

FHES PTO Board of Managers Meeting

AGENDA (1/21/2020)

I. Members Present/Absent

| Name | | | Name | | |
|------------------------|---------------------|---|------------------------|------------------|---|
| President | Kari Armstrong | ✓ | VP of Hospitality | Ashley Pera | ✓ |
| Principal | Zac Percoski | ✓ | New Families | Wendy Camamile | ✓ |
| Assistant Principal | Kendra Pickens | ✓ | Teacher Appreciation | Ashley Robinson | ✓ |
| Teacher Representative | Amanda Lewis | ✓ | Teacher Treats | Sarah Naffeizer | ✓ |
| Parliamentarian | Chelsea Slabaugh | ✓ | VP of Volunteers | Melissa Salazar | ✓ |
| VP of Communications | Krista Antonuk | | Fathers of Forest Hill | Matt Mitchell | ✓ |
| News | Joni Hester | ✓ | Field Day | Laurie Wissman | ✓ |
| Newsletter | Tracey Smith | | Fine Arts | Robyn Pela | ✓ |
| Social Media | Miriam Fruitt | ✓ | Health and Wellness | Sara Carr | ✓ |
| VP of Events | Lisa Garten | ✓ | Library | Brianne Davis | ✓ |
| Book Fair | Jennifer Stewart | | Room Parents | Sarah McMaster | ✓ |
| Father/Daughter Event | Jenaleigh Bingham | ✓ | SPED Awareness | Leslie Mitchell | |
| Grandparents' Night | Toni Nygren | ✓ | Secretary | Jennifer Chow | ✓ |
| The Foxtail Fling | Ginger Wilkerson | ✓ | Care and Compassion | Adrienne Berry | ✓ |
| Spring Fundraiser | Anna Moore | ✓ | Legislative | Brian Curry | ✓ |
| Mother/Son Event | Maura Parks | ✓ | Membership | Emily Oppenheim | |
| Pancake Breakfast | Courtney Browning | ✓ | Membership | Cris Williams | ✓ |
| VP of Fundraising | Karen Van Steenberg | ✓ | Treasurer | Carmen Henson | ✓ |
| Donation Drive | Denise Stumph | | Assistant Treasurer | Natalie Stuckles | |
| FUND Development | Jenny Davis | ✓ | | | |

II. **Welcome-** Meeting started at 9:17 am

III. **Approval of December meeting minutes-** motion by Brian Curry and second by Cris Williams, approved as written

IV. **Principal's report** (Mrs. Pickens)

a. Teacher grants- technology in library and garden for the school, reaching out to the community for help with each

i. **ACTION:** Remember take the survey for feedback for the garden, link in the foxes' den and Miriam to place in Facebook, https://docs.google.com/forms/d/e/1FAIpQLSd-tVKcQo0VW_475rmRqFNGOH6al0bdOJfgohAvlfM5ogQ-PQ/viewform

- b. Open Enrollment: opens Jan 27th and closes Feb 7th
 - i. Current students on transfer and not in an exit year and have not moved residences:
No need to enroll
 - ii. If currently don't go to our school, families need to apply starting Jan 27th
 - iii. If in exit year or a preschooler, will need to apply.
 - iv. For complete information, visit: <http://www.gmsdk12.org/Registration.aspx>

V. Teacher Representative-Amanda Lewis

- i. Thank you for all the treats and love from the PTO. We feel loved and supported
- ii. Box Tops Collections-Teachers wondering where to put them and who to contact
 - 1. Jenny Davis to make a central location and will be the contact for Box tops

VI. Reports

a. President – Kari Armstrong

- i. Upcoming meetings
 - 1. March 24th Meeting-change due to Spring Break
 - 2. May 12th-Potluck Breakfast Meeting-Old and New Members
- ii. GMSD Parent Engagement Opportunities
 - 1. GMSD opportunities to help give feedback
 - 2. **ACTION:** sign up here if want to be involved:
<https://form.jotform.com/200016717921144>
- iii. Remember to write thank you notes to people or businesses who helped your event or even pass along the copy of the newsletter to show them their thank yous sent to the parents

b. Secretary – Jennifer Chow

- i. Vendor Approval-
 - 1. Remember if a vendor is coming to the school and plans to stay in the school to serve food or potentially will interact with children, they need to go through vendor approval. Send me any vendors you need approved and Jennifer can help get them approved through the district
 - 2. Current list of approved vendors:
https://drive.google.com/file/d/1zfNHFTi_XJAhm2Oo_AL5_yDAiVsJImq/view?usp=sharing

- c. Treasurer – Carmen Henson
 - i. Year to date budget reviewed
 - ii. 501c3 approved and able to get tax exempt status-
 - 1. **Use tax exempt forms:** take a copy of the form to businesses
(https://drive.google.com/file/d/1e5fSsn4W_0N3Y7eSUMxVRyKGvXU1wU20/view?usp=sharing)
 - 2. Review attached letter for Department of Revenue, note must use cash or check from PTO account to purchase and be tax exempt
(https://drive.google.com/file/d/1XnfxQJMOtTT_bGXNVUYZ5fSBkn3rOHIZ/view?usp=sharing)
 - 3. Review How to Use the Sales and Tax Exemption forms document if you have questions
(https://drive.google.com/file/d/1yHL4VWV_5GtE30jTECtNTYBFIFs_o0U2I/view?usp=sharing)
 - 4. ***Timeline: starts now and going forward, please use tax exempt letter and will stop reimbursing tax after this date***
 - 5. Please email Carmen or Kari if you have any other questions
- d. Pancake Breakfast – Courtney Browning
 - i. Thanks for your help with everything with the breakfast and Lenny’s on Main (Cris Williams) for sponsoring
 - ii. Donations \$1337, not including Auction \$1795 or spirit shop (\$ final pending)
 - iii. Potentially sell tickets next year
- e. Legislative – Brian Curry
 - i. Board of Education Meeting:
 - 1. Calendar has been finalized and chosen
 - 2. Germantown Foundation gave grants to 2 FHES teachers
 - 3. Remember to attend at least one of the BOE Meetings, especially if Brian is not able to attend
 - ii. BMA Meeting:
 - 1. Approved the land swap
 - 2. Next meeting on, Jan 27th and Feb 10th
 - 3. School board to vote on either Monday Feb 10th or meeting might be moved to Tuesday Feb 11th
 - 4. Be aware: City wants 3 acres for water tower and wants the other 12 acres for a “passive” park. It will be a public park and only one access to the park

will be through the school entrances. Since it will be a public park, we will be unable to deny access to or control who comes onto the property. If 3 acres given by the school board, then school will be unable to have a voice in what is put on the land. Please let your school board know what you are thinking whether for or against giving the land to the City.

- a. More information in the Newsletter
- b. School board in complete control of the land
- c. ***If you are for or against the land-exchange agreement and the land-use agreement, it is important that you voice your opinion to the Board of Education PRIOR to the meeting date. Here are their email addresses for your reference:***

Linda Fisher- linda.fisher@gmsdk12.org
Betsy Landers- betsy.landiers@gmsdk12.org
Rebecca Luter- rebecca.luter@gmsdk12.org
Angela Griffith- angela.griffith@gmsdk12.org
Amy Eoff- Amy.Eoff@gmsdk12.org

- f. Teacher Treats – Sarah Naffziger
 - i. Cappuccino/Donut Hutt: Spread love and not germs: Kleenex, coffee and donuts
 - ii. Feb: Piece of Our Heart: Reese’s pieces and pizza lunch
 - iii. March: Scoops Sundae Bar
 1. Scoops also does breakfast bar with yogurt parfaits-would be great for an event or teacher appreciation
 - iv. April-grab and go snack for testing
 - v. May-help with Teacher appreciation
- g. Father/daughter – Jenaleigh Bingham
 - i. Evening of Enchantment
 - ii. Feb 7th 6-8 pm, in the Cafeteria
 - iii. Vendors: Chickfila, Whimsy cookies, Fresh market donating items
 - iv. Robyn Pela-thank you to her for the invitation graphics—so cute!
 - v. Need Christmas trees, fairy lights, snowflakes
 - vi. Learn the Fox trot and debut the girl fox (but shh...will be a surprise for the kids!)

- h. Mother/son event – Maura Parks
 - i. Joys of Boys, **THIS** Friday, Jan 24th, 5:30pm-9pm, **FREE event**
 - ii. The Yard in Arlington: indoor activity of all things you can do in the yard
 - iii. The Yard’s owner helped get \$300 donations from local Arlington businesses for our event
 - iv. Kids can bring their own Nerf guns-remember to put name on the game
 - v. Owner gave us a deal for 4 hours of laser tag for \$150
 - vi. Pizza and snacks available**
 - vii. ACTION:**
 - 1. Remember to RSVP by Wednesday or Thursday:
<https://www.signupgenius.com/go/5080945aeac28a6f85-fhes>
 - 2. Need people to help for the event, Maura will be there at 2pm:
<https://www.signupgenius.com/go/5080945aeac28a6f85-fhes1>
- i. Events – Lisa Garten
 - i. Thanks to Courtney-Pancake Breakfast
- j. Teacher appreciation – Ashley Robinson
 - i. Conference Night: Feb 13th 4-7pm, providing a catered meal, Italian food, sweet treats, setup 2:30-4pm
 - ii. Will send sign ups later
- k. Fine Arts – Robyn Pela
 - i. April 7th, Tuesday along with PTO General Meeting
 - ii. Artome-to sell art, need people to setup, cleanup and at registers
 - iii. Choir and strings to perform also
 - iv. Will send sign ups later
- l. Communications – Joni Hester
 - i. Reminder Deadline for newsletter is on Thursdays at 5pm**
 - ii.** Remember to send images as Jpg, gif, not PDFs
 - iii.** Added Teacher favorites to the Parent resources on the website:
<https://www.foresthillelementarypto.org/parent-resources.html>
- m. Volunteers – Melissa Salazar
 - i. Volunteer hours and New FORM-District want us to do it different, change it to a live google docs and you can track your hours on the live form:
https://docs.google.com/spreadsheets/d/0B4_tvXQS09SXWTJZWWFDT1loOWZSTmplV3l3X0hmR01lUIFV/edit#gid=1271092428
 - ii. If you are the chair, remember to enter hours for your committee’s volunteers

- iii. Will brainstorm on how to collect hours for room parents
- n. Field Day-Laurie Wissman
 - i. Met with PE Teachers
 - ii. Rotation to different stations
 - iii. Will need lots of volunteers for setup and break down
 - iv. Dates:
 - 1. Tuesday May 5th Kindergarten and 1st
 - 2. Thursday May 7th 2nd and 3rd
 - 3. Friday May 8th 4th and 5th
- o. GMC PTO Excellence Awards – Chelsea Slabaugh
 - i. Attached STAR award nominations by Feb7th with nominations and the reasons why you want to nominate them. Teacher, STAFF, Parent
 - ii. More information found in the newsletter or contact Chelsea with questions
- p. Spirit Night
 - i. **Forest Hill Grill THIS Thursday, 3:45 to 9pm-show the flyer in the newsletter**
 - ii. Chill on Feb 7th – Giving us 25% and owner is a Forest Hill mom-Shannon Reed
 - iii. Mellow Mushroom did well, and we will have this one again

VII. Business

- a. Nominations
 - i. Chelsea to chair the committee
 - ii. Feb 2nd newsletter-sending the nominations form and to email them to her
 - iii. Paper copy on Feb 12th
 - iv. Chelsea to appoint her committee with Two board members and 2 parents c
 - v. Plans to vote in March
 - vi. The nomination forms are asking if you are willing to serve. May not receive your first choice
- b. Board changes/additions: submitted by committee, Lisa Garten to second and approved as listed below
 - i. Board of Managers Responsibilities Updated
<https://drive.google.com/file/d/1g1ajlcRaLliwl9F3M575hqqWxiI4Rq8c/view?usp=sharing>
 - ii. Additions
 - 1. Graphics position
 - 2. Website Position
 - 3. Charity Basketball Event

4. Auction Position
 5. Celebrations Chair-Veteran's, AR parties, K and 5th grade celebrations
- iii. Other Changes
1. Book Fair under VP of Volunteers
 2. Legislative under VP of Communications
 3. Took away Fall Fundraiser-busy in the Fall
 4. Separating Teacher Meals/Eats, teacher treats and Teacher appreciations
- c. Dogwood cell Tower-Toni Nygren
- i. Move the Tower on Facebook
 - ii. Issue is back on the table, approved and going to planning and commission has to review the plans. Can give input through planning and commission and still needs approval with BMA.
 - iii. Any other questions contact Toni

VIII. Important dates – check The Foxes' Den for more information on the following

- a. Tuesday, January 21st – Public viewings of Family Life Curriculum
- b. Thursday, January 23rd - Forest Hill Grill Spirit Night
- c. Friday, January 24th – The Joys of Boys
- d. Tuesday, January 28th – FHES Choir at the Grizzlies game
- e. Tuesday, February 4th – Track and Field meeting
- f. Thursday, February 6th – Public viewings of ELA materials
- g. Friday, February 7th – GMC PTO Excellence Awards nominations deadline
- h. Friday, February 7th – An Enchanted Evening
- i. Monday or Tuesday – February 10th or 11th – BOE meeting
- j. Thursday, February 13th – Conference night – teacher dinner

IX. Next board of managers meeting: *Tuesday, February 18th at 9:15 am*

X. Meeting ended at 10:15am

Submitted by Jennifer Chow