

Meeting Notes
Oak Hills Elementary PTO Meeting
Monday, August 11, 2014 at 11 a.m.
Oak Hills Recreation Center

Welcome

Kristin H. (PTO President) welcomed all attendees, listed below, and a round of introductions was made by all.

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|----------------|--------------------------------------|
| Kristin H. | Mandi M. |
| Wendy T. | Kathryn W. |
| Cheryl Hagseth | Sheri M. |
| Kathleen F. | Brenda Z |
| Lynene H. | Tony D. |
| Heather H. | Trish Anderson – Sunset Credit Union |
| Rebecca L. | |

Principal Update

Cheryl Hagseth brought the group up to date with the following info:

- Rachel Christensen, Oak Hills office admin, had her baby. All in attendance voiced their congratulations on the birth of baby Eleanor.
- The school Lost & Found, headed up by parent volunteer Dana, is in need of volunteers to wash the leftover clothing in preparation of transfer to the BSD Clothes Closet. Delivery of clean clothing would ideally be made on a Wednesday when the Clothes Closet is staffed with an attending volunteer. Sheri M., Brenda Z., and Kathleen F. all volunteered to take a bag of clothing to wash.
- T-shirts for the new school year are in the process of being ordered by parent volunteer, Heather L. Sizes for all staff to include in the order will need to be obtained. The voted design would be available for the Back to School Picnic.
- Class lists are scheduled to be posted at Oak Hills on Friday Aug 15th at 4pm.
- Staff hiring during the summer months included 12 new people for a combination of Certified and Classified positions. These new-hires included Cathy Wiggins, from Clackamas SD, in the library and a new staff member for the school RTI contact. Updates for the staff list online are pending and are anticipated to be ready soon. As a reminder, it was noted that 5th grade classrooms will be in the portables for the new school year.
- The Principal's Letter is scheduled for distribution to the Oak Hills community on Friday Aug 15th.
- It was noted that there have been many new recent registrations for students/families new to Oak Hills. Even with these new registrations, class sizes are averaging student counts in the mid-20's in most grades pending any further new registrations.

Save the Jog-A-Thon

Kristin H. shared the following info on the Jog-A-Thon (JAT):

Cyndie P., the current organizer of the JAT, will be working with new volunteers to transfer the responsibilities of this school fundraiser. There are currently two new parent volunteers who are working with Cyndie to learn all about the process. All in attendance expressed their delight/encouragement (BIG YAY!!). There is still a need for one more volunteer to assist Cyndie/JAT team with the prize collection/donations. An explanation of basic JAT procedures was explained by Kristin. Any in attendance who has a contact that is interested in helping with the donations should be instructed to email Cyndie/JAT team at jogathon@oakhillspto.org.

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Supply Drop-off & Back to School Picnic/Aug. Dinner Night Out – Thurs. Aug 28th

Heather H. shared the following info with the group:

- Food vendors have been selected and are following the guidelines for vendors as set by the BSD. The chosen vendors, listed below, will be accepting *cash only* during the BTS event:

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|--------------------------------|----------------------|
| Pizza Schmizza | Frozen Yogurt Vendor |
| Bro Dogs | Shave Ice Vendor |
| Home Plate Sliders (min \$600) | |
- Vendors will be located outside of the school, possibly in the bus turnaround section.
- Drinks will be provided through the PTO and will include water and soda.
- Information booths will be set up and attended by the following:

| | |
|-----------------------|---------------|
| Scouts (Boys & Girls) | Champions |
| OHE T-Shirt Sales | Oak Hills HOA |
- The Volunteer Sign Up tables will also be set-up for the BTS event.
- The request was made for the event to listed on the school reader board and for signs to be posted in front of the school entry doors. Kathleen will position the sign frames near the front doors.
- A Google doc will be made available to the OHE community for volunteer opportunities. Set up will be from 3:00-5:00pm, supply drop-off from 4:30-5:30pm, and picnic from 5:00-7:00pm.
- Wendy will update any event advertising to include a note to the community to “bring a blanket”.
- Per discussion of the group, it was indicated that Jennifer Yamashiro (not present) would be organizing 5th graders from the 13/14 school year to be Welcome Ambassadors at event.

Dinner Night Out (DNO)

Heather H. shared the following:

- After a brief explanation of the DNO procedures, Heather indicated that vendors had been selected for all months of the school year and dates had been confirmed up to Dec 2014. The following months in 2015 were in the process of being confirmed. The list of vendors was circulated and include the following:

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|----------------------|-----------------------------|
| Five Guys Burgers | Chipotle or Golden Valley |
| Menchie's Yogurts | Allan's Mexican Rest. |
| Sweet Tomatoes | McDonalds |
| Bethany Public House | McMenamins |
| Pizzicato | Coldstone or Pips (pending) |
| Mod Pizza | |

Staff involvement with the McDonalds DNO has yet to be determined. Cheryl Hagseth will confirm at a later date.

Volunteer Coordinator Update

Brenda Z. and Sheri M. shared the following:

- The goal for the Back to School night volunteer sign-up sheets is to obtain info for every volunteer opportunity and include a Q&A for each opportunity to determine/explain what each job/commitment entails.

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- Laptops are requested to have at the volunteer sign up area for background check submissions (and also be included for the first day of school at a Volunteer ASK Table). FYI about backgrounds checks per request – current background checks are valid indefinitely though BSD may change to a 2 year renewal process soon as indicated by BSD.
- It was suggested that the PTO Board members and parent volunteers wear a button or label to wear with titles such as “Ask About Volunteering” and “I’m A Volunteer”. Brenda Z. indicated that she could make badges for people to wear.

Teacher Appreciation Week

- It was suggested that Teacher Appreciation week be spread out over the whole school year instead of 5 consecutive days in one week. Brenda Z. and Heather H. would determine the Spirit Committee’s involvement. Active committee organizers would ideally connect and coordinate with the Spirit Committee to work on this process.

Serve Now Volunteer Opportunities

- Hospitality Committee – Kristin H. explained the concept and basic duties of the Hospitality Committee starting with the Staff Breakfast.
- Staff Breakfast – Mon Aug 25th 7:30am – Items needed would be fruit, coffee, pastries, an egg dish, etc. Person or persons needed to pick-up and set-up items for that morning of the teachers first official day back.
- Packet Stuffing – Wed Aug 27th 9-11 am – Volunteers needed for assembling packets for 1st day of school. Grandparents and older children are welcome to help.
- Main Entrance Bulletin Board – The backing paper for the display needs to be replaced. The ‘Pillars’ signs/display would need to be carefully removed for re-use. Fix needed as soon as possible.
- School Directory – Fall 2014 – Jason Turinsky (not present at mtg) will be handling the formatting of information. Volunteers are needed to type in names for the ‘Teachers List’ section of the directory. Sheri M. and Brenda Z. indicated that they can help. Hard copies of finished directories will need to be distributed. Kathleen F. will help with the distribution. Sheri M. also suggested a Directory Sign Up table with a parent volunteer and computer/laptop for the BTS picnic and first day of school.
- Parent Education Seminars – Fall 2014 – Costs are higher than expected for the combination of both speakers and there are currently no volunteers currently available to organize the events and find an alternate location to OHE. Heather H. suggested that we partner with another elementary school to promote the events and share costs. **Wendy T. motioned to cancel the October dates and create a partnership opportunity with other schools and organizations. The motion was carried with a yes vote.** Kristin H. will make notifications to the speakers and Heather H. will check with a PTO contact at Findley Elementary for possible partnerships.
- Sheri M. indicated that she needs the Volunteer Request List. Rebecca M.L. has the master copy of the list and will forward to Sheri who will update, print, copy, and deliver the final printed document(s).

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Co-President to President-Elect

- Kristin H. explained the current Co-President role definition and suggested that this title be changed to President-Elect to better define (and create less confusion) about the role of the Co-President as a shadowing opportunity in preparation for role of President in the second year of service. It was suggested by Kristin H. that this change of title be made to the PTO bylaws by vote. It was also suggested that Rachel Pines (not present at meeting) be contacted to provide a consultation on the wording/language of the new definition. It was concluded that based on the change being drafted a vote could be made on the new wording at the Sept PTO meeting.

Committee/Parent questions, concerns, feedback

- On the Move - Wendy T. shared that the fundraising partnership with Whole Foods resulted in a \$436.00 donation to Oak Hills PTO. Wendy indicated that Whole Foods is eager to partner again in the future.
- Brenda Z. requested budget information for Volunteer Coordinators. She and Kristin H. discussed the current system of what will be provided for upcoming events and how they will coordinate the pick-up and set-up for these functions.

Additional Information

- A representative from Sunset Credit Union, Trish, joined the meeting to provide information about a program being offered to OHE for helping kids learn about finance and how it relates to them as individuals. Cheryl Hagseth clarified to the group in attendance that this would be a school program with no funds required from the PTO budget. A flyer and additional information would be provided to the OHE community via the school office staff.