

FHES PTO Board of Managers Meeting Minutes

FHES Cafeteria

September 17, 2019 at 9:15am

I. Members Present/Absent:

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

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

II. Welcome: Kari Armstrong welcomed

everyone and called the meeting to order at 9:15

III. Approval of August meeting minutes: no questions or changes accepted as written

IV. Principal's report

- a. Presentation of Annual Title 1 and Family Engagement Meeting 2019-2020
- b. Teacher treats have been well received and very much appreciated
- c. Technology is up and running. Will purchase more classroom technology with Title 1 funds
- d. A 2nd lunch line has opened up on Fridays to help alleviate the long lines because of the delicious pizza the cafeteria is serving. Airmark is doing a great job with the food this year.
- e. Buses are running more smoothly, the bus tracker still has a few glitches
- f. Clubs and groups have started!
 - Foxes' First Leadership Council will be student leaders in the school
 - K club has started. A Kiwanis club that focuses on service projects in and out of school.
 - Other clubs will be offered soon.

V. Executive committee reports

a. President- Kari Armstrong:

1. If you need volunteers for large events, please contact high school groups:
 - Beta Club: Ms. Plaisance candance.plaisance@gmsdk12.org
 - Honors Academy: Dr. Abigail Simone houstonhonorsacademy@gmail.com
 - Key Club: Ms. Norwood natoya.norwood@gmsdk12.org
- * They recommended using a SignUpGenius link for a good way to keep up with volunteers. Also, as noted by Mr. Percoski, these high school students will need specific instructions and it may be good to have a board member in charge of school volunteers (since the chair coordinating the event will have so many other things to do).
2. We are the leadership team at the school, so please be on the lookout for positive and negative views that we can address.
3. Copy paper and note cards are upstairs in room 206
4. I (Kari) will be out of town the following week (September 23-30), so communication will be slower or delayed.

b. Assistant Treasurer- Natalie Stickle

1. (8/1/19- 8/31/19) Beginning balance \$12,671.33, revenue \$0, expenses \$1504.71, ending balance \$11,166.62
2. If anyone needs to know where their committee stands, please email Carmen Henson.

c. Communications- Krista Antonuk

1. Miriam, great job on Facebook!
2. Tracey isn't able to attend, but she is doing a great job on the newsletter.
3. Newsletter reminders:
 - text: word document or include directly in email
 - images: jpg, png, gif
 - attachments: pdf
 - events: include day, time, location
 - email: fhescommunications@googlegroups.com
4. Joni is doing a great job submitting information about our school and events to local publications.
5. If there is a question about photo releases, ask teachers or Mrs. Pickens.

d. Events: Lisa Garten

1. Toni did an amazing job with grandparents' night, even without a committee!
The turnout was amazing.
2. Considering pushing mother/son event from November to January. Would like to have a set date and time, probably off campus, before posting info about it changing months.

e. Fundraising: Karen VanSteenberg

1. Spirit nights are in the newsletter and are going well.
2. Foxtail fling- stay tuned for more info
3. Donation drive ends 9/30/19
 - Flash the Fox 9/27 -3-3:30, Park in line, flashers, hop out and collect money
 - volunteers needed to hold signs and collect money
 - credit cards, cash, and checks accepted
 - will track students names and class info
 - Flash, Melissa Salazar, will be there too
 - hope people will be encouraged to donate
 - will blow whistle at the end of half hour and we will get back in our cars

f. Volunteers: Melissa Salazar

1. Volunteer tracking
 - tracking sheet will provide a better way to track our hours (7/31-12/31)
 - everyone tracks their volunteer hours
 - if you have volunteers that are non-board members there is a binder in room 206, please track hours for non-board members that volunteer for you
2. Event volunteers now have lanyard with volunteer written on it to resemble our name tag
3. Library is having trouble filling the volunteer slots. If you hear of someone wanting to get involved, please tell them about the library!

VI. Committee reports

a. Book Fair: Jennifer Stewart

1. Date: 10/10/19
2. Theme: Arctic Adventure
3. Company: Scholastic
4. Setup: Tuesday night 10/8/19
5. Preview: Wednesday 10/9/19

- teacher preview morning with a light breakfast- will pick books they want parents to buy for classroom at this time.
 - kids preview throughout the day
6. Wendy has secured a lot of donations for teacher breakfast
 7. Volunteers will be needed- look for SignUpGenius
 8. Pre-sales of Diary of a Wimpy Kid and Dog Man going home in Wednesday folders
- b. Care and compassion: Adrienne Berry
1. Ms. Spain had open heart surgery this summer. We gave her a plant and card.
 2. Mrs. Gould has a baby- we are giving her a cute fox bib
 3. Mrs. Collins is getting married in December
 4. Help Adrienne by letting her know of anyone that needs care and compassion
 5. Does anyone know of anyone that does vinyl decals
- c. Fund Development: Jenny Davis
1. Spirit nights are going well
 2. We've added Domino's to the lineup
 - 2nd Thursday of each month, except this month 3rd Thurs
 - flyers going home in Wednesday folders
 - stickers will go home with kids on Thursday
 3. 4th Thursday of every month is Forest Hill Grill
- d. Grandparents' night: Toni Nygren
1. Thanks to everyone that helped. It was a skeleton crew, but everyone stepped up and help in all areas. Special thanks to Mr. Percoski and Mrs. Pickens for helping with everything that was needed- they are the greatest!
 2. Mrs. Brooks mentioned that the teachers weren't sure if they were invited. Be more clear on future events.
 3. Tours were a big hit
 4. Sold out of MemPops
 5. Sold a lot of swag
 6. Next year maybe a spirit night at nearby restaurants
 7. Maybe start later next year
- e. Health and Wellness: Melissa Salazar
1. Nurse still doesn't need a "health room" staffed by parents
 2. May still need clothes in smaller sizes for accidents

- f. Legislative: Brian Curry
 - 1. Board of Education met last night
 - inter/ intra district transfer will be told on 6/15
 - still haven't scheduled a joint meeting between Board of Education and Aldermen to discuss land swap behind the school
- g. Membership: Emily Oppenheim
 - 1. Membership drive ends 9/30
 - 2. About 50% participation (215 joined 449 families)
 - 3. Class winners of pizza party and extra recess hope to be scheduled before fall break
- h. New parent: Wendy Camamile
 - 1. Has been putting together new folder for new families
 - 2. Tours will start this week
 - 3. Tours will be on Fridays
 - 4. If you know of a family that needs a school tour, please have them contact Wendy or Mrs. Pickens.
- i. Room parent: Sarah McMaster
 - 1. 35 room parents- none from the board of managers
 - 2. We should have received an email from our room parents
 - 3. Wait until October to collect money for teacher gifts
 - 4. Everyone seemed excited
 - 5. Thanks to Melissa for help with binders
- j. Teacher treats: Sarah Naffziger
 - 1. 40 dozen donut holes were donated by Cappuccino's, plus 6 carafes of coffee
 - 2. Jot it Down notepads and pens were given to the teachers today
 - red pens were sent by mistake, working on correcting the problem
 - 3. Lauri put Fox stickers on all the coffee cups- they look so cute.
 - 4. Thanks to all that stuffed bags for the teachers
- k. Foxtail Fling: Ginger Wilkerson
 - 1. Thank you to Karen, Lisa, Krista, and Kari for their help during this crazy time
 - 2. Worked all weekend on finding a new location
 - 3. Looking for a space that is free
 - 4. Getting a 24 hr liquor license is an issue, since we don't have our 501c3

5. It is disappointing for P.O.Press and Forest Hill
6. Checking on a brewery in Collierville
7. Will keep people updated on status via newsletter and Facebook
8. 70 tickets sold so far

VII. Business

- a. Ashley Pera would like to brag on her committee: Wendy Camamile, Ashley Robinson, and Sarah Naffziger. The time and effort these board members have put in since this summer is greatly appreciated!

VIII. Next board meeting: Tuesday, October 22, 2019 9:15am

Meeting ended at 10:20am

Submitted by Chelsea Slabaugh