

Hiteon PTC Board Meeting Minutes

Date: May 7, 2025

Time: 7:18 – 8:41 PM

Location: Hiteon Elementary School

I. Attendees:

In Person: Julie Niklas, Teresa Fear, Jen Weibel, Nicole Goldsbury, Megan Mumford, Carmem Pfeifer, Ashleigh Hendrick-Horner, John Ceccarelli, Edie Yi & Becca Schuch.

II. Call to Order

The meeting was called to order at 7:18 PM by Megan.

III. Ongoing Business

1. Edie - **SUCCESS!** Board Member Donations from Cambia

- Edie has submitted the form and Cambia has since paid \$2,000 in donations.

2. PTC By-Law Revisions

- After a brief discussion the Board decided to discuss this during a separate meeting. Per our By-Laws any amendment to our By-Laws will need to be voted on during a General Meeting.

Decision: The Board will hold a separate meeting to discuss revisions to our By-Laws.

3. Tentative Conestoga PTO President Visit - Andy De Mars

- He had another conflict and is unable to attend today's meeting.

4. Newsletter Content - May and June

- Teresa discussed having the following topics as possible newsletter content for our last two newsletters:
 - i. Fun Run
 - ii. Open Committees/Board Shadows (have a flyer)
 - iii. School Supplies Order Form
 - iv. OBOB Reading List
 - v. Thank You & 2025-2026 Volunteer Sign Heads Up (June)
 - vi. Field Day Volunteer Shifts

- Edie suggested that the June newsletter be a reflective newsletter highlighting all the great things that the PTC made happen during the year and include all the volunteer hours it required.
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IV. New Business

1. Fun Run Purchase

- Edie suggested putting turf on the playground to replace the bark chips and Jen suggested the BMX Bike Rally or the Planetarium Assembly.
- The group discussed increasing the budget for field trips next year and everyone agreed that each grade's budget should be based on the number of students in that grade. Teresa noted that the cost is approximately \$8/student, which does not take into account transportation costs. This will be taken into consideration during our budget meeting for the 2025-2026 school year.

2. Staff Gifts/Volunteer Thank You's

- As of now there are no staff that are retiring this year, however Teresa mentioned honoring 5th grade parents who have made an impact over their many years at Hiteon (Ashleigh, Edie, Nancy Henry, etc.).
 - The group also discussed the possibility of having a PTC Picnic that highlights volunteers that have gone above and beyond.
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V. PTC Board Updates

1. Treasurer

- Nicole noted that her biggest spends have been on Carnival & Fun Run T-shirts. She stated that we have not received the check from McTeacher Night and we may need to roll over this amount for teachers as they may not have time to spend it this year. We have not received checks from Panera Bread or Chuck E. Cheese either. Carmen will reach out to Brittney McCoy to follow up.
- Nicole will create a survey to determine when and where our Budget Meeting will take place. Carmen will also create a survey to determine when and where our Calendar Meeting for the 2025-2026 school year will take place.

Action Item: Carmen will reach out to Brittney McCoy and ask her to investigate late Dining for Dollars checks.

Action Item: Nicole will create a survey for the Board to determine when and where the annual Budget Meeting will take place.

Action Item: Carmen will create a survey for the Board to determine when and where the annual Calendar Meeting will take place.

Eddie left the meeting at 8:07 PM.

2. VP1 Fundraising

- Kristal is not in attendance.

3. VP2 Committees

- Lollipop Friday is on May 23rd.
- Julie listed the leads that we still need for next year:
 - i. Communications/Website
 - ii. DEI
 - iii. Hearing/Screening
 - iv. Laminator
 - v. Walking School Bus
 - vi. Trunk or Treat
 - vii. Science Fair
 - viii. Bingo Night
 - ix. Safe Routes
 - x. School Supplies

4. Volunteer Coordinator

- John and Jen continue to work on getting Fun Run volunteers and they will likely need to send out another email this Friday requesting volunteers. They also need to send out a request for Field Day volunteers.

5. Members-At-Large

VI. Upcoming Events

- Staff Appreciation Week May 5th-9th
- Fun Run May 14, 2025
- Volunteer Lunch May 21, 2025
- Fun Run Prize Assembly May 27, 2025
- Field Day June 5, 2025
- Crumbl Dining for Dollars June 10, 2025

VI. Adjournment

The meeting was adjourned at 8:41 PM.

Minutes prepared by: Megan Mumford, Secretary

Action Items and Decision Summary:

Action Item: Carmen will reach out to Brittney McCoy and ask her to investigate late Dining for Dollars checks.

Action Item: Nicole will create a survey for the Board to determine when and where the annual Budget Meeting will take place.

Action Item: Carmen will create a survey for the Board to determine when and where the annual Calendar Meeting will take place.

Decision: The Board will hold a separate meeting to discuss revisions to our By-Laws.