

FHES PTO Board of Managers Summer Meeting Minutes

Grove Park Clubhouse

July 24, 2019 6:00pm

I. Members Present:

- a. School Administrators: Mr. Zac Percoski, Mrs. Kendra Pickens
- b. Executive Committee: Kari Armstrong, Krista Antonuk, Lisa Garten, Ashley Pera, Melissa Salazar, Jennifer Chow, Carmen Henson, Chelsea Slabaugh
- c. Board of Managers: Tracey Smith, Leslie Mitchell, Emily Oppenheim, Laurie Wissman, Ashley Robinson, Courtney Browning, Ginger Wilkerson, Adrienne Berry, Sarah McMaster, Toni Nygren, Brianne Davis, Joni Hester, Maura Parks, Jennifer Davies, Anna Moore, Leslie Mitchell, Denise Stumph, Robyn Pela, Jena Bingham, Cris Williams

II. Dinner: 6-6:30

- a. Dinner and Clubhouse wonderfully decorated and setup by Hospitality Committee
- b. Commissary Dinner plus desserts, sides and drinks brought by board members, board members paid \$10

III. Welcome

Kari Armstrong, President opened meeting at 6:35pm and welcomed all board members to the PTO.

IV. Principal's report

- a. Ms. Pickens: Thanks to Tracey Smith about Newsletter, update teacher list
- b. Mr. Percoski:
 - i. Update to Building: Moving along, close, need fire marshal reinspection Monday. Make final updates next week with Completion on the 5th. Teachers will need assistance to help set up-maybe with helping hands to help move-because of time crunch. The architecture renderings don't do it justice and it is great. Sprinklers going in and new landscape next week
 - ii. Few more positions to fill- paraprofessionals, full time ESL, and secretary
 - iii. Staff roster completed by Monday. Staff working over the summer. The grade levels are meeting and excited to be a part of the new school. Great meetings as a whole with processes and school rules.
 - iv. Enrollment 435 as of now. Still appts going on, 50-60 new kids moved in the district that may need to be enrolled. On target for 515 number. There is a wait list, but we

are on target for 515 with the staff that we have. Wait list is for Germantown residents, but District trying to make sure it doesn't affect staffing at FHES

- c. Opened for Questions to Mr. Percoski or Ms. Pickens
 - i. *Where will staff be meeting for In-service?* New teachers on Monday at district office and Houston High. May have to utilize various places. First day of in-service is on July 31st. Planning to have school start on August 12th. No plans for extra summer break!
 - ii. *Is there a nurse?* Hired last week. Start next week. Will get files from other schools and get those students situated. Has done Camp Ozark, pediatric nurse and GMSD mom
 - iii. *Any update on the road?* Percoski will put out plans for traffic flow and off of Forest hill for parents and kid safety and traffic flow and good neighbors. We will have the plan printouts for Meet the Teacher. Have a long driveway and should be able to get everyone on campus in the drop off lane.
 - iv. *Welcome Back Breakfast?* likely location change only and not the date or time

V. Executive committee reports

- a. President – Kari Armstrong
 - i. Binder: Asked each board member to fill with information for your role to be passed along to next person taking your role
 - ii. Review of documents included in binder: Getting to Know you sheets about each board member, board member contact list, district calendar, PTO Calendar-will add Curriculum nights soon
 - iii. Dates to remember:
 - 1. Ribbon Cutting on August 8th: Wear your PTO t-shirt, bring scissors. We will have some local leaders, but this day is for the students and families
 - 2. Grand Opening Festivities- August 24th: ***Will need help for the whole day.*** GMSD district inviting legislators (to showcase our school) and other community leaders. School will be open to the community in the afternoon
 - 3. Board of Education Meetings and Board of Mayor and Alderman Meetings TBA: Encourage to go to one of these meetings this year
- b. Secretary – Jennifer Chow introduced her Committees and their roles
 - i. Care and Compassion: Adrienne Berry
 - ii. Legislative: Brian Curry
 - iii. Membership: Emily Oppenheim and Cris Williams

- c. Treasurer – Carmen Henson
 - i. Presented the daily receipts and reimbursement procedures
 - ii. Everything must have an approval and within your budget. Approval will be by your executive board liaison
 - iii. We have applied for the 501c3 and they have cashed the check—waiting for tax exempt letter. Will send to every board member and will not be reimbursed for taxes after letter approved.
 - iv. If you have an approved purchase and spend money, please fill out request and leave at the PTO BOX at the school (pending placement)
 - v. If you think you are going to go over budget—need approval by executive board. If not approved—it will have to be consider as a donation.
 - vi. Setting up a Paypal account
 - vii. Introduced Assistant Treasurer-Natalie Sickles-help with questions, but she is unable to write checks

- d. VP communications – Krista Antonuk introduced her committees and their roles
 - i. News: Joni Hester
 - ii. Social Media: Miriam Fruitt
 - iii. Newsletter: Tracey Smith
 - iv. Newsletter will be scheduled to be emailed at 7:00am each Sunday. Tracey will send a reminder email for content on Tuesday of each week. ***She needs all content to be submitted by end of day Thursday each week.*** Please submit the information how you want it to be written with any logos/art.
 - v. **Please send any news, social media postings, and newsletter submissions to the fhescommunications@googlegroups.com so that all of the communications team receives the requests.**

- e. VP events – Lisa Garten introduced her committees and their roles
 - i. Grandparent’s night Sept 10th : Toni Nygren
 - ii. Book Fair-October: Jennifer Stewart
 - iii. Mother/Son Event- Nov 8th: Maura Parks
 - iv. Pancake Breakfast Dec 14th: Courtney Browning
 - v. Father Daughter-Feb 7th: Jenaleigh Bingham

- vi. 2 Fundraisers coordinated with VP of Fundraising

- f. VP fundraising – Karen Van Steenberg introduced her committees and their roles
 - i. Fall Fundraiser Sept 22nd: Ginger Wilkerson
 - 1. Event at PO Press restaurant in Collierville. For adults only to be able to get to know other parents and teachers, raise money for the school thru ticket sales and auction items
 - ii. Spring Fundraiser April 5th: Anna Moore
 - iii. Donation Drive: Denise Stumph -suggested donation after Labor Day and to run for month of September
 - iv. **Fund** Development: Jenny Davis
 - 1. Spirit nights, amazon, box tops, Kroger
 - 2. Awaiting 5013c status to engage some of the activities-box tops...
 - 3. Note on page 19 of the binder-donation receipt, keeping track of donations and not exhausting donations, donation request letter-written by Wendy Camamile wrote
 - 4. Remember to ask businesses early for donation and ask Karen if okay to solicit certain businesses as to not exhaust our community
 - 5. Remember to be a good neighbor to our businesses- write thank yous for their donations. Jennifer Chow to provide stationary and note cards to use.

- g. VP hospitality – Ashley Pera introduced her committees and their roles
 - i. New Families: Wendy Camamile
 - 1. Back to School Breakfast for Teachers-Wendy got donations for part
 - 2. Boo Hoo breakfast on August 19th for Kindergarten parents-Wendy got donations for the breakfast
 - 3. Welcome new families to our school
 - ii. Teacher Appreciation Week for Teachers and Staff: Ashley Robinson
 - iii. Teacher Treats: Sarah Naffziger
 - 1. monthly treats, happies for the teachers and staff, provide for bus drivers, custodial, office staff
 - 2. Have extra FHES bags for the staff from Maura Parks from Mascot reveal

- h. VP volunteers – Melissa Salazar introduced her committees and their roles
 - i. Need volunteers and Helping Hands Committee: start a new list every 9 weeks to help with anything that comes up
 - ii. Library: Brianne Davis
 - 1. Met with Mrs. Mock and will have prizes for Bingo sheets, 4 dozen fox pencils, fox erasers, magnets. Will need volunteers throughout the year for Ms. Mock to shelve books and help in the library
 - iii. Fine Arts Night: Robyn Pela
 - iv. Fathers of Forest Hill: Matt Mitchell
 - 1. Plans for Dad event at Lenny's on Monday July 29th for dads and kids
 - v. Field Day: Laurie Wissman
 - vi. Health and wellness: Sara Carr
 - vii. Room Parents- Sarah McMaster
 - 1. Coordinate room parents, teacher favorites form for all teachers and staff
 - viii. SPED Awareness: Leslie Mitchell
 - 1. Spotlight special needs
 - 2. Working with hospitality and room parents to cover SPED teachers and staff

VI. Business

- a. 2019-2020 FHES PTO budget
 - i. Budget passed out and to vote in August to approve budget and to general membership later
 - ii. If your budget is over \$1500: you will need to have a general list of what you are spending, so you know that you are staying on-track
- b. Changes/additions to the board
 - i. Mother/Son Chair-Maura Parks and News Chair- Joni Hess
 - 1. Carmen Henson motioned to approve
 - 2. Denise Stumph seconded the motion
 - 3. Approval: No discussion, none opposed, motion passes
 - ii. Membership-Cris Williams and Emily Oppenheim and Grandparents' Night-Toni Nygren
 - 1. Brian Curry motioned to approve
 - 2. Krista Antonuk seconded the motion
 - 3. Approval: No discussion, none opposed, motion passes

- c. General membership meetings
 - i. October 10th: along with Open house/Book Fair night
 - ii. April 7th: along with fine arts night in spring
- d. Monthly board of managers meetings
 - i. 3rd Tuesday at 9:15 with a few changes because of spring break, fall break
 - ii. First meeting will be August 20th, others listed in PTO calendar
 - iii. Board members should be *encouraged to come* or *if you can't come-please ask a committee member to help and will help grow volunteers and keep you in the know of what is happening!***
 - iv. Motion:
 - 1. Tracey Smith motioned to approve meeting dates; Jenny Davis seconded
 - 2. Discussion: Brian suggested having an evening meeting for board members working during the day.
 - 3. None opposed, motion approved
- e. Standing rules and policies
 - i. Shared via email and placed in binder
 - ii. All in favor, none opposed-Approved
- f. Bylaws – specifically Article 18
 - Please note the Conflict of Interest Annual Statement
- g. Sign conflict of interest annual statement
- h. Sign board of managers agreement

VII. Board member Pictures taken by Robyn Pela

VIII. Next board of managers meeting: Tuesday, August 20th at 9:15 am

Submitted by Jennifer Chow