



FCS Parent Teacher Organization (PTO) General Meeting Minutes

March 7, 2023

Attendees

- **Attendance: Lydia Parris (President), Karen Lecy-Alvarado (Secretary), Martha Arteaga, Ginny Lee, Mel Masta, Erin Crowley, Nicole Brigner, Kelly Herndon, Michael B, Kristie Palmer, Thelma Hayes, Jamie Montie, Mrs. Hobson, Sharmila Roda, Teresa Austin, Ty Harmon, Dave David**

Call to Order

- **FCS PTO meeting was called to order at approximately 7:04pm by Lydia Parris, PTO President, virtually (zoom) on March 7, 2023**
- **Opening prayer led by Lydia Parris, PTO President**
- **Mrs. Parris noted that our April meeting will move to April 11th at 7pm since the previous meeting date is during spring break**

PTO Funding Requests

- **The PTO board presented the funding request form for teachers/staff, which will launch this spring 2023**
- **Mrs. Vislay & Mr. Lawrence have approved the funding request protocol & form**
- **The purpose of the funding request form is as follows: to allow teachers/staff to request special funding to support the staff/student body to further its mission to support the education of students at FCS & its teachers/staff by fostering relationships and building community**
- **PTO request items include special items not already covered by the Forcey Christian school budget; subscriptions will be excluded, for instance, if already covered by the school budget**
- **The PTO funding requests will be voted on by the PTO board/members twice yearly, at November and May general meetings; majority requests will be granted (rank-choice voting system)**
- **The funding request limit (as of this school year): \$800**
- **Information sheets will be sent to all FCS staff members**

Nomination Process

- Per Ginny Lee, Membership & Nominating Chairperson, the nomination process will be extended since there were not many nominations the past few weeks
- Mrs. Lee requested that current board members describe their role on the board
- Mrs. Parris reported that the Presidency role entails the following: utilizing leadership/administration skills, delegating responsibility among board members & committee chair leads, keeping track of all activities through the PTO & providing advice/support as needed, shepherding emerging leaders; the Vice Presidency role entails: support of the President/board & committees, developing policy & overseeing special projects (room parent program, etc.)
- Per Mrs. Lecy-Alvarado, the Secretary position entails: writing meeting minutes for leadership, board, & general meetings; record keeping of minutes & policies/forms, support the board; the Treasury role entails: keeping track of expenses and deposits, monthly budget reports, financial accountability, develop/streamline policies/funds, assist in developing the annual budget
- All PTO members are encouraged to nominate themselves or others who may qualify for either position
- The PTO board wishes to utilize the gifts & talents of all eligible parents who wish to join the team
- It is noted that the committees do the majority of the work for the PTO & the board member does not need to join or participate in a committee while on the board, unless it is desired; it is preferred that the PTO board member does not lead a committee while on the board
- New PTO board members for the 2023-2024 school year will be sworn in at the next PTO meeting, after voting is adjourned

Committee Reports

Membership & Nominating Committee

- The PTO mixer is scheduled for Friday, March 10th at 3:10pm in room 150
- The purpose of the mixer is to mingle with current & prospective PTO members for fellowship & to give out information about the PTO
- All FCS members are welcome, & it is encouraged to bring your children

Staff Encouragement Committee

- Erin Crowley, chairperson, reported that the electronic staff greeting cards continue
- Ms. Crowley is requested that she be notified of life changing events in order to send a card, such as weddings or other personal moments
- The SEC committee will supply St. Patrick's Day goody bags to staff on March 17th & all funds for the bags are provided from the PTO budget
- Another drink cart visit to FCS staff will be scheduled the week after spring break
- The next SEC meeting is scheduled on zoom on March 21st at 8pm

Fundraising Committee

- Martha Arteaga, chairperson, reported that the committee sold four (4) ad pages in the yearbook; if any other businesses would like to participate, please contact the PTO directly to request
- If the committee is unable to sell the last two (2) pages, then those pages will be given back to the yearbook for usage or used for PTO pages
- Kona Ice fundraiser is still scheduled for March 31st at 11:30am
- Ledo's pizza fundraiser will be scheduled for April 18th
- PTO spring fling is still scheduled for May 20th; a separate meeting will be scheduled to discuss the spring fling this coming month (information will be sent via email & all are encouraged to participate)

Events Committee

- Mel Masta, chairperson, reported that he and Mrs. Arteaga are in contact with Mr. Lawrence about how the PTO can support the upcoming FCS Gala on April 28th
- Mr. Masta thanked Mrs. Palmer for her school support as a police officer in protecting the students and families this year; most recently she assisted with traffic safety with the tree removal event on campus

Volunteer Updates

- Per Mrs. Brigner, PTO parent/library aide, the library is still in need to volunteers to rearrange fiction/non-fiction books in its proper location, & taping 3-4 more boxes of newly purchased library books
- A used book sale will be scheduled this spring; FCS families are encouraged to donate gently used books for the sale
- Bottom \$1 sale (the sale of pants/shorts) will be scheduled for April 14th at 2:45pm (rain date is April 21st); volunteerism is requested

Financial Update

- No new updates to report at this time; the PTO Treasurer is preparing monthly reports

Room Parent Program

- Room parent program: the PTO is requesting more volunteers to assist with the 7th grade for the remainder of the school year; Mrs. Parris will assist as needed
- There will be a room parent meeting soon to discuss questions, concerns, & updates
- The room parents are in charge of assisting the teacher for the classes to prepare baskets to raffle for the Spring FCS Gala

Open Forum

The purpose of this forum is to address any questions or concerns from PTO leadership and PTO members alike.

- It was suggested that the PTO open a Facebook page, however, this request has already been previously denied by administration because it would be difficult to monitor comments
- It was asked whether the spring fling was the same as the spring gala: the spring fling is a PTO sponsored community event with fundraising for the PTO; the spring gala is FCS's spring fundraiser for the school itself
- Spring Gala notes: the PK staff will not be assembling baskets, however, will volunteer to watch preschool aged children while the parents attend the gala; tables will sell for business advertisement; FCS children will participate in a show & dinner is provided to the children without cost; dinner for the gala is included in the price for the ticket & all are welcome (parents/children/other family)

Closing/Adjournment

- Closing prayer by Lydia Parris
- This meeting was adjourned by Lydia Parris, PTO President, at 8:12pm

Respectfully submitted by Karen Lecy-Alvarado, PTO Secretary