



## **FCS Parent Teacher Organization (PTO) General Meeting Minutes**

September 12, 2023

### **Attendees**

- Attendance: Mrs. Vislay (FCS Principal), Mr. Lawrence (FCS Vice Principal), Tanisha Nanor (President of PTO), Jennifer Renkema (VP), Christina Buggappa (Treasurer), Erin Crowley (Secretary), Karen Lecy-Alvarado, Mel Masta, Ginny Lee, Martha Arteaga, Melanie Hayden Glover, Thelma Haynes (FCS teacher), Erica Bates (FCS teacher), Erin Crowley, Kristie Palmer, Jamie Montie, Teresa Austin, R. Walters, Karen Eliana, Akua Gyabaah, Synthia Mariadhas, Charey Jackson, Emily Hemphill, Carman, Peggie, Adrienne Rockhill

### **Call to Order**

- FCS PTO was called to order at 7:00pm by Tanisha Nanor, PTO President, virtually (zoom) on September 12, 2023.
- Tanisha Nanor expressed appreciation to the PTO leadership and members in their continual participation in all activities, past and present.
- Opening prayer by Braeden Crowley

### **Committee Updates**

- Tanisha Nanor announced that we have some Committee Chair vacancies for a few committees.
- Committee guidelines can be found on the Forcey Christian School PTO web page.

### **Staff Encouragement Committee**

- Erin Crowley has assumed a new position as PTO Secretary, and now the SEC committee lead is vacant; Jamie Montie volunteered to be this year's chair.
- SEC plans to continue celebrating teacher birthdays, sympathy, congratulatory events, or other special occasions; Erin Crowley asked Mr. Lawrence to provide an updated list of birthdays that includes new staff. This year we have 55 staff members to celebrate.
- Jennifer Renkema did a wonderful job coordinating the Welcome Back breakfast for teachers and staff; SEC hopes to celebrate our staff monthly with snacks and drinks in the teacher lounges, goodie bags, holiday activities, and recognition during Teacher Appreciation Week/Nurse Appreciation Week.

### Fundraising Committee

- Martha Arteaga, chairperson, reported that there has been a great response to the return of Pizza Fridays. 254 slices were ordered for the first week and all volunteer slots have been filled. A few volunteer spots are still available for November and December. Martha will send Mrs. Vislay the dates so she can send out text alert reminders about Pizza Fridays.
- Several restaurant fundraisers will be booked this year to continue to raise funds for the PTO.
- Year-round used uniform bins will be available in the near future for future used uniform sales.
- A Movie Night fundraising/community event will be held on October 14th; the date has been approved by administration and more information will come soon.
- This committee will work closely with Events committee & meet on a monthly basis. The goal is to have at least one fundraiser a month. The Fundraising committee's next meeting will be Wednesday, Sep 20, 2023 at 7pm. Anyone interested in becoming a committee member should contact Martha via email at [mcq\\_cj@hotmail.com](mailto:mcq_cj@hotmail.com).

### Events Committee

- Mel Masta, chairperson, was looking for a volunteer to co-chair this committee and Emily Hemphill volunteered.
- Mel reported that the committee will participate in many events this school year including Gala Night, Career Day, Pizza Fridays, Room Parents, Movie Night, Spring Fling, Nurse/Teacher Appreciation, Used Uniform Sales, Thanksgiving Dinner for PTO leadership, Fun Run, Field Day, and more.
- Mel and Mr. Lawrence plan to discuss the logistics of the Gala Night and Career Day regarding how to elevate these events.
- Fun Run, our annual school fundraiser, is scheduled for October 20, 2023 and Events committee will contribute volunteer efforts or any other needs to assist in its success.
- This committee will coordinate with the fundraising committee to coordinate the Movie Night.

### Communications Committee

- Tanisha Nanor announced that a chair is needed for this committee and Kristie Palmer volunteered.
- This committee is seeking more members, especially those with website and graphic design experience to help create flyers, the PTO newsletter, updates on the PTO website, and text alerts.

### Nominating & Membership Committee

- Ginny Lee, chairperson, reported that this committee will continue its efforts to elect board members for the PTO, and recruit new members. She is currently in the process of cleaning up our roster (i.e. removing families that no longer attend FCS)
- Ginny plans to send out a spreadsheet so parents can update their child's grade level; no personal information will be shared on this document.
- Anyone interested in joining the committee should contact Ginny at [ginny309@yahoo.com](mailto:ginny309@yahoo.com)

### Room Parent Program

- The PTO is seeking parents to volunteer to be room parent. Jennifer Renkema will send out an updated Sign-Up Genius with those teachers that still need room parents
- Room parent duties include, but are not limited to, assisting the teacher with classroom party or field trip organization, classroom teacher gifts, organizing volunteer efforts for any activity, and any other task that may be necessary to support the teacher/staff member
- Specials teachers will be included in the Room Parent Program.
- This position can be a co-lead or single lead
- PTO members or FCS parents can contact the executive board members with questions or to become a volunteer.
  
- Jennifer is holding a Room Parent informational/interest meeting on Zoom on Monday, September 18th at 8pm. Some parents who participated in this program last year will be attendance to answer questions.

### Treasury Report, PTO Treasurer Christina Buggappa

- Christina will have the latest treasury report for next month's meeting.
- The entire statement will be posted on the PTO website for all members/interested parties to view in detail as soon as possible.

### Announcements

- Our current enrollment is 409 students. Both our staff and student body numbers are growing.
- \$65,000 was donated to last year's Annual Fund. Several items were purchased and several projects completed with these funds including the purchase of middle school desks and an updated teacher work room.
- Mr. Lawrence is very pleased at the number of parent volunteers there have been for the 6th grade trip. The volunteer slots for the 7th and 8th grade trips are filling up as well.
- Spirit Wear is coming soon.
- Both Michael Burgess (FCS Athletic Director) and Belen Dadicho (National Junior Honor Society Advisor) have service opportunities available with our sports teams and other groups. Mrs. Vislay encouraged anyone who has interest in these service opportunities to reach out to them via email at Michael-Burgess@fcs.school and Belen-Dadicho@fcs.school respectively.

### Closing

- Closing prayer by Mrs. Vislay

### Adjournment

- This meeting was adjourned by Tanisha Nanor, President, at 7:43pm.

Respectfully submitted by Erin Crowley, PTO Secretary