

**Hiteon PTC Board Meeting Minutes  
May 18, 2022**

**Present: Kristin Glover, Danielle Kolp, Stradivari Sibulboro, Megan Mumford, Ashleigh Hendrick-Horner, Lisa Tahan Sarver**

Discussion Topics

1. Principal meeting update
  - a. President Kristin met with the principals. Principals were pleased with the Fun Run and thought it went really well.
  - b. Discussion on fence installation at Hiteon. The fence was part of the safety measures in the last Bond measure that passed. Gates will be placed across the driveways and then continuous fencing all the way around the playground.
  - c. Fifth grade walkout will be on the last day of school, June 21.
2. Budget updates- Megan
  - a. Fun Run raised \$46k so far. Pledges are still coming in.
    - i. Need W-9 for Uberthon and Pledgestar.
  - b. PTC Grant Request
    - i. Discussion on grant request submitted by Academic Coach Sivhong Hanson.
      1. She would like to purchase a set of Flyleaf Close Reading Teacher Guides. This is a reading intervention program that uses decodable books and activities.
    - ii. **Decision: Motion to fund grant request put forth by Academic Coach Sivhong Hanson for \$579.69 to purchase a set of Flyleaf Close Reading Teacher Guides, seconded and approved unanimously.**
3. Send off for Principal Meghan Warren
  - a. Principal Meghan is leaving at the end of the school year.
  - b. Suggestion of a gardening basket with a gift card to Al's Garden & Home.
  - c. **Action: President Kristin to check with Marti to see if there are any limits on gift amount.**
4. Fun Run wrap up
  - a. Total brought in so far \$46k and with pledged \$, that brings total raised funds to over \$50k!
  - b. We've had a dozen or so more students register post Fun Run and over \$1k in donations received.
  - c. Discussion on sponsor plaques.
    - i. Plaques are ordered and should be delivered by the end of May.
    - ii. Plaques will be sent with thank you letters to each sponsor.

- d. Discussion on prizes.
  - i. Are we close enough to totals to order prizes?
  - ii. Medals for top runners (male and female) per class are ordered.
  - iii. Prize winners will be called to the main office and given their prizes.
- 5. Gaga Pit
  - a. Gaga pit order is in process.
  - b. PE teachers are working through paperwork with facilities to get it approved. Once approved, then it will be ordered.
- 6. Art Literacy projector donation
  - a. Discussion on what to do with the Art Literacy projector that is currently not in use.
  - b. According to a previous PTC board member, the Art Lit projector was originally bought by the PTC.
  - c. **Decision: Projector needs to stay in Hiteon for school use.**
- 7. Additional email for facilities use
  - a. Discussion on an additional email for facilities to use.
    - i. To reserve rooms for use at the school.
    - ii. Suggesting [facilities@hiteonptc.org](mailto:facilities@hiteonptc.org)
  - b. Discussion on a shared email address for committees to use.
  - c. Discussion on separate email for Art Literacy.
    - i. **Action: VP-2 Stradivari will check to see if an email for Art Lit already exists. If not, will create additional email for Art Lit.**
- 8. By-laws update (voting by proxy)
  - a. Voting by proxy will be included in the budget meeting and can discuss more in depth there.
- 9. Staff Appreciation Week
  - a. Staff Appreciation Week went really well.
- 10. Author Visit
  - a. Did not discuss.
- 11. Book Fair- May 11-18
  - a. Scholastic Book Fair is done. Waiting on sales total.
- 12. Board Recruiting
  - a. We need to find people to fill President and VP-1 positions.
- 13. Budget Meeting for 2022-23
  - a. June 15. Time and location to be determined.
- 14. Do we want to move our last General meeting back a week?
  - a. **Decision: No general meeting in June. Will have a budget meeting instead on June 15.**
- 15. Field Day
  - a. PE teachers will run a smaller version of Field Day.

- b. No volunteers needed.
  - c. Planning for Thursday or Friday of the last full week of school.
16. June Newsletter
- a. Still have 6 more sponsors to feature in the newsletter.
  - b. Decision: Will have a June PTC newsletter.**
17. Open Discussion