

## **Hiteon PTC Board Meeting Minutes**

**Date:** September 10, 2025

**Time:** 7:08 – 9:04 PM

**Location:** Hiteon Elementary School

---

### **I. Attendees:**

**In Person:** John Ceccarelli, Teresa Fear, Sarah Finseth, Nicole Goldsbury, Megan Mumford, Julie Nicklas, Carmem Pfeifer, Becca Schuch, Stradivari Sibulboro, Jen Weibel

---

### **II. Call to Order**

The meeting was called to order at 7:08 PM by Megan.

---

### **III. Ongoing Business**

#### **1. PTC By-Law Revisions**

- Teresa and Carmem noted they reviewed the by-laws and plan to discuss and vote on changes at the January general meeting.
- 

### **IV. New Business**

#### **1. Fun Treasurers - Huggies Wipes and Backpacks**

- We won Huggies wipes from a sweepstakes Teresa entered in PTO Today. The supplies will need to be used by grades K-2.
- Teresa's employer WebMD donated 25 stuffed backpacks to Hiteon. They have been delivered and Janet has sent a thank you note.

#### **2. Trunk or Treat - PTC Trunk**

- The group agreed that the PTC should have a trunk during Trunk or Treat. Possible themes are K-Pop Demon Hunters or Bluey.
- Carmem volunteered her car.
- John suggested reaching out to all the key clubs in the area to see if they wanted to host a trunk.

### 3. Agenda for General Meeting

- Reminder, the General Meeting is next week.
- We need a D4D corner in the Hawk Squawk to highlight any earnings from previous D4D events.
  - Shake Shack: \$431
- We have our next event at Society Pie on Nimbus.
- January 23<sup>rd</sup> Chuck E. Cheese confirmed.
- February 25<sup>th</sup> Mc Teacher's night confirmed.
- March Parent Night's Out, unconfirmed.
- April: tentative for McMinnemans: contingency plan:, and we are considering Mod Pizza or Joe's Burgers.
- May: Fun Run
- June: TBD

### 4. Social Media – Instagram

- Stradivari thought there was someone slotted to do this. Teresa noted that Lisa originally agreed to this but clarified that she was only interested in managing the Spirit Store.
- Becca is a light maybe for this, but Julie will still bring this up at the General Meeting to see if anyone else is interested.
- We could put out a google form that is visible to people so they'll know what other people are doing.

**Action Item:** Julie will discuss our need for a Social Media Coordinator at the next General Meeting.

### 5. Website

- We need a behind the scenes coordinator for the website. We will add this to the agenda at the General Meeting.

**Action Item:** Teresa will add our need for a Website Coordinator to the next General Meeting's Agenda.

### 6. Question about PTC Representation/Activity at SEL and Academic Night

- Academic night is November 13<sup>th</sup>, SEL Night is February 5<sup>th</sup>. Hiteon wants us to have a presence there. The group discussed possible options but no decision was made.

## 7. Cultural Night - November 20th?

- Jen drew up a proposal for the night: like Trunk or Treat, families are invited to set up tables in the GYM that represent a person's culture. That included performances on stage (Polynesian dancers, etc.). Think EPCOT Center.
- Food would have to be pre-packaged or restaurant bought.
- Janet is really excited about this but we would need a Sponsor that is an employee. Megan agreed to be the Sponsor.
- Teresa suggested putting feelers out at the General Meeting on the 17<sup>th</sup>.
- Jen suggested putting out a survey after the General Meeting to all Parents.
- The group discussed that a February date may work better for our current event schedule.
- The Event would include:
  - Family-led booths
  - Music and performance artists
  - Food booths or trucks
  - Grade level involvement

**Decision:** Megan will be the Sponsor (liaison between Hiteon Staff & PTC) for Cultural Night.

**Decision:** Cultural Night will need to be in 2026.

## 8. PTC Assembly

- Jen noted that she is aiming for a November/December/January timeframe and discussed some possible options.
  - BMX Air Show
  - Laser light/music show
  - Trivia/human board game
  - Insects ROCK or Gems ROCK
  - Traveling Children's Theatre Group (availability in February)

- Jen will send out the link to all the videos to these choices that we can choose from. They can do back to back performances that cater to different age levels.

**Action Item:** Jen will send out links to the group for review of all possible assembly options.

### 9. Student Directory (Opt-In Version)

- Teresa explained that the Oregon Department of Education cannot share info with the PTC because we are a 3<sup>rd</sup> Party organization. She discussed how this will affect us this year:
  - This kills the birthday bulletin board, along with any directory we plan to create.
  - The option that we have is to continue to have a directory, people will need to opt in. We can no longer use the opt out method.
  - We need to switch to a google form method of collecting contact information.
- If we reach a 50% response rate then we only share it with those who opted in. If not, we will not create a directory at all.

**Decision:** If we reach a 50% response rate for creating a Student Directory we will only share with families who opted in. If not, we will not create a directory at all.

### 10. Info Email Management

- [Info@hiteonptc.org](mailto:Info@hiteonptc.org) needs management.
- Sarah will consider managing this account while Stradivari transitions out of management over the next 6 months.

---

## V. PTC Board Updates

### 1. Treasurer

- Bank balance is: \$86,700
- We've already earned \$3,600 this year!
- The major spends: OBOB Books, Play Fit Fun to be at our meetings, and Spirit Wear gear.
- The Spirit Wear Budget: Nicole stated that we only have \$500 left, and we wanted to restock the rack. She proposed increasing the budget by \$500 from \$1500 to \$2,000.

- A motion was put forth by Nicole to increase the Spirit Wear budget line item by \$500. The new Spirit Wear budget would be \$2,000.
  - Motion seconded by Julie
  - Motion passed unanimously
- Nicole is gonna call t-shirt people next week to discuss pricing and the different colors available.
- Grant Requests:
  - Request from Christina Lorntson (a new to Hiteon 1st grade teacher) for a carpet for her classroom: \$549
  - Request from Krista Dorr (a new to Hiteon 4th grade teacher) a carpet for her classroom: \$469
  - Request from Jenni Schmidt to provide Play Fit Fun during SEL night: \$550
- The Following Grant Requests were discussed and voted on:
  - Carpet for Lorntson
    - Motion to approve by John
    - Motion seconded by Julie
    - Motion passed unanimously
  - Carpet for Dorr
    - Motion to approve by John
    - Motion seconded by Stradivari
    - Motion passed unanimously
  - SEL Night
    - Motion to approve by John
    - None seconded
    - Motion failed

**Action Item:** Nicole to inform Grant Request writers the results of the Board's voting.

## 2. VP1 Fundraising

- Nothing to report

## 3. VP2 Committees

- Julie is worried about the Science Fair Chair and also has concerns with the Laminator positions. Julie will offer those interested a set time frame to get a tutorial on the Laminator.

- Walking School Bus and Safe Routes to School are a big commitment and we still need a chair. Teresa noted that 5<sup>th</sup> graders agreed to do a Bike Bus on 10/8 to submit their BEF Grant for \$500.
  - It can be multiple parent volunteers, they do not have to commit to all the dates.
- Teresa noted that we just need to put out messaging of what we really need right now: Trunk or Treat, Walking School Bus, Website/Social Media.
- We will not be having a 3-D Printing Club this year, however we are leaving it in the budget in case BEF comes through with their grant to fund district approved 3-D printers.

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

- Volunteer Hawk Squawk going out this week.
- Raptor registration is good for 2 years.
- Trunk or Treat and Book Fair shifts are in Raptor.
- John will stay on top of getting upcoming event volunteer shifts into Raptor.
- Conferences are in a month

#### **5. Members-At-Large**

- Can we feature a monthly Cub Scout corner?
  - After some discussion the group agreed we could because it's chartered by the PTC and they use our PTC Tax-ID.

### **VI. Upcoming Events**

- Hawk Squawk Content Due Sept 9, 2025
- PTC General Meeting Sept 17, 2025
- Staff Development Day NO SCHOOL Sept 22, 2025
- Art Lit Training Sept 26, 2025 8am
- OBOB Student Informational Meeting Oct 1, 2025
- PTC Board Meeting Oct 1, 2025
- Book Fair Oct 6 - Oct 9, 2025
- Trunk or Treat Oct 24, 2025

### **VI. Adjournment**

The meeting was adjourned at 9:04 PM.

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

---

**Action Items & Decisions Summary:**

**Action Item:** Julie will discuss our need for a Social Media Coordinator at the next General Meeting.

**Action Item:** Teresa will add our need for a Website Coordinator to the next General Meeting's Agenda.

**Action Item:** Jen will send out links to the group for review of all possible assembly options.

**Action Item:** Nicole to inform Grant Request writers the results of the Board's voting.

**Decision:** Megan will be the Sponsor (liaison between Hiteon Staff & PTC) for Cultural Night.

**Decision:** Cultural Night will need to be in 2026.

**Decision:** If we reach a 50% response rate for creating a Student Directory we will only share with families who opted in. If not, we will not create a directory at all.

