

## Hiteon PTC Board Meeting Minutes

**Date:** February 11, 2025

**Time:** 7:05 – 8:21 PM

**Location:** Hiteon Elementary School

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### I. Attendees (In Person):

Teresa Fear, Carmem Pfeifer, Megan Mumford, Ashleigh Hendrick-Horner, Julie Niklas, John Ceccarelli, Sammy Patterson

**On Zoom:** Rebecca Schuch, Stradivari Sibulboro, Jen Weibel, Kristal Cinque, Nicole Goldsbury, Edie Yi

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### II. Call to Order

The meeting was called to order at 7:05 PM by Megan.

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### III. Ongoing Business

#### 1. Hiteon Sound System Upgrades

- These will be installed tomorrow (Feb 12). Teresa will be supervising the installation alongside Joanne (Hiteon's IT person).
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### IV. Ongoing Business

#### 1. Edie - Update on Board Member Donations from Cambia

- She submitted the request last year, but received a message that it was being paused until the new calendar year. She will keep us posted.

#### 2. Condolence Gift & Card for VP Read-Emslie

- We have a card to sign and also got her a pretty notebook and pens.

#### 3. McTeacher Night

- Kristal will look through her drive for a sign up sheet. Megan suggested she search through her Drive for anything McTeacher related. She will look into that and get the event ready to go.

**Action Item:** Kristal to search the VP1 Fundraising's Google Drive for McTeacher Night related items and get the ball rolling on prepping for that event.

#### **4. 3D-Printing Club Request**

- Teresa noted that the 3-D printer club is up and running and is experiencing some difficulty with connectivity with the large number of students that are currently in the club. The Club is requesting 1 of the following options:
  - i. SD cards
  - ii. Purchase a Hotspot, per T-Mobile, it would be \$60/month and the PTC would have to obtain a data plan.
- Julie asked if this is something that could be on someone's personal phone to be reimbursed. The group's consensus is that there are too many moving parts with option 2 and it would not cost effective over the summer months.
- John noted that SD cards are very inexpensive.
- We are still waiting on the BEF Grant to decide on whether they will fund the printers or not.
- Julie will communicate to Brian that SD cards will work best until the end of the year and she will also ask him to provide a cost estimate for the remaining school year for the 3-D printing club.

**Decision:** The Board will provide SD cards to the 3-D Printing Club.

**Action Item:** Julie will communicate to Brian Rowland that the Board has decided to provide SD cards to the 3-D Printing Club. She will also ask him to provide a cost estimate for the 3-D Printing Club for the remaining school year.

#### **5. PTC Calendar**

- Teresa noted that the volunteer luncheon has changed from May 1<sup>st</sup> to May 21<sup>st</sup>. Megan noted that she will make sure Marti has the emails of all Board members and committee members.

**Action Item:** Megan to provide Marti with all Board member emails.

#### **6. Spring Carnival - PTC Board Support**

- Teresa is requesting every member of the Board be on the planning committee for the Carnival. She has already pre-assigned duties to everyone and would like everyone to be a participant (you can trade if necessary). Teresa will share the spreadsheet with everyone for their approval for tasks over the next few weeks and requests that everyone respond by this Friday 14<sup>th</sup>.

- For the Carnival we will be selling food at the event and instead of adding an income line item to the budget, we will put the money raised in Misc Income and note it as Carnival income.
- Next year we will need to add an income line item for the Carnival.

**Action Item:** The Board will review the Carnival Duties Spreadsheet by February 14th.

**Decision:** For the 2025-2026 PTC Budget we will add a line item to the Income section labeled: *Carnival Income* for money raised during that event from food sales.

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## V. PTC Board Updates

### 1. Treasurer

- Nicole reviewed the larger spends recently, \$1,000 for alpacas, \$600 for Author Visit, \$500 for Art Lit.
- She updated all the Staff about the remaining balances in their accounts, field trip accounts, etc.

### 2. VP1 Fundraising

- Kristal noted that Brittnay reached out to Chuck E. Cheese, but has not heard back on how we did.
- They are still engaging with Big Red's but are doubtful.
- McMenemiman's will most likely be next school year, if we hear back from them.
- We still need to give Chipotle a date in March. Carmem suggested March 19<sup>th</sup>.
- Fun Run: Kristal stated that we discussed prizes at our last meeting and she shared the results from that discussion. She noted that every student that donates \$25 or less will get a water bottle decal. With every \$50 earned they will get an additional raffle ticket to a raffle in which the prizes are currently TBD.
- She stated she received an email about an after school program for Basketball that would be one day per week for 8 weeks. Per Teresa, this would not be a fundraiser, therefore not a PTC thing and would need to be managed by Hiteon.
- Carmem provided an update on the Murray Parents night out and the theme is Wizarding World. Per Stradivari it is not too late to add it to the Hawk Squawk.

### 3. VP2 Committees

- Julie noted that Bingo Night still needs volunteers. Teresa confirmed that the volunteer shifts are looking a little sparse. Julie will check in on Thursday and send a specific email requesting volunteers if necessary.
- Megan suggested that we recognize Seth during the Science Fair for his yearly commitment and let the audience know that the position is open next year.

#### **4. Volunteer Coordinator**

- John noted that Raptor continues to have issues.
- He has been communicating with middle school students that are looking for volunteer opportunities during Bingo Night and Science Fair.
- Jen has a list of emails of the middle schoolers that have volunteered in the past and will share that with John.

**Action Item:** Jen to share middle school volunteer contact info with John.

#### **5. Members-at-Large**

- Becca stated that Cub Scout 872 charter's is being renewed and Teresa is in the loop and will provide a signature as the Chartering Organization.
- Stradivari met with Hiteon's Social Worker, Tina Strub. She is coming up with an attendance initiative. She has an event in March involving a mini-helicopter that she wants to be a surprise. She is requesting 4-6 volunteers per day over 3 days from the PTC to manage this event over all the lunches during the school day. Teresa will follow up with Tina to ask more specifics before we commit to helping.

**Action Item:** Teresa to touch base with Tina Strub regarding specifics on her attendance initiative and what exactly she is requesting from the PTC.

## **VI. Upcoming Events**

1. Author & Alpaca Visit February 14, 2025
2. Art Lit Training February 19, 2025
3. Science Fair Kickoff Assembly February 19, 2025
4. Bingo Night February 21, 2025
5. Hiteon PTC Board Meeting March 5, 2025
6. Science Expo March 12, 2025
7. Parents Night Out March 15, 2025
8. Winter Walk & Roll Day March 19, 2025

9. Popcorn Friday March 21, 2025
  10. Spring Carnival April 4, 2025
  11. McTeacher Night April 9, 2025
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## **VII. Adjournment**

The meeting was adjourned at 8:21 PM.

**Minutes prepared by:** Megan Mumford, Secretary

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### **Action Items and Decision Summary:**

**Action Item:** Kristal to search the VP1 Fundraising's Google Drive for McTeacher Night related items and get the ball rolling on prepping for that event.

**Action Item:** Julie will communicate to Brian Rowland that the Board has decided to provide SD cards to the 3-D Printing Club. She will also ask him to provide a cost estimate for the 3-D Printing Club for the remaining school year.

**Action Item:** Megan to provide Marti with all Board member emails.

**Action Item:** The Board will review the Carnival Duties Spreadsheet by February 14th.

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**Decision:** The Board will provide SD cards to the 3-D Printing Club.

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