    - ii. OBOB Teams Meeting - December 6, 2023

- iii. Winter Parties - December 14 & 15, 2023
- iv. Green Team - December 15, 2023
- b. January
  - i. Art Literacy Training Meeting - January 10, 2024
  - ii. Hiteon PTC Board Meeting - January 10, 2024
  - iii. OBOB Teams Meeting - January 11, 2024
  - iv. Bingo Night - January 12, 2024