

Hiteon PTC Board Meeting Minutes

Date: January 8, 2026

Time: 7:10 – 8:17 PM

Location: Hiteon Elementary School

I. Attendees:

Erika Brown, John Ceccarelli, Teresa Fear, Sarah Finseth, Nicole Goldsbury, Megan Mumford, Julie Nicklas, Carmem Pfeifer, Becca Schuch, Jen Weibel

II. Call to Order

The meeting was called to order at 7:10PM by Megan.

III. Ongoing Business

1. Opt In Student Directory

- The initial directory has been sent out. We will continue to update and send it every couple of months.

2. Budget- School Supply Fund Update

- Megan provided an update and the group likes the idea of doing this again either before or after Spring Break.

3. PTC January General Meeting Planning

- The planning is coming along nicely
 - Stradivari needs pictures of people going to Hiteon Events, ASAP
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IV. New Business

1. McTeacher Night Information

- McTeacher Night is confirmed for February 25th
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V. PTC Board Updates

1. Treasurer

- We received the refund from Facilitron.
- As of now we've received \$107 in donations from 5th grade parents for Bingo Raffle Baskets.

2. VP1 Fundraising

- Stradivari is creating a slideshow and needs pictures of people going to Hiteon events
- Carmem discussed D4D at Chuck E. Cheese and everything is coming along.
- Carmem noted that we will need a cash box for McTeacher Night.
- Carmem said that Murray Hill Parent's Night Out needs to be rescheduled either to April 25 or May 23rd.
 - April 25th is the weekend after conferences and May 23rd is Memorial Day weekend, so neither are ideal. We are going to ask them to hold the dates so we can consider this further.

Action Item: Carmem will request a cash box for McTeacher Night.

Action Item: Carmem will ask Murray Hill to hold April 25th and May 23rd as possible Parent's Night Out dates.

3. VP2 Committees

- Julie noted that Bingo prizes have been purchased and were on budget.
- One of the laminators, Heather, has stated that she can no longer help laminating, so we will be putting that out there at the General Meeting next week.
- Julie has a parent interested in starting a chess club at Hiteon.
 - There is a process and Teresa will send Julie the form to give to the parent to start the process.

Action Item: Teresa will send Julie the form/process to start new clubs at Hiteon.

4. Volunteer Coordinator

- John noted that the shifts are in for Bingo Night and Culture Night is currently in process.

5. Members-At-Large

- Becca has a question about Science Fair, she says it's logistically challenging to expect middle schoolers to review the projects and do we really need 2 reviewers per project?
 - Jen asked about the necessity of them at all.
 - John stated that reviewers are necessary for the Science Fair process. But maybe instead of having them write the same thing, they could be given a "cheat sheet" of things to write on the reviews.
- Becca will send info to Stradivari to include a shout out that Science Fair is coming to include in the next newsletter.
- It was decided that we will be saving the popcorn supplies for the 5th Grade Party and not pop any at Bingo Night.

Decision: Our current popcorn supplies will not be used at Bingo Night, but rather saved for the 5th Grade Party.

VI. Upcoming Events

- PTC General Meeting - Jan 14th
 - Fun Run Kickoff - Jan 21st
 - Art Lit Training - Jan 23rd
 - Dining for Dollars Chuck E Cheese - Jan 23rd
 - Bingo Night - Jan 30th
 - Winter Walk & Roll Day - Feb 4th
 - PTC Feb Board Meeting - Feb 4th
 - SEL Family Night - Feb 5th
 - Science Fair Kickoff Assembly - Feb 9th
 - Culture Night - Feb 19th
 - McTeacher Night - Feb 25th
 - Hiteon PLAY day - Feb 26th
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VI. Adjournment

The meeting was adjourned at 8:17PM.

Minutes prepared by: Megan Mumford, Secretary

Action Items & Decisions Summary:

Action Item: Carmem will request a cash box for McTeacher Night.

Action Item: Carmem will ask Murray Hill to hold April 25th and May 23rd as possible Parent's Night Out dates.

Action Item: Teresa will send Julie the form/process to start new clubs at Hiteon.

Decision: Our current popcorn supplies will not be used at Bingo Night, but rather saved for the 5th Grade Party.

