

Hiteon PTC General Meeting Minutes

Date: March 18, 2026

Time: 6:11 – 7:40 PM

Location: Hiteon Elementary School

I. Attendees:

Board Members, Parents, Staff

II. Call to Order

The meeting was called to order at 6:11PM by Megan.

III. Introductions

1. PTC Board, Parents & Staff Introductions

IV. President's Message

1. Teresa & Carmem

- Teresa noted that we will be going over each Board Member Role and explain the ins and outs. She began by describing the role of President and Co-President.
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V. Principal Report

1. Janet's Message

- Janet thanked everyone for being here and noted that we have had weekly events almost every day since the beginning of the new year. She noted that our Culture Night, Science Fair and Bingo Night were very well attended events.
 - She encouraged everyone to come to the volunteer luncheon on April 15th.
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VI. PTC Board Updates

1. Treasurer

- Nicole discussed her role as Treasurer.
- She discussed the current budget and noted that we are on track and on budget but also spoke to the bulk of our spending that happens at the end of the school year.

2. VP1 Fundraising

- Stradivari described her position including responsibilities, and events, dining for dollars, bottle drop, box tops, etc.
- Carmem discussed the best week to donate to bottle drop is April 15-26 where we get 20% extra money for our donations.
- Carmem also promoted Fun Run and the Murray Hill Best Camp Parent's Night Out on April 18th.
 - She reminded the group that there are only 45 spots available and it is open to the public.

3. VP2 Committees

- Julie provided an update on her role and explained that her term is up at the end of the year and noted that we will need a replacement next year.
- Julie invited the committee leads to talk about their responsibilities.
 - Sarah Finseth discussed her role as Clothes for Kids lead. She gave a shout out to the current committee leads Jen and Becca for their work with Culture Night and Bingo Night respectively.
- Rebecca talked about Green Team and emphasized that it is a 4th and 5th grade club that could use additional support next year and into the future.

4. Volunteer Coordinator

- John provided his update on his role and passed around a sign-up sheet for upcoming events for the group to review.
- Jess Streng shared the volunteer shortcut to save the volunteer sticker you get to scan that every time you volunteer. This prevents you from having to login every time.

- John stated that if this is a barrier to people recording their volunteer hours to just email him, he will record them and/or sign you up for events if Raptor is being Craptor.

5. Members-At-Large

- Sarah gave an update on Members at Large and described their role.
 - Ashley has been confirmed as a Member at Large for the 2027-2028 school year. These are a 2 year minimum role.
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VII. Future Board Member Open Positions

- Teresa discussed the various open positions.
 - President/Co-President
 - VP1 Fundraising (shadow)
 - VP2 Committees and Events
 - Secretary
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VIII. Upcoming Events

- Art Literacy Volunteer Training Fri 3/20
 - Spring Carnival 4/10 5:30-7:30
 - 2nd Grade Musical 4/14 6-7pm
 - Hiteon Parent's Night Out 4/18 📍 Murrayhill Martial Arts
 - Stock the Staffroom 4/22
 - Parent Teacher Conferences 4/23 & 4/24
 - Fun Run 5/1
 - Staff Appreciation Week 5/4 thru 5/8
 - Kindergarten Orientation 5/13
 - 4th Grade Musical 5/14 6-7pm
 - Dental Screening 5/18
 - Field Day 6/5
 - Classroom Parties 6/3 - 6/9
 - 5th Grade Party 6/10
 - Last Day of School 6/11
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IX. Q&A

- Parents liked the idea of taking home tasks, little bite sized work like folding passports, stuffing envelopes, etc.
- Parents also liked having a QR code at the bottom of every Newsletter that links to the take home tasks so it's always accessible.
- Becca suggested putting blue bottle drop bags in backpacks as it would only cost \$50 (at \$.10 per bag) and encourage parents to donate between 4/15-26. The group agreed this was a great idea.

Decision: The PTC will purchase enough blue bottle drop bags and distribute them to Teachers prior to the week of 4/15. Teachers will distribute them to backpacks.

X. Adjournment

The meeting was adjourned at 7:40PM.

Minutes prepared by: Megan Mumford, Secretary

Action Items & Decisions Summary:

Decision: The PTC will purchase enough blue bottle drop bags and distribute them to Teachers prior to the week of 4/15. Teachers will distribute them to backpacks.

