

Hiteon PTC Board Meeting Minutes

September 13, 2023

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

Discussion Topics

1. Pre-PTC Principals Meeting Recap
 - a. Co-presidents Stradivari and Kim and VP-2 Teresa met with principals before the school year started.
 - i. Discussed Harley the Hawk coming to 1st day of school for grades 1-5 and approved.
 - ii. Principals are excited about the idea of a Hiteon Carnival in place of a family dance.
 - iii. Events- 2023-2024 PTC Events Calendar dates were approved
 - iv. Fun Run -Discussed and given possible dates.
 1. Possible dates in 2024 - May, 7, 8, 9, or 10
 - a. May 10 is preferred
 - b. Date to be finalized soon.
 - v. Discussion on volunteer policy.
 1. Discussed volunteer badge policy vs visitor sticker.
 - a. If they are signed up/approved to volunteer, they should get a badge.
 - b. Per Vol coordinator Jen, when the volunteer welcome email goes out to a new volunteer, an option to have a volunteer badge made is included in the email.
 - vi. Discussion on sensory path.
 1. Marti has been in discussion with another school that has the sensory path templates and we are on a waitlist to borrow the templates.
 - a. **Action: Follow up with Marti.**
 2. Next step will then be to find a weekend to pressure wash the back. The outside temperature has to be just right in order for the PTC to paint it.
 - vii. Discussion on installing a water filling station.
 - viii. Discussion on sewing project.
 1. Sewing project is moving along.
2. Old Business
3. Board member updates
 - a. VP 1 Fundraising- Carmem

- b. VP 2 Community Events- Teresa
 - i. Book Fair is rolling along.
- c. Treasurer - Megan
 - i. Discussion on requirements for use of curriculum support funds.
 - 1. Omitting curriculum support funds.
- d. Volunteer Coordinator - Jen
 - i. Discussion on upcoming Volunteer Orientation.
- 4. New Business
 - a. By-law revision
 - i. "Four consecutive years in the same office" added to Section 4.
 - ii. Will vote to approve in the general meeting.
 - b. Board Member Roles
 - i. Write-ups of each board member's role and duties needed.
 - c. Hiteon Elementary School directory
 - i. Opt out deadline is September 29, 2023
 - d. Facebook
 - i. New user
 - e. Community needs
 - i. General Purpose Application
 - 1. This is the form a teacher can use to purchase items for student in need
 - f. Laptop
 - i. New Macbook has been purchased and is available for use in the PTC room.
 - g. Author Visit
 - i. Author Jelani Memory does not accept payment from school.
 - ii. **Decision: PTC to donate to the author's charity of choice in lieu of the author visit fee.**
- 5. Upcoming Events
 - a. September
 - i. Author Visit - September 15, 2023
 - ii. Volunteer Orientation - September 19, 2023 at 8:30AM & 6:30PM
 - iii. Dining for Dollars- MOD Pizza at September 26, 2023
 - iv. Art Literacy Training Meeting - September 28, 2023 at 9:30AM
 - v. Hiteon Elementary Directory Opt Out Deadline - September 29, 2023
 - b. October
 - i. Book Fair - October 2-5, 2023
 - ii. Walk + Roll - October 4, 2023
 - iii. Trunk or Treat - October 20, 2023 from 5:00PM - 6:30PM