

Hiteon PTC Board Meeting Minutes

February 7, 2024

Present: Stradivari Sibulboro, Kim Rivers, Megan Mumford, Teresa Fear, Carmem Pfeifer, Ashleigh Hendrick-Horner, Jen Weibel, Nicole Goldsbury

Discussion Topics

1. Continuing Business
 - a. On-going projects
 - i. Window cover sewing project
 1. Still ongoing
 - ii. Sensory path
 1. Still ongoing
 - iii. Spirit Wear Sales
 1. Still ongoing
 - iv. Board Member roles
 1. Due date - March 6, 2024
 2. Please submit write-ups to Co-President Stradivari.
 - v. By-law revision
 1. Signature collection will be done at next Board meeting.
 - vi. Fun Run
 1. Theme is "Olympics"
 2. Discussion on Kick-off Assembly date
 - a. "Opening Ceremony"
 - b. Monday, April 22nd (best) or Wednesday, April 24th (maybe),
 - c. Decision: Monday, April 22, 2024**
 3. Suggestion of having each class or grade represent a different country and can present their country project/presentation at the assembly.
 - a. Nancy Henry is emailing teachers list of countries.
 - b. Decision: Will discuss further and will have to check with teachers if they have the time/capacity to do this.**
 4. Suggestion of inviting Fun Run committee member Matt Austin to the assembly to take photos.
2. Board member updates
 - a. VP 1 Fundraising - Carmem
 - i. Discussion on Murrayhill's Best Parents Night Out.

1. Email was sent to board members with information.
 2. Would require PTC to advertise Murrayhill's Best in our newsletter and emails.
 3. **Decision: No, will not do this fundraiser this time as it would require us to endorse Murrayhill's Best After School program and Summer Camps in PTC newsletters and emails.**
- b. VP 2 Community Events - Teresa
 - c. Treasurer - Megan
 - i. Current Budget is \$65,213.49
 - ii. We have received \$900 from Fun Run sponsors.
 - iii. Bingo night- 5th grade concessions raised \$2200 for their 5th grade party.
 - d. Volunteer Coordinator - Jen
 - i. Bingo Night was successful.
 1. Key club volunteers worked out well.
 2. For next year, will need a microphone in the cafeteria for overflow bingo. Also suggestion of more prizes.
 - ii. Volunteer spotlight suggestions.
3. New Business
 - a. Carnival Planning
 - i. The first carnival planning meeting was so great. Jen and Teresa were fantastic leading the meeting.
 - ii. **Action: Carnival date to be put in the upcoming Hawk Squawk newsletter.**
 - b. Donors Choose
 - i. Donors Choose update: Already at 30% of goal.
 - ii. **Action: Send Donors Choose info and link as Parentsquare email.**
 - c. Grant Request - BizTown
 - i. Discussion on grant request.
 1. 5th grade teacher, Bill Bailey, has submitted a grant request for the 5th grade field trip to Biz Town.
 2. Requesting \$3000 to fund the entire 5th grade field trip to Biz Town but likely won't cost that much.
 3. **Decision: Motion to approve grant request for the 5th grade field trip to Biz Town submitted by Mr. Bailey, seconded and approved unanimously.**
 - ii. Discussion on adding a separate line item in the budget for Biz Town field trip.
 - iii. Discussion on PTC funding all field trips.

1. If yes, will need to increase Scholarship budget for this.
 - d. Social Worker
 - i. Discussion on T-Shirt request.
 1. Tina Strub is the new Social Worker at Hiteon and is asking if she can have some spirit wear t-shirts in several sizes to give to any students that are not able to purchase them.
 2. Spirit wear sales are in the black now.
 3. **Decision: Yes, PTC will donate spirit wear shirts in several sizes to Mrs. Strub.**
 - e. Science Fair
 - i. Discussion on budget increase for Science Fair next year.
 1. **Decision: Will discuss at budget meeting.**
 - f. Carnival
 - i. Discussion on budget increase for carnival.
 1. Current budget is for \$1000.
 2. Committee is closer to spending \$5000 but will try to spend only \$3000.
 - a. Currently over budget on prizes.
 3. Several events were budgeted for this year where money wasn't spent or event didn't happen. I.e. Back to School Night, Breakfast Club, Curriculum Night.
 4. Will know better for next year and discuss at budget meeting.
 - g. OBOB
 - i. OBOB budget check in.
 - ii. Currently with \$417 left for pizza party and prizes.
 - h. Breakfast Club- removed from schedule/calendar
4. Upcoming Events
- a. February
 - i. Carnival Planning Meeting - February TBD
 - ii. Art Literacy Training - February 15, 2024
 - iii. Popcorn Friday - February 16, 2024
 - iv. Green Team - February 16, 2024
 - b. March
 - i. OBOB Regionals - March 2, 2024
 - ii. Board Meeting - March 6, 2024
 - iii. Dining for Dollars - March TBD
 - iv. Daylight Saving Time- March 10, 2024
 - v. Winter Walk+Roll - March 13, 2024
 - vi. Science Fair - March 13, 2024

- vii. Popcorn Friday - March 15, 2024
- viii. Spring Break - March 25-29, 2024