

## Hiteon PTC Board Meeting Minutes

May 15, 2024

**Present: Kim Rivers, Megan Mumford, Teresa Fear, Carmem Pfeifer, Ashleigh Hendrick-Horner, Jen Weibel**

### Discussion Topics:

#### 1. Guest

##### a. Teresa Fear in place of Patrick Fear - Pack 872 Cubmaster

##### i. Discussion on Fall 2024 Service project

1. Cubmaster would like to plan a summer/fall service project at Hiteon.

2. **Action: Patrick will reach out to the front office and/or custodian Jonathan Bighill about what service projects are needed.**

#### 2. Continuing Business

##### a. PTC Room and Dungeon Clean Out

i. Colonial Fair, Passport, and Reading Incentive - Go for the Gold  
1. VP-2 Teresa chatted with the 5th grade teachers and they would like to keep the Colonial Fair supplies. VP-2 Teresa will get the supplies out and let them look through them to see if any are useable or salvageable as it has been many years since last used.

2. **Decision: Dungeon Clean Out will be June 17, 2024.**

##### b. Past Events

##### i. Carnival

1. Discussion on Carnival feedback

##### ii. Fun Run

1. Discussion on Fun Run feedback

##### iii. Stock the Staffroom and Staff meal

1. Discussion on STS and Staff meal for conferences feedback

##### c. Staff Appreciation

##### d. Board and Budget Meeting

i. June 5, 2024 - 5:00PM - 8:00PM

1. Potluck at VP-1 Carmem Pfeifer's house.

##### e. Sewing project

i. Still ongoing- goal is for project to be completed this summer.

### 3. Board member updates

#### a. VP2 Committees-

##### i. PTC Listening Session

1. PTC will host a listening session for Hiteon parents on June 4. It will be at Hiteon from 6:30pm-7:30pm (possibly with childcare from PlayFitFun) and will also discuss how to gain more members at general meetings.

ii. Plan to meet with teachers in August regarding Back to School Night and gathering volunteers for different committees and events.

### 4. Treasurer-

#### a. Budget Update

i. Treasurer Megan has been busy writing checks for end of year reimbursements- \$30k worth of checks.

ii. \$112k in the bank currently.

iii. Treasurer Megan will send a survey monkey to the teachers to ask questions prior to the budget meeting.

1. Survey will include questions such as are their class/specials funds adequate?

2. Which past and present PTC sponsored events would you like to see back again next year?

3. What do you think of the following ideas for new PTC events? talent show, kickball tournament, lip sync battle, yoga night, pie night on Pi day.

4. What technology item would you like to see in the school?

5. Discussion on change over of check signers.

**a. Decision: We will remove outgoing Co-President Kim and outgoing Treasurer Megan as check signers. We will keep Co-President Stradivari as a check signer and add incoming Treasurer Nicole Goldsbury as a check signer.**

**b. Action: Treasurer Megan will schedule meeting to change over check signers with the bank.**

### 5. New Business

a. 2024 - 2025 Hiteon PTC Event Schedule Meeting

i. Date TBD

b. Field Day

c. Class parties

- i. Emails went out to class coordinators and class party planning is ongoing.
  - d. Drop Supplies off/Meet your Teacher
    - i. Did not discuss.
  - e. Fun Run Prize Assembly
    - i. **Action: Treasurer Megan will create the Fun Run Prize Assembly power point.**
    - ii. Lollipop/Principals Dress up day- will be on the same day as Comfy Cozy Movie Day.
  - f. Fun Run Prize Stuffing Bags
    - i. **Decision: Fun Run prize stuffing will be at VP-1 Carmem's house on Monday May 27, 2024.**
- 6. Upcoming Events
  - a. Staff Appreciation Week - May 20-24, 2024
  - b. Field Day - June 7, 2024 (To be confirmed)
  - c. Class parties - June 10-12, 2024