

FHES PTO Board of Managers Meeting Minutes

February 18, 2020, 9:15 am, Cafeteria

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 Naffziger	✓
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 9:16 am

III. **Approval of January meeting minutes-** motion by Lisa Garten and second by Cris Williams, approved as written

IV. Principal's report -Ms. Pickens

- a. Thank you for wonderful successful events since our last meeting!
- b. Snapshots event: March 12th, CAMP theme, FHES is SMORE fun! District event at each school to showcase the schools to potential new teachers and staff
- c. June 1st- 5th: Kindergarten Camp
- d. Question about number of potential transfers into our school for next year: Not planning to change staff numbers to accommodate transfers.

V. Reports

a. President – Kari Armstrong

- i. Sympathy card for Emily Oppenheim for her step-father passing away
- ii. Front office and Ms. Thacker
 1. PTO box to drop off anything to the front office-behind Ms. Thacker’s desk
 2. Let Ms. Thacker know about any deliveries or items that need to be dropped off in the office. Make sure she is aware, so she knows where they need to go.
- iii. If you need to communicate to all the teachers—send the info to Ms. Pickens by Thursday and she send out email every Friday to the teachers.
- iv. PTO website (<https://www.foresthillelementarypto.org/>): great resource and looks great! Remember to use to see the proposed calendar, lunch menu, Symbaloo, Teacher lists, lots of things!
- v. Communications:
 1. Remember to read the newsletter
 2. If you hear things positive or negative around the school—please tell your teacher, Ms. Pickens, Mr. Percoski. They want to hear the feedback-good and bad, but mostly good.
- vi. PTO presidents meet with Mr. Manuel-roundtable tomorrow. Kari will update us on anything from this meeting.
- vii. Kari and Anna working on end of year survey-still working and will send out draft for March meeting before sending to parents
- viii. PTO Envelopes for each teacher: Teachers able to collect anything sent in from the students and all envelopes will be placed in our PTO box and sorted
- ix. PTO pictures:
 1. **ACTION:** Send pictures to Mrs. Collins/Holland (kelsey.collins@gmsdk12.org) for this year’s yearbook
 2. After your event remember to send pics to communications for Facebook, newsletter, and/or community news and for the yearbook

b. Treasurer – Kari for Carmen Henson

- i. Year to date budget submitted, any questions or budget balances can be sent to Carmen
- ii. Amazon account:
 1. Carmen sent out flyer and how to order through Amazon.
(https://drive.google.com/file/d/1wpXPlrTh49_9ohIt_nYRQCmooj8Rfnop/view?usp=sharing)

- iii. Keep tax exempt form in your car and remember to use it. If they ask you for a phone number, you can use the school's number: 901-730-8520
- iv. Reimbursement forms:
 - 1. Committee members can make purchases for your event and they will submit reimbursement forms to the chair to be signed and submitted to the treasurer
 - 2. Remember to put expenses on your committee balance register and keep all copies of reimbursement forms in the binder

- c. Legislative – Kari for Brian
 - i. Board meeting: discussed a fence, paid with bond money, sidewalk, landscape, stock the pond.
 - ii. Awards: FHES had 4 students make All State Treble Choir

- d. Teacher Treats – Sarah Naffziger
 - i. February Teacher Treat: Our faculty and staff have a piece/pizza of our heart. Having Marco's pizza on Thursday, Reese's pieces, Pattycakes providing individual bundt cakes for Nothing bundt love for our faculty and staff
 - ii. Next month: Scoops for ice cream sundaes

- e. Mother/son event – Lisa Garten for Maura Parks
 - i. Maura planned great event at the Yard in Arlington. Enjoyed by everyone!
 - ii. Everyone stepped up and helped with Maura sick that day. Thank you for all who helped make it so great for the boys and families.
 - iii. Suggestions for next year: we are open to ideas, please let us know any feedback

- f. Father/daughter – Lisa Garten for Jenaleigh Bingham
 - i. Amazing job for creating a night of enchantment for the girls
 - ii. Holland studios pictures will come to the school and to the homeroom teacher 2-4 weeks after event.
 - iii. Best buddies: one best buddy member, Kayden, had to miss, and the best buddies group recreated the night on the stage for her and her dad. It was very special for all involved!
 - iv. Feedback: Great sponsors and decorations, loved having Chill for spirit night for afterwards or for the boys to go to that night
 - v. Suggestion for all events: highlight what is free or what needs to be paid as we create new events for our school.

- g. Teacher appreciation – Kari for Ashley Robinson
 - i. Love the way she used her committee to help with teacher appreciation events
 - ii. For Teacher Conference: Had Coletta’s cater and had the kids make Valentines’ for the teacher for decorations. Ashley had a vision to have lots of valentines to decorate the lounge and her vision was successful. She and volunteers were able to sort the valentine’s and fill the teacher boxes!

- h. New families – Wendy Camamile
 - i. 4 New families (6 kids) started since January-Wendy sent them an email to welcome them to the school and reached out to the room parents to let them know they have new students in their class
 - ii. Tours picking up and appreciate the board’s help in giving tours

- i. Fund development – Jenny Davis
 - i. Spirit night
 - 1. Dec-Jan Forest Hill Grill earned \$300
 - 2. Chill Spirit night earned \$102
 - 3. **ACTION: This Thursday: Mellow Mushroom**
 - ii. Box tops: Basket in the teacher’s lounge, waiting on getting officially setup and then will send out a message to get the app and upload online
 - iii. Kroger coming soon

- j. Spring fundraiser – Anna Moore
 - i. Family Fox Fest: Field day and Carnival
 - ii. April 5th 2-5 pm, outdoor event and move inside if need to
 - iii. Purchase tickets to do different events and activities
 - iv. T-shirts: Pre-order for kids, +/- Adults
 - v. Need lots of Volunteers: auction, run events, sign ups coming soon
 - vi. Spirit Award: to the class with the most spirit
 - vii. Food trucks
 - viii. Possibly raising money for Screen in the Gym—get info from Courtney Browning’s husband or Bulletin Board for PTO with Glass doors
 - ix. **ACTION: Sponsorships from families or businesses due March 13th:**
<https://files.constantcontact.com/cba3515c701/3bf16b66-9330-4ad6-8190-966380dc7cbb.pdf>

- k. PTO interest forms – Chelsea Slabaugh
 - i. Will repost on Facebook
 - ii. Have all the interest forms from current board members but would like some other parents who are not board members.
 - iii. **ACTION: DUE no later than Feb 21st**
 - 1. If you know someone new or a great committee member that you have worked with that would be a good board member, write their name on the interest form (<https://files.constantcontact.com/cba3515c701/47e4472b-ed1d-4d41-ad79-d642fc45784c.pdf>)

VI. Business

- a. GMC PTO Excellence Awards – Chelsea Slabaugh
 - i. STAR of Excellent awards from FHES will be Ms. Workman, Ms. Pickens, Mr. Buse
 - ii. Legacy Award: parent volunteer who exemplifies kindness, selflessness, and tremendous work ethic nominate someone: Kari Armstrong
 - iii. Nominations came from committee and second by Wendy Camamile
 - iv. Award ceremony April 21st -everyone invited
 - v. Idea to present each of our STAR recipients a star balloon or mini paper STAR award from the PTO

VII. Important dates – check The Foxes’ Den for more information on the following:

- a. *Thursday, February 20th – Mellow Mushroom spirit night*
- b. *Friday, February 21st – FHES PTO interest forms due*
- c. *Friday, March 13th – Family Fox Fest sponsorship forms due*
- d. *Monday – Friday (March 16th – 20th) spring break*

VIII. Next board of managers meeting: Tuesday, March 24th at 9:15 am (right after spring break)

IX. Meeting ended at 10:10 am

Submitted by Jennifer Chow