

**Hiteon PTC General Meeting Minutes
May 19, 2021**

Present: Kim Rivers, Kristin Glover, Joni Epstein, Danielle Kolp, Stradivari Sibulboro, Ashleigh Hendrick-Horner, Rebecca Kanarek, Meghan Warren, Jenny Read-Emslie, Maryann Maloney-Hassold, Nancy Henry, Susie O'Neill

Discussion Topics

1. Principal's Report
 - a. Thank you to the PTC for Staff Appreciation Week. Hiteon staff really felt the love. Also thank you to the PTC for the Fun Run. Hiteon could feel the energy from the students during the week. Thank you so much for supporting us.
 - b. Discussion on staffing changes. Enrollment is currently projected to be 100 students less.
 - i. Currently slated to have three kindergarten classes and three 3rd grade classes.
 - ii. Overall low enrollment is resulting in a decrease in specialist allocation. Hiteon currently has 2 full time music and PE specialists and will decrease to 1.5 next school year. 1.5 means splitting someone among two buildings in the district.
 - iii. Hiteon will be adding an academic coach position next school year.
 - iv. Hiteon will be adding a half time social worker next school year.
 - c. Discussion on state testing.
 - i. Currently in the second week of state testing.
 - ii. Two different sessions on Wednesday depending on grade level and test.
 - iii. 25 kids per grade level opted to take the test.
2. Budget Update
 - a. Treasurer Joni expressed gratitude to the community for the support with the Fun Run. So grateful for the amount of money raised for the Fun Run, after expenses netted \$28k.
 - b. Budget review is next week and will start looking at how PTC can continue to support all the things we love to support, and do the fun things we love to do for the students.
 - c. Discussion on staff reimbursements.
 - i. Teachers need to get reimbursements in by June as the fiscal year ends on June 30.
 - ii. Would like to get teachers reimbursed by June 15 and have checks cashed by June 30.
3. Back to School Supplies- Nancy Henry

- a. EPI is a school supply company who Hiteon has worked with in the past and also is best priced.
 - b. Discussion on donation packs vs adding to cost of supplies as a fundraiser.
 - i. Charge parents cost of the items or up the cost (i.e. by \$1) of the package for fundraising.
 - ii. There is an option to purchase a \$5 donation pack of pencils which cost \$0.07. \$4.93 is earned and used to purchase school supplies packs for students in need.
 - iii. Another way to accrue money to purchase school supply packages is if Hiteon signs up by this upcoming Friday, Hiteon would have a \$300 credit to buy supplies or use for supplies later down the year.
 - iv. Elementary counselor Stephanie Godfrey would be able to provide numbers of students per grade that would benefit from donation school supply packs.
 - v. **Decision: Agree to \$5 donation packs rather than fundraising option.**
 - c. Discussion on delivery of supplies.
 - i. Ship to school- order before July 6.
 - ii. After July 6, the price of supplies goes up and ships to home.
 - iii. School will be closed this summer until week before teachers start.
 - 1. Can pick one delivery date for all school supplies ordered.
 - d. Principal Meghan said they are looking to try a pilot program with 4th grade class where Hiteon purchases the school supplies, and then parents donate towards them.
 - e. Hiteon will continue with individual student bins and supplies instead of communal supplies.
 - f. **Action: Nancy will process everything needed to get this set up before Friday deadline.**
4. Teacher Appreciation Week wrap-up
- a. TAW went well. Committee loved doing it despite it being a challenge with some of it being done virtually.
5. Fun Run- review and prize distribution
- a. For this year's Fun Run, we utilized a new platform- Pledgestar. It was pretty successful with 212 participants. Raised nearly \$32k. With the donations made via cc or Paypal, two-thirds donated the 3% fee as well. It was new and different and we would like to use Pledgestar again for next year's Fun Run.

- b. Fun Run donations are still ongoing. A cut off date is needed to announce winners in the next newsletter. Committee will ask Marti to send out one last email blast to Hiteon community for final donations.
 - i. **Decision: Cut off date will be Sunday May 23 to allow final donations and then announce winners.**
6. Board Member Recruiting
 - a. If you or anyone you know is interested in joining the PTC Board, please reach out to any of the current board members or on PTC website.
 - b. Co-President
 - c. Co-VP1- Fundraising- Joni is committing to 1 year term.
 - d. Co-VP2- Events
7. Committee Chair Recruitment
 - a. Art Literacy
 - i. **Action: Need to find out if BSD is continuing Art Lit next school year.**
 - b. Book Fair
 - c. Bulletin Boards
 - d. Classroom Coordinator
 - e. Diversity and Inclusion
 - f. D4\$ - Co-president Kristin has a potential person
 - g. Lost and Found
 - h. Math Labs-
 - i. **Action: Check with teachers to see if they still want Math Labs.**
 - i. Popcorn Fridays -does not sound like this will continue next school year.
 - j. **Action: VP-2 Stradivari will send out email to previous chairs to see what their level of commitment will be this next school year.**
8. Upcoming events
 - May 28 - Coffee with the Principals 9-9:30am
 - May 31- Memorial Day- School Closed
 - June 18- Last day of school

Next General Meeting: Sept 2021