

Hiteon PTC Board Meeting Minutes

April 3, 2024

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

Discussion Topics:

1. Continuing Business

a. Discussion on PTC Room and Dungeon clean out.

i. Colonial Fair supplies

1. Who is in charge of the Colonial Fair?

a. We would like to clean out supplies from past Colonial Fairs. We talked to the 5th grade staff regarding if they would like to continue Colonial Fair and they mentioned keeping certain activity supplies to use for Art Lit.

b. **Action: Treasurer Megan will ask Angeliou and previous Colonial Fair leads/teachers what to do with the supplies.**

ii. Passport

1. Geography program run by Hiteon volunteers.

2. If this program doesn't get brought back, what should we do with all the leftover supplies?

3. **Decision: Check with PTC first if there is interest to start this back up. And if no, then donate the supplies to another elementary school that is still doing the Passport program.**

iii. Reading Incentive - Go for the Gold

1. Reading program run by Hiteon volunteers.

2. If this program doesn't get brought back, what should we do with all the leftover supplies?

3. **Decision: Check with PTC first if there is interest to start this back up.**

iv. Past events clean-up

v. **Decision: Board will further discuss a date to come in and organize/clean up the Dungeon and PTC room.**

b. Bluehost

i. WordPress Plus hosting renewed for 3 years.

1. Price to renew \$539.64 for 3 years

2. Co-president Stradivari was able to get a discounted rate - \$431.71 for 3 years (20% discount)
- ii. Payment information
 1. PayPal is now the payment associated with Bluehost renewal.
 2. **Action: Treasurer Megan to add PayPal as payment method for upcoming annual renewal of Domain Name Registration and Domain Privacy + Protection.**
- iii. Security Pin
 1. Shared with Treasurer and Secretary
 2. Customer Support will ask for security PIN each time we call or chat to verify access to the account.
- c. Board Member roles
- d. Parent Teacher Conferences
 - i. Staff Meal
 1. Dinner will be on Wednesday, April 24, 2024
 2. Catered by La Real (Hiteon family owned)
 3. **Action: Treasurer Megan will plan the dinner for the staff.**
 - ii. Stock the Staffroom
 1. Staff Appreciation committee will send out SignUp Genius for donations.
- e. Staff Appreciation
 - i. Staff Appreciation Week is moved to May 20-24
- f. Budget Meeting
 - i. June 5, 2024 5-8PM
 1. **Decision: Potluck at VP-1 Carmem's house**
- g. Recruiting for 2024-2026 Board Member positions
 - i. Open Board Member positions
 1. President, VP-1 of Fundraising, and VP-2 of Community Events
 2. Member(s)-at-Large
 3. **Action: Vol Coordinator Jen will send everyone questions to answer for volunteer spotlight in the newsletter.**
- h. Sensory path
 - i. Sensory path was completed over Spring Break!
- i. Sewing project
 - i. Still ongoing
- j. Fun Run Update
 - i. T-shirt counts are almost complete and will be sent to Alex Hartman (Hartland Creative) so he can order T-shirts.

- ii. Race bibs are next on the to-do list to complete.
 - 1. **Action: Secretary Ashleigh will coordinate with Alex to have a Fun run logo image created for the race bibs.**
 - k. Project 48 check Update
 - i. **Decision: Treasurer Megan will send \$400 to Project 48 in lieu of Author Visit fee for author Jelani Memory.**
- 2. Board member updates
 - a. Treasurer: DonorsChoose project
 - i. DonorsChoose will not let Megan purchase a bulk order of heaters due to no availability.
 - ii. Can we purchase the heaters using Special Purchases fund, and then allow the staff to purchase items available on DonorsChoose which they will use?
 - iii. **Decision: Treasurer Megan will purchase as many heaters available on DonorsChoose and will ask staff to select items available on DonorsChoose to purchase. Megan will purchase remaining heaters or all of them if they weren't available on DonorsChoose from another vendor using funds from Special Purchases.**
- 3. New Business
 - a. Fun Run 2024 funds
 - i. Discussion on any projects or items we want to specifically fundraise for with Fun Run 2024.
 - 1. Suggestion from Marti of a set of banners to hang for different events for the school.
 - 2. Suggestion of a new sound system for the cafeteria that connects to the gym.
 - 3. Suggestion of an experience type assembly that can visit the school.
 - ii. **Decision: Ask the staff if there's anything we can raise money for at the school? Board will discuss further.**
 - b. 2024 - 2025 Hiteon PTC Event Schedule Meeting
 - i. **Decision: Board to discuss and pick a date for this meeting.**
 - c. Board Meeting
 - i. Next PTC Board meeting is May 8, 2024 which is also the day of Fun Run.
 - ii. Should we move the board meeting to another day or cancel the meeting?
 - 1. **Decision: Plan to meet on May 15, 2024.**
 - d. Retirement Gifts

- i. Ms. Wong
 - 1. Action: Member-at-Large Edie will purchase a gift for Ms. Wong.
 - ii. Mrs. Carlton
 - 1. Action: VP-1 Carmem will purchase a gift for Mrs. Carlton.
 - e. PTC Grant Fund Vote
 - i. Discussion on grant request by PE teacher Molly Nelson
 - 1. Amount requesting: \$1000-1500
 - 2. Description of Grant Request: Gymnastics equipment for a balancing, rolling, and jumping unit- small trampoline, foam vaulting box, jump boxes, cheese wedge mat, and balance bench. Mrs. Nelson would like to get multiple sets of some items so more students can participate at one time. If the budget does not allow, she can pick a few items that will have the greatest impact.
 - 3. How will the items benefit the students at Hiteon? Students will get to learn some aspects of a sport that not many kids have access to. Gymnastics is a fun way to cover our balancing, rolling and jumping targets.
 - 4. **Decision: Motion to approve the grant request for gymnastics equipment for PE submitted by Molly Nelson, seconded and approved unanimously.**
 - f. 2024-2025 Hiteon PTC Event Schedule Meeting
 - i. Did not discuss
4. Upcoming Events
- a. April
 - i. Kindergarten Orientation - April 4, 2024
 - ii. Spring Carnival - April 19, 2024
 - iii. Opening Ceremonies (Fun Run Kick-off) - April 22, 2024
 - iv. Stock the Staffroom - April 24, 2024
 - b. May
 - i. Art Literacy Training - May 1, 2024
 - ii. Bike to School Week - May 6-10, 2024
 - iii. Fun Run - May 8, 2024
 - iv. Hiteon PTC Board Meeting - May 8, 2024
 - v. Staff Appreciation Week - May 20-24, 2024
 - vi. Field Day - June 7, 2024 (To be confirmed)