

## Hiteon PTC General Meeting Minutes

September 13, 2023

**Present: Stradivari Sibulboro, Kim Rivers, Megan Mumford, Carmen Pfeifer, Teresa Fear, Ashleigh Hendrick-Horner, Jen Weibel, Janet Maza, Jenny Read-Emslie, Heather Curtin, Kristin Glover, Nancy Henry, Rebecca Schuch, Nicole Goldsbury, Becky Gross, Julie Nielsen, Amanda Fossholm**

### Discussion Topics

1. Approval of By-laws
  - a. Revision: "Four consecutive years in the same office" added to Section 4.
  - b. **Decision: Motion to vote in revision of Section 4 of the By-laws to include four consecutive years in the same office, seconded and approved unanimously.**
2. General Public Voting 2023-2024 Hiteon PTC Board Members
  - a. Volunteer Coordinator -Jen Weibel
  3. **Decision: Motion to vote in Jen Weibel as Volunteer Coordinator for 2023-2025 school years, seconded and approved unanimously.**
4. Principals Report
  - a. Update from Assistant Principal Jenny Read-Emslie
    - i. Thank you to the PTC for providing breakfast for the staff at the beginning of pre-service week and for your participation at Meet the Teacher with having tables/booths set up and handing out treats to the students.
    - ii. Thank you to Nancy Henry for organizing and getting the school supply kits out to students for the first day of school.
    - iii. The new school year has started out great and we are looking forward to what will be one of our best years yet.
  - b. Update from Principal Janet Maza
    - i. The first week of school despite being a full 5 days went smoothly.
    - ii. Discussion on new items at Hiteon.
      1. We have new air purifiers in every classroom, in the lunchroom, in the gym etc. These were provided to the school free via a federal program along with 5 years worth of filters.
    - iii. Discussion on attendance.
      1. Attendance last year was 73%. We can not be an excellent school if kids do not attend. There will be a big push to encourage students to attend school.
    - iv. Discussion on new support rooms.

1. The Nest is a place where students can learn skills such as calming their bodies, working with the student success coach or the counselor.
2. The Calm Down Corner was designed by our counselor. It has activities for students to help calm down their big emotions with an adult.
3. These new rooms we believe will help keep students in school.
- v. Discussion on parent survey.
  1. Promote PTC and encourage parents to join PTC and volunteer in the school.
5. VP-1 Fundraising- Carmem
  - a. Dining for Dollars
    - i. Our first D4\$ is Tuesday, September 26, 2023 @ MOD Pizza on SW Scholls Ferry Rd.
    - ii. Currently working on getting McTeacher Night set up at McDonalds.
    - iii. In need of a Dining for Dollars Lead
      1. Email [vp1fundraising@hiteonptc.org](mailto:vp1fundraising@hiteonptc.org) in you or anyone you know is interested!
6. VP-2 Community Events- Teresa
  - a. Volunteer Orientation - Tuesday, September 19, 2023 at 8:30AM & 6:30PM at Hiteon.
  - b. Scholastic Book Fair - October 2-5, 2023
    - i. Look out for information on how to set up an e-wallet for your student.
  - c. Picture Day - Thursday, October 19, 2023
  - d. Trunk or Treat - Friday, October 20, 2023 from 5:00PM-6:30PM
    - i. We are seeking candy donations!
      1. Candy Monster will be in the front office to collect candy donations.
  - e. Pumpkin Decorating Contest - October 23-31, 2023
  - f. Hiteon Winter Clothing Drive - October 23-26, 2023
    - i. We will be collecting new and gently used clothing and shoes to help support BSD's Clothes for Kids program as well as Hiteon's emergency clothing supply in the front office.
    - ii. Event kicks off at Trunk or Treat- drop off donations when you check in for Trunk of Treat.
    - iii. Last year we collected 400 clothing items!
7. Volunteer Opportunities- Vol Coordinator Jen
  - a. Scholastic Book Fair - October 2-6, 2023

- i. There are still open shifts for volunteers for the book fair in My Impact.
  - b. Trunk or Treat - Friday, October 20, 2023 from 5:00PM-6:30PM
    - i. This is a 4th Grade hosted event.
      - 1. Look out for information to be sent out. Flyers will be sent home with students this week.
- 8. Board Members Needed for 2024-2025 school years
  - a. President
  - b. VP-1 Committees
  - c. VP-2 Fundraising
  - d. Treasurer
  - e. Secretary
  - f. Current Ask- Shadow current Board Position for 2023-2024 school year.
    - i. Email any of the PTC board members if you have any questions or if you or someone you know is interested.
- 9. Hiteon Elementary School Directory
  - a. Great for setting up playdates, sending out party invites, and setting up carpools.
  - b. Opt out deadline is September 29, 2024.
  - c. Goal is that the student directory will be completed and made available in October.
- 10. 2023-2024 Budget Approval
  - 11. Approve new budget for 2023-2024 school year.
  - 12. Most of the line items have stayed the same over the years, but we did move some things around for events.
  - 13. Discussion on major changes in the budget.
    - a. Addition of line items
      - i. Income:
        - 1. Bottle Drop
        - 2. Community Garage Sale
        - 3. Corporate Matching Donations
        - 4. Spirit Wear Sales
      - ii. Expenses:
        - 1. 5th Grade Event (Replaced Colonial Fair)
        - 2. Fun Run Bonus Item: Sensory Path
  - 14. Estimated total budgeted income: \$ 62,000.00
  - 15. Estimated total budgeted expenses: \$ 76,154.00
  - 16. **Decision: Motion to vote in Hiteon PTC budget for 2023-2024 school year as described by Treasurer Megan, seconded and approved unanimously.**