

## **Hiteon PTC Board Meeting Minutes**

**Date:** September 4, 2024

**Time:** 7:06 – 8:33 PM

**Location:** Hiteon Elementary School

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### **I. Attendees:**

**In Person:** Jen Weibel, Carmem Pfeifer, Stradivari Siluboro, Ashleigh Hendrick-Horner, Megan Mumford, Teresa Fear.

**On Zoom:** Edie Yi

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### **II. Call to Order**

The meeting was called to order at 7:06 PM by Megan.

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### **III. Current Business**

#### **1. Open Board Positions**

- Megan & Teresa will speak at Curriculum Night to encourage parents to join the PTC and inform them about open positions. They will also promote the upcoming General Meeting and availability of childcare.
- Open positions: President, VP1, VP2
- Jen suggested reaching out to specific volunteers to encourage them to take on these roles.

**Action Item:** Jen Weibel will reach out to specific volunteers regarding the open Board positions.

#### **2. President**

- Carmem Pfeifer is technically the PTC President per the By-Laws.
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### **IV. VP1 – Fundraising**

#### **1. Fun Run Date Discussion**

- The Fun Run is scheduled for May 14, 2025.

- Alternative dates were discussed but found unworkable due to scheduling conflicts.
- Carmem will need to pre-plan her absence during this time. Edie offered assistance on the event day.

**Decision:** The Fun Run will remain on May 14, 2025.

## **2. Fun Run 2024 - Event Purchases**

- Consider purchasing event banners without specific dates.
- Discussion on placing Put-in-Cups on the back fence; need to determine fence ownership.

**Action Item:** Megan will ask Marti if Hiteon owns the back fence. If so, the PTC can purchase Put-in-Cups.

## **3. D4\$ Update**

- Carmem will contact Brittany McCoy for this year's Dining for Dollars list.
- Discussion on Krispy Kreme fundraiser: Potentially handing it off to the 5th Grade Committee to raise funds for the 5th Grade Party.

### **Action Items:**

- Carmem will reach out to Brittany McCoy regarding the Dining for Dollars list.
- Stradivari will ask Kristin Glover if the 5th Grade Committee wants to organize a Krispy Kreme fundraiser.

## **4. Additional Fundraising Opportunities**

- Thorns/Timbers Night: Discounted tickets with a portion of sales benefiting Hiteon PTC.
- Murray Hill Martial Arts Parent Night Out: Need to determine requirements and potential promotion responsibilities.

**Action Item:** Carmem will research fundraising opportunities with the Portland Thorns/Timbers and Murray Hill Martial Arts.

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## **V. VP2 – Committees**

### **1. Open Roles**

- Hiteon Website, Safe Routes Events (pending confirmation), Bingo Night, Popcorn Friday, School Supplies, Staff Appreciation.

- Stradivari is interested in leading the Diversity, Equity, and Inclusion (DEI) Committee.

## **2. Social Media Discussion**

- Facebook engagement is low (about 20 views per post last year).
- If removed, Fun Run sponsor benefits will need adjustment.
- Instagram was considered but would require management.
- Consensus: Let Facebook remain quiet this year.

**Decision:** Facebook will not be an active platform this year, and Fun Run sponsorship benefits will be adjusted accordingly.

## **3. Elect Roles**

- Laminator, Lost & Found, Picture Day, Art Literacy, Green Team. No discussion.

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## **VI. By-law Revisions**

- Need to make Board position definitions more generic while maintaining compliance with tax regulations.

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## **VII. Principal's Meeting Recap**

- Popcorn & lollipops cannot be sold—will be available by donation only.
- Grant received for OBOB books (already ordered for the year).
- Over 30% free lunch qualification may lead to additional purchase discounts.
- Field Trip Guidelines: Teresa and Jen will draft a guideline sheet for field trip committees and work with teachers.
- Author Visit: Carrie Tillotson scheduled for February 14, 2025. Exploring possibility of alpacas at the event.
- Planetarium visit: Approved, pending a Certificate of Insurance (COI). Target date: October 18, 2024. If unavailable, revisit in Spring.
- Academic & SEL Nights: Run by Hong Hanson and Jenni Schmidt; no PTC involvement required.

- Hiteon's 50th Anniversary: Carnival theme to incorporate the milestone.
- Staff Update: Janet is on indefinite leave due to her father's illness. Consider having students create a "We Miss You" message.

**Action Items:**

- Teresa & Jen will create a Field Trip Guidelines form.
  - Teresa will explore alpaca visit feasibility for the Author Event.
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**VIII. New Business**

**1. Board Meeting & Science Fair**

- Scheduled for March 12, 2025.
- New time discussion not addressed.

**2. New Members**

- Ashleigh Hendrick-Horner, Nicole Goldsbury, Megan Mumford, Stradivari Silbuboro.
- Voting at General Meeting on September 18, 2024.

**3. Volunteer System (Raptor)**

- Issues with Raptor: Volunteer sign-ups are being tested on ParentSquare, but it does not sync with Raptor.
- Volunteers must present government ID upon entering Hiteon. Pre-printed badges may be an option for large events.
- Testing needed: Does Raptor require a photo at every visit?

**Action Item:** Teresa will confirm with Marti if volunteers need a new photo each visit or if it's stored in the system.

**4. Directory**

- Opt-out deadline: September 27, 2024.

**5. 3D Printer**

- Donated to an Oregon Cub Scout group.

**6. Hiteon PTC Room**

- Printer not working; group agreed to purchase a new one.

**Decision:** A new printer will be purchased for the PTC Room.

## 7. Miscellaneous

- PTC Copy Paper Usage: Track paper usage and submit a purchase order after using 6 reams.
- Bottle Drop: Stradivari will bring more blue bottle bags to the front office.
- Picture Day Volunteers: 4 volunteers are needed.
- Favorite Things List: Megan will update the Favorite Things page after gathering new staff responses via Google Form.
- Conference Dinner: PTC will provide dinner for staff; Megan will order from La Real.

## Decisions & Action Items:

- Paper usage tracking system approved. After 6 reams, a purchase order will be submitted.
  - Stradivari to bring more blue bottle deposit bags to the office.
  - Jen to update Picture Day volunteer count to 4.
  - Stradivari to send Megan the Favorite Things Google Form link.
  - Megan to update the Favorite Things page once new data is collected.
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## VI. Adjournment

The meeting was adjourned at 8:33 PM.

**Minutes prepared by:** Megan Mumford, Secretary

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## Action Items & Decisions Summary:

**Action Item:** Jen Weibel will reach out to specific volunteers regarding the open Board positions.

**Action Item:** Megan will ask Marti if Hiteon owns the back fence. If so, the PTC can purchase Put-in-Cups.

## **Action Items:**

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- Stradivari will ask Kristin Glover if the 5th Grade Committee wants to organize a Krispy Kreme fundraiser.

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**Decision:** The Fun Run will remain on May 14, 2025.

**Decision:** Facebook will not be an active platform this year, and Fun Run sponsorship benefits will be adjusted accordingly.

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