

Hiteon PTC General Meeting Minutes

Date: September 18, 2024

Time: 6:03 – 7:53 PM

Location: Hiteon Elementary School

I. Attendees:

In Person: Teresa Fear, Jen Weibel, Nicole Goldsbury, Megan Mumford, Ashleigh Hendrick-Horner, Kristal Cinque, Stradivari Sibulboro, John Ceccarelli, Nancy Henry, Janet Maza, Jenny Reid-Emslie, Danielle Kolp, Alicia sensor, Sarah Finseth, Ashley Meissner, Nikki Burton, Jessica King, Ian King, Rebecca Shell Kanarek, Keaghan Cronin, Becca Schuch, Emmie Hiersche, Lara Newman, Sammi Patterson, Kristin Glover, Julie Nielsen, Rajina Pradhan, Sanjeev Pradhan, Vanessa Flesuras and others.

II. Call to Order - *Secretary Megan Mumford*

The meeting was called to order at 6:03 PM by Megan.

III. PTC Board Introductions

1. The PTC Board members introduced themselves to the attendees.
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IV. Vote in New Members - *Jen Weibel Volunteer Coordinator*

1. **Treasurer:** Nicole Goldsbury
 - Motion seconded by Megan Mumford.
 - Motion approved unanimously.
2. **Secretary:** Megan Mumford
 - Motion seconded by Teresa Fear.
 - Motion approved unanimously.
3. **Member-At-Large:** Stradivari Sibulboro
 - Motion seconded by Megan Mumford.
 - Motion approved unanimously.
4. **Member-At-Large:** Asheligh Hendrick-Horner
 - Motion seconded by Stradivari Sibulboro.
 - Motion approved unanimously.

V. Update from Principals

1. Janet & Jenny:

- Jenny spoke about the successful start of this school year and noted that breakfast and lunch is being offered gratis to all students.
- Jenny noted she has met with Kristen Glover regarding planning the 5th Grade Party and things are going well.
- Janet discussed student safety and highlighted our relatively new intercom system, new staff badges and the new volunteer system through Raptor. Raptor will allow schools in BSD to conduct background checks on demand by scanning volunteers' ID's and will be a big change for how volunteers visit schools.
- Janet also reviewed safety drills done throughout the school year and explained that if you are volunteering during one of these drills, you will need to follow staff instructions.
- Janet discussed a new curriculum in SEL (social emotional learning) that will help meet more of our students' needs.

VI. Review and Vote on 2024-2025 Budget - *Treasurer Nicole Goldsbury/Megan Mumford*

1. Budget Review

- Megan reviewed and explained each budget Income line item.
- Megan reviewed and explained each budget Expense line item.

2. Budget Vote

- Motion to approve the 2024-2025 Hiteon PTC Budget seconded by Teresa Fear.
- Motion approved unanimously.

VII. PTC Board Updates

1. Treasurer: *Nicole Goldsbury*

- Preview of Reimbursement Process (Classroom Parties)
- Review and Vote on Current PTC Grant Requests
 - *Chrissy Horne - New Classroom Carpet*
 - Motion to approve seconded by Megan Mumford.
 - Motion approved unanimously.

- Dawn Trout - *Keyboard Keypads*
 - John inquired about warranties for the keypads.
 - Motion to approve, pending news that they have warranties seconded by Teresa Fear.
 - Motion approved unanimously.
- Leah Kunicki - *Printer for 3rd Grade*
 - The group asked about ongoing costs (ink, toner, etc.) and it was concluded that the PTC would not be covering those costs.
 - Motion to approve seconded by Megan Mumford.
 - Motion approved unanimously.
- Mary Beth Sadlouskos - *Travel from NYC for Guest Speaker*
 - The group agreed that they like the idea of having a guest speaker, however they would need to be local.
 - Motion to deny.
 - Motion denied unanimously.

2. VP1 Fundraising: *Jen Weibel (filling in for Carmem)*

- Dining 4 Dollars
 - Teresa encouraged parents to recommend restaurants.
 - Some parent recommendations for fundraisers include: Jamba Juice punch cards, Regal Cinemas, Al's Garden poinsettias, a 5th grade car wash & an Art Lit auction.
- Krispy Kreme Fundraiser Coming Soon
- Blue Bags from Bottle Drop - Pick up from Office
- Piccolo Mondo Fundraiser - stay tuned
- Parent's Night Out at Best Murray Hill - March 15, 2025
- Fun Run - biggest fundraiser of the year! May 14, 2025 *but planning starts in January so stay tuned (and volunteer)!*
 - Jen invited everyone to attend the first meeting in January.

3. VP2 Committees: *Teresa Fear (roles with * are opening next school year but can be trained this year)*

- 5th Grade Party
- Art Literacy*
- Book Fair
- Bingo Night
- Clothes for Kids*
- Green Team

- Rebecca spoke about Green Team and encouraged parents, not just 4th & 5th grade parents, to volunteer.
- Hiteon Website
 - Megan requested parents familiar with WordPress to volunteer for this.
- Hearing and Vision Screenings
- Laminator
- Lost and Found*
- Oregon Battle for Books (OBOB)
- Popcorn Friday
- School Supplies*
 - Megan expressed interest to head up this next school year.
- Spirit Wear
- Staff Appreciation
- Trunk or Treat
 - Kristin noted that the event will take place on October 24th and requested volunteers and encouraged candy donations via the Candy Monster that will be eating candy everyday of October leading up to the event.
- Walk + Roll
- Committee Feedback or Questions from Attendees?
 - Rebecca asked to which email should she reach out to get more information: Teresa stated “info@hiteonptc.org”

4. Volunteer Coordinator: *Jen Weibel*

- Raptor Updates
 - Raptor Tip Sheet for Volunteers
 - Jen noted that there are tip sheets available for Raptor at this meeting. She stated that the Raptor roll out has been a bit bumpy and requested that volunteers check-in with Marti in the front office about signing in and to be patient with the new system during rollout.
 - Raptor Login for Volunteers at Hiteon
 - A parent suggested posting a sign in the front office that highlights the fact that logging your volunteer hours helps raise money for Hiteon.
 - How to Know When Sign-Ups are FULL

- Jen explained that there is not a function to cap volunteers for events so volunteers need to be on the lookout for the word “FULL” in the title of the event to know that no further volunteers are needed.
 - Volunteer Squawk Monthly Newsletter
- Volunteer Orientation Online
 - Jen stated that in lieu of having a Volunteer Orientation meeting, she created a video that gives all the pertinent information for volunteers.
- Volunteer Survey
 - Jen requested that people take this survey to let us know what you’re interested in so you will be included in communications moving forward.
- Volunteer ID Badges
 - Jen stated that she printed several new badges. If your badge has a sticker, that means that you are registered in Raptor. The new badges are located near the Raptor check-in area in the front office.
- Classroom Volunteer Sign Ups
 - Jen stated to contact your student’s teacher directly.
- Field Trip Volunteer Update
- Volunteer Questions or Feedback from Attendees?

VIII. Open PTC Board Positions - *Jen Weibel Volunteer Coordinator*

- 1. President**
- 2. Co-President**
- 3. VP1 Fundraising**
- 4. VP2 Committees**
- 5. Member-At-Large**

IX. Upcoming Events

- Hiteon Volunteer Day at Clothes for Kids - September 24-26, 2024
- Popcorn Friday - September 27th
- Student Directory
 - Opt out deadline - September 27, 2024
- Art Lit Training for Volunteers - Wednesday, October 2nd
- Hiteon Scholastic Book Fair - Monday, October 7th - Thursday, October 10th

- International Walk + Roll Day - Wednesday, October 9th
 - OBOB Student Informational Meeting - Wednesday October 16th
 - Picture Day - Friday, October 18th - VOLUNTEER SLOTS FILLED!
 - Trunk or Treat - Thursday, October 24th
 - PTC Winter General Meeting - January 22nd, 2025
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X. Q&A

XI. Adjournment

The meeting was adjourned at 7:53 PM.

Minutes prepared by: Megan Mumford, Secretary

Volunteer Orientation ONLINE

https://www.canva.com/design/DAGOK9lqQrw/RmKm1JdQg2P6bh7vvfXpbQ/view?utm_content=DAGOK9lqQrw&utm_campaign=designshare&utm_medium=link&utm_source=recording_view

Volunteer Survey Link (scan QR code)

Sign up for classroom help, field trips, art lit or class parties



Clothes for Kids Hiteon Volunteer Days Sign Up Tues 9/24 - Thurs 9/26

2.5 hour shifts starting at 8:45am

