

FHES PTO Board of Managers Meeting Minutes

FHES Cafeteria

August 20, 2019 at 9:15am

I. Members Present/Absent:

Name		
President	Kari Armstrong	✓
Principal	Zac Percoski	✓
Assistant Principal	Kendra Pickens	✓
Teacher Representative	Amanda Lewis	✓
Parliamentarian	Chelsea Slabaugh	✓
VP of Communications		
News	Joni Hester	✓
Newsletter	Tracey Smith	
Social Media	Miriam Fruitt	
VP of Events		
Book Fair	Jennifer Stewart	✓
Father/Daughter Event	Jenaleigh Bingham	✓
Grandparents' Night	Toni Nygren	✓
The Foxtail Fling	Ginger Wilkerson	✓
Spring Fundraiser	Anna Moore	✓
Mother/Son Event	Maura Parks	
Pancake Breakfast	Courtney Browning	✓
VP of Fundraising		
Donation Drive	Denise Stumph	✓
FUNd Development	Jenny Davis	✓

Name		
VP of Hospitality	Ashley Pera	✓
New Families	Wendy Camamile	✓
Teacher Appreciation	Ashley Robinson	✓
Teacher Treats	Sarah Naffziger	✓
VP of Volunteers		
Fathers of Forest Hill	Matt Mitchell	✓
Field Day	Laurie Wissman	✓
Fine Arts	Robyn Pela	✓
Health and Wellness	Sara Carr	✓
Library	Brianne Davis	
Room Parents	Sarah McMaster	✓
SPED Awareness	Leslie Mitchell	✓
Secretary		
Care and Compassion	Adrienne Berry	✓
Legislative	Brian Curry	✓
Membership	Emily Oppenheim	✓
Membership	Cris Williams	✓
Treasurer		
Assistant Treasurer	Natalie Stuckles	✓

II. Welcome: Kari welcomed everyone and called the meeting to order at 9:15am

III. Approval of July meeting minutes: No questions or changes. Accepted as written.

IV. Principal's report- Mr. Percoski

a. Staff updates:

1. Based on enrollment, added a position to Kindergarten- Ms. Ayers. She has worked hard to get her room and class up and running this first week.
2. New Receptionist-Connie Thacker (previous teacher assistant) and Teacher assistant position will be posted and plan to have filled soon
3. Amanda Lewis (5th Grade)- Teacher Representative for the PTO
4. ESL teacher has been hired and will start in 1-2 weeks

b. Communications from district-bus tracker app still linked to your previous school last year and may be causing problems with getting correct information. For now, the school will send out mass emails until Skyward can separate it all out. Hopefully it will be straightened

out soon so that the school will be able to send emails to specific families for bus communications.

- c. Great first week and school assembly with visit from Flash on Friday to go over school rules. Introduced flash cash for going above and beyond and for being respectful, responsible, and resourceful. The students can redeem flash cash for fun items or fun events.
- d. Cafeteria and My School bucks up and running smoothly. Parent table for eating with your kids and buddy table for allergies.
- e. Flagpole is coming and will hopefully finishing landscaping soon for the Grand Opening.
- f. Safety Patrol-Start up materials being ordered and applications for 4th and 5th coming out when process is complete, and the materials are received.

V. Executive committee reports

- a. President – Kari Armstrong
 - Remember to use your PTO badge when at the school or if you forgot, have the front desk print out a sticker badge
 - Available spaces for PTO use:
 1. PTO room (Room 206): houses all the PTO items, copy paper, decor. We will soon have an inventory check out system to check out the décor for your events. You may have meetings in here or committee meetings.
 2. Conference room-if you are wanting to reserve this space you need to reserve ahead of time with Sharon Johnson
 3. School Activity rooms-please check with Mrs. Pickens to reserve
 - PTO basket at front desk and mail room downstairs: If you need people to drop off forms and such, they can drop them off at the front desk.
 - Committee members are growing for each of your committees. Even if your event is not until later, please contact those that signed up and let them know the plans and when you will need their help.
 - Volunteer hours:
 1. Try to keep up with your hours weekly. This is especially important for when the school applies for grants and some grants will match money per volunteer hours.
 2. As board of managers-we track our own hours and hours for those helpers that are non-board committee members

- Binders: Keep up with your binder each week with each of your events (flyers sent, what worked, what didn't) This will make it easier at the end of the year to pass off to the next board members

- **Volunteers Needed:**

1. Kindergarten Lunch Helpers this week: Thursday and especially Friday 11:00-11:45 <https://www.signupgenius.com/go/10c094ea9ab28ab9-kindergarten>
2. Grand Opening Event: (THIS SATURDAY)
Need help with clean up tech help-setting out ipads and turning them on and Sunday morning clean up.
<https://www.signupgenius.com/go/30e0e49aead2fabfb6-forest>

b. Secretary – Jennifer Chow

- Vendor application

1. Each vendor that will come on campus will need approval by the district annually
2. Vendors must complete an application, W-9, copy of drug/alcohol/background check policy (Email Jennifer to send you the information)
3. Jennifer to be the district contact and check with them to see if vendor is approved. If not, please have your vendor fill out the application and send to Jennifer. She will send to the district and be the contact for approvals
4. *If using a vendor, start this process EARLY!*

- Copy Paper and Notecards

1. Will have blue and orange colored copy paper stored in Room 206
2. When making copies, please be mindful if teachers need to make copies. Offer to copy them for them or let them go first, so they can get back to their classes.
3. Copy room is on the 1st floor and the 2nd floor
4. To conserve paper, try to make ½ page flyers. Please let me know if we are running low or there are only a few reams left.
5. Notecards: Will be ordering notecards for thank you notes. Remember to send a thank you for sponsors and community helpers.

c. Treasurer – Carmen Henson

- Financials are posted
- Receipts: please give Carmen receipts for reimbursement using the form with your VP signatures
- Budget: Email Carmen if you know need to know your budget balance
- 501c3: waiting approval. May be 90-180 days from when our application was received on July 18th. Until then the tax will be reimbursed.

d. Communications – Krista Antonuk

- Newsletter

1. Tracey sent reminder email about streamlining the material

- a. **Content due 5pm Thursday!**

- b. Be sure to:

- Include all the information like you want it to read:

1. Text: please send it to us in a Word document or just include it directly in the email, so that we can copy and paste.
2. Images: send them as a jpg, png, gif.
3. Documents/Attachments/Applications: please send as a pdf.
4. Events: include day, time, location, and who can attend.

- Specify how long your content should run.

- Email your content to

FHESCommunications@googlegroups.com instead of replying to this email. That way our entire communications team can see it and maintain consistency.

- Also remember to cc your email to your VP and FHES communications team email so we are all in the loop!

- PTO Website: let communications team know if you need something listed on the website
- We want people to go to the newsletter or their teacher for information first
- School Facebook site: Mrs. Pickens took off posting and commenting and maybe plans to do that with the PTO Facebook page so that it is more informational rather than a discussion page

e. Fundraising – Karen Van Steenberg

- Master list of businesses: Karen keeping a master list of business that we reach out to for donations
 1. Please email Karen to see if we have already contacted that business so that we don't exhaust the same businesses
 2. Let Karen know if they did donate, what items/value, and any feedback (if they were friendly to work with or did not want to donate)
 3. Remember to send out a handwritten thank you notes to those who donated or even an overall thank you letter stating how the event went and your appreciation for their donation and sponsorship.

VI. Committee reports

a. Boo hoo breakfast – Wendy Camamile

- Thank you for all that helped. Positive feedback from parents, good connections made between families

b. Legislative – Brian Curry

- BOE meeting:
 1. Voluntary fees for FHES were approved by the district-perennial math, some club activities
 2. Land exchange between city owned land behind HHS and land next to FHES- discussed in the work session. None of the board members wanted to give away the land at FHES and commented on concerns. BOE members wanted to be able to reserve that land for the school/district needs in the future. Mayor and City attorney were present. Have not voted on this and plan to have joint session with city and BOE. Please write or call with any concerns and questions to school board

c. Teacher Treats – Sarah Naffziger

- Sign up genius-went out to bring items in and most are filled.
<https://www.signupgenius.com/go/70a0c4da9a72ba1f49-teacher>
- August: Next Friday-door hangers for FHES room service: drinks, chips, candy, FHES cookie by local baker, stuff the bags and deliver to each classroom
- Upcoming teacher treats
 1. Contact for the JIF plant manager and willing to donate items for teacher treats

2. Bella Café: Smoothie Coffee Bar: sponsoring him at the Germantown Festival and he will do a free coffee bar for FHES teachers
 - Official logos in vector files from Mrs. Pickens if anyone needs
 - Note: Will try to keep treats in the downstairs lounge and admin can alert teachers and staff of when they are ready, and admin can let the teachers know if there is any certain process
- d. Membership – Cris Williams and Emily Oppenheim
- Membership drive at 40% of households
 - Plans for table at grandparents' night like at meet the teacher
 - Membership Participation contest for classes to reach 100% participation
 1. Extra recess and pizza party
 2. Will need volunteers later to help with extra recess time.
 - All board members need to be signed up to be in good standing by going to login.atozconnect.com or go to our PTO website: <https://www.foresthillelementarypto.org/>
- e. Donation Drive – Denise Stumph
- Start September 1st-30th, Goal \$10,000
 - Need signs for outside and thermometer-volunteers or maybe the art teacher would be able to help
 - Donation drive to be all online in AtoZconnect
 - All board members can go on to their AtoZconnect account or app and look at the donation process and make sure it all works before going live on September 1st
- f. Room Parents – Sarah McMaster
- Just beginning Room parents-sign ups at each of the curriculum nights
 - According to standing rules –need executive committee approval to be on board and a room parent. This allows others not on the board to volunteer within the school and to not exhaust our board members.
- g. Grandparents' Night – Toni Nygren
- Need a name for the night, September 10th, 6-7:30pm
 - Mempoys with 10% back to FHES
 - If your grandparents live too far away, bring someone else to play
 - Activities: Cornhole, photo booth, Tours of school, craft, trivia, Flash the Fox
 - PTO tables for membership, donation drive, sell signs, decals
 - Need volunteers to help with that night and will send out the link for volunteers

h. Library – Brianne Davis

- Melissa Salazar gave update: volunteers for scanning books, sign up to volunteer <https://www.signupgenius.com/go/10c0d4bada923aaf94-fhes>
- Later will have signups for morning and afternoon shifts for helping Ms. Mock

i. The Foxtail Fling – Ginger Wilkerson

- Sept 22nd, 6-9pm adults only at PO Press
- Foxtail Fling drink using donation by Old Dominick
- Paradox catering-chef worked with Erling Jensen
- Can accommodate 250 people
- Ted Harrell and the Monday Night Cards-FHES dad and his band
- Purchasing tickets open on August 29th, \$60
- Silent Auction, Will be fun—so encourage people to come to the event and can invite friends or neighbors-adults only

j. Fund Development – Jenny Davis

- Forest Hill Grill, August 29 and last Thursday every month at 3:45-9pm, 15% back of sales, present the flyer that night (Jenny to give flyer to Mrs. Pickens for her to share on social media)
- Redbirds Game for PTO this Saturday at 6:35pm for \$17, \$4 go back to the school.
- Awaiting 501c3 for Kroger, Box tops, and Amazon
- Box tops-download app to be able to scan receipts and to do boxtops online. Still able to clip boxtops and just save until we are approved as a 501c3 status.

k. Book Fair – Jennifer Stewart

- Oct 10th, Thursday before fall break, with Open house and General PTO Meeting
- Finalizing vendors for book fair
- FOX lunch: friends of Foxes lunch planned and approved by admin. To be able to invite a grandparent/parent to lunch with your student and then shop at the book fair on Oct 10th

l. Health & Wellness – Sara Carr

- Met with Nurse Allison
- Wish list of things that she needs, and Sara will send sign up genius link. Biggest needs for lightly worn clothing size 4-12 (mostly smaller sizes) for the nurse room.
- No need for volunteer time for now, but maybe once she gets settled or even during respiratory season

VII. Business

- a. 2019-2020 FHES PTO budget – for approval
 - Changes: increased website budget by \$18 to pay for taxes prior to 501c3 status
 - Kari-motined to approve the budget, all approved. None opposed.
- b. Sign conflict of interest annual statement and board of managers agreement
 - Turn into Chelsea Slabaugh. Should have received an email from Chelsea if you have not turned it in before the meeting

VIII. Next board of managers meeting: Tuesday, September 17th at 9:15 am
Meeting ended at 10:20am

Submitted by Jennifer Chow