

Hiteon PTC Board Meeting Minutes

Date: January 15, 2025

Time: 6:14 – 8:09 PM

Location: Hiteon Elementary School

I. Attendees (In Person):

Teresa Fear, Jen Weibel, Carmem Pfeifer, Nicole Goldsbury, Megan Mumford, Ashleigh Hendrick-Horner, Julie Niklas, John Ceccarelli, Stradivari Sibulboro, Kristal Cinque

On Zoom: Rebecca Schuch

II. Call to Order

The meeting was called to order at 6:14 PM by Megan.

III. Ongoing Business

1. 3D Printer Club

- Stradivari noted that there are about 40 kids interested but she is concerned about the digital google form permission slip, Teresa will double check that that will suffice.

Action Item: Teresa will double check with the Principals that a digital Google form will suffice for a permission slip for 3-D Printing Club members.

2. Hiteon Sound System Upgrades

- Teresa reviewed the Hiteon Sound System Upgrade Proposal and discussed the differences between each option. After some discussion it was decided the Novus AV sound system estimate was our best choice.

A motion was put forth to approve the Novus AV sound system estimate.

- *Motion seconded by Carmem.*
 - *Motion passed.*
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IV. New Business

1. **Edie - Update on Board Member Donations from Cambia**
 - Edie not present, will discuss during the next meeting.
2. **5th Grade Kindness Drawing/Next Lollipop Friday or Popcorn Friday**
 - Originally, the next Popcorn/Lollipop Friday was scheduled for February 21st, however that is Bingo Night and after some discussion it was rescheduled to March 21st.

Decision: Move Popcorn/Lollipop Friday to March 21st, 2025

3. **Girls on the Run**
 - Teresa shared that an organization, Girls on the Run, has expressed interest in coming back to Hiteon to have an after school club that would need to utilize the field which is managed by THPRD. It would be April 7th – May 31st. It would be twice a week and require 4 parent volunteers. It would be approx. \$200 per student.
 - The group discussed this, noting that they would ultimately need to contact Hiteon, as the PTC only hosts free events to students.

Decision: Girls on the Run will need to contact Hiteon regarding their after school club proposal. The PTC will not facilitate this.

4. **VP1/VP2 - Who wants oversight of Spirit Wear, Popcorn Friday/Lollipop, Dining 4 Dollars, Book Fair**
 - The group discussed these but ultimately no decisions were made.
5. **January General Meeting (agenda topics, childcare, pizza)**
 - It was noted that childcare by Play.Fit.Fun has already been paid for and that it would be a good idea to have pizza too.

Decision: The PTC will provide pizza during the upcoming General Meeting on January 22nd. Teresa will buy the pizza from Costco.

6. **Author Visit - Alpacas Here, Alpacas There (book purchase?)**
 - It was noted that since the author is charging us \$600 for this visit, we will not be purchasing any of her books, but will share purchasing information via a ParentSquare message prior to the event.

Decision: The PTC will not purchase any copies of *Alpacas Here, Alpacas There*.

7. March Board Meeting Reschedule

- The March Board meeting conflicted with Science Fair and has since been rescheduled to March 5th, 2025.
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V. Board Updates

1. Treasurer

- Nicole noted significant expenses from the past couple months. She stated that Biztown is going to go over budget this year.
- Two grant requests were put forth and both were approved.
 - i. 3-D Printing Club is requesting \$26.98 for filaments.
 - ii. Mr. Baird is requesting \$110 to take 3rd grade students to Hearthstone Retirement Home in Beaverton for a performance.
- Venmo: Nicole has done a lot of research and since Venmo is owned by PayPal it is possible to set up a Venmo for a non-profit. They will need a phone number in order to create an account. The group discussed this and decided that the Treasurer will be the person who provides their cell phone number.

Decision: The Treasurer's phone number will be the phone number associated with the PTC's Venmo account.

- Nicole also mentioned that we need to slate time to discuss the relationship with Cub Scout Pack 872. The group agreed that is necessary and our By-Laws will need to be amended to include information about this relationship.

Action Item: Teresa to add a discussion regarding the PTC's relationship with Cub Scout Pack 872 to an upcoming Board meeting.

- Nicole stated the very poorly working computer for the Treasurer is on its last leg. She proposed purchasing a yearly membership to Quickbooks Online beginning next school year. The group decided this is a discussion for the annual budget meeting.

Action Item: Nicole to add Quickbooks Online membership to the annual budget meeting agenda for the 2025-2026 school year.

2. VP1 Fundraising

- Kristal noted that our first Fun Run meeting was yesterday and our next meeting is February 4th. She discussed that we talked about Sponsors and tee-shirts and came up with a theme. We also discussed selling Fun Run shirts to parents on the day of the event.
- Kristal stated that we have 33 families currently signed up for Fred Meyer rewards and Carmem suggested adding a feature (box tops, Fred Meyer rewards, etc.) to each Newsletter. We will feature Fred Meyer in this Friday's News Letter.
- Dining for Dollars: Kristal stated that Chuck E. Cheese is willing to have their mascot come to the school during the week of our Dining for Dollars event at Chuck E. Cheese.
- Brittany was able to get McDonald's to agree to having McTeacher night. Kristal will reach out and see about April 8th 9th and 17th as possible dates.
- Kristal said we are still waiting on hearing back from McMinneman's however, she has reached out to Big Red's and is waiting for them to decide if a dining for dollars is something they would be interested in.

3. VP2 Committees

- Julie began by discussing the Science Fair and the need for volunteers. She discussed the other upcoming events, Bingo Night and Author Visit.

4. Volunteer Coordinator

- Jen stated that we need to get the shifts in Raptor for Bingo Night.
- She has started planning for Carnival and we will need more volunteers than last year.

5. Members-At-Large

- No update at this time.
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VI. Guests

1. Visit from Hiteon Youth Service Officer - Diego Balderas

- Diego joined the meeting at 7:28pm, he introduced himself and explained his role in the Beaverton School District. Diego left the meeting at 7:46pm.
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VII. Upcoming Events

1. Hiteon PTC General Meeting January 22, 2024
2. Dining for Dollars Chuck E Cheese January 24, 2024
3. Hiteon PTC Board Meeting February 12, 2024
4. Author Visit February 14, 2024

5. Art Lit Training February 19, 2024
 6. Science Fair Kickoff Assembly February 19,2024
 7. Bingo Night February 24, 2024
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VIII. Adjournment

The meeting was adjourned at 8:09 PM.

Minutes prepared by: Megan Mumford, Secretary

Action Items and Decision Summary:

Action Item: Teresa will double check with the Principals that a digital Google form will suffice for a permission slip for 3-D Printing Club members.

Action Item: Teresa to add a discussion regarding the PTC's relationship with Cub Scout Pack 872 to an upcoming Board meeting.

Action Item: Nicole to add Quickbooks Online membership to the annual budget meeting agenda for the 2025-2026 school year.

Decision: Move Popcorn/Lollipop Friday to March 21st, 2025.

Decision: Girls on the Run will need to contact Hiteon regarding their after school club proposal. The PTC will not facilitate this.

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Decision: The Treasurer's phone number will be the phone number associated with the PTC's Venmo account.