



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

November 7, 2023

### Attendees

- Attendance: Tanisha Nanor (President of PTO), Jennifer Renkema (VP), Christina Buggappa (Treasurer), Erin Crowley (Secretary), Karen Lecy-Alvarado, Martha Arteaga, Thelma Hayes (FCS teacher), Kristie Palmer, Jamie Montie, Michael Baham, Julie Harman, Ginny Lee, Meron S., Xenia, Sherlita Aderede, J. Lamb

### Call to Order

- FCS PTO was called to order at 7:02pm by Tanisha Nanor, PTO President, virtually (zoom) on November 7, 2023.
- Tanisha Nanor expressed appreciation to the PTO leadership and members in their continual participation in all activities, past and present.
- Opening prayer by Christina Buggappa

**Note:** We decided to adjust the order of agenda items. We did not want to present the budget until quorum was established; therefore, we began the meeting with committee reports. (Quorum is 10 members according to our bylaws.)

### Committee Updates:

#### Staff Encouragement Committee

- Meetings are typically held on the 3rd Tuesday of each month; The next meeting will be on Tuesday, November 14th at 8pm as there is no school on the 21st. The committee will plan and discuss the upcoming holiday breakfast and gifts for staff.
- The lounge has been restocked with drinks/snacks for staff; the goal is to restock them the first week of each month.
- SEC is seeking one more volunteer to help with the Heart Cart on Monday, November 13th around 9:30 am. A sign-up genius has gone out for volunteers and also for donations. Donations can be dropped off at the front desk on Thursday, November 9th or Friday, November 10th during parent conferences.
- Erin Crowley will continue to reach out to staff via email for celebrations such as birthdays, weddings, babies, etc. We also want to honor Dr. Erica Bates for her successful completion of her dissertation.

### Fundraising Committee

- Martha Arteaga, chairperson, reported that there are 3 Pizza Fridays left in the first semester. The link, flyer, and sign-up for 2nd semester volunteers are all ready to go. There will be 10 Pizza Fridays for 2nd semester; the deadline to sign up will be the first week of January. We will be partnering with Papa Johns.
- There will be a Ledo's fundraiser on Tuesday, November 28th. Martha is waiting on the flyer from Ledo's.
- There are 3 pages available for ads in the yearbook this year. Sponsors/Patrons can purchase a quarter page, half page, or a full page to promote their business. We also will have a page in the yearbook for PTO. Please share any photos you have taken at PTO events this year and submit them to Martha.
- Spring Fling is in June this year. The goal is to make it better and better each year but Martha needs volunteers to make this happen. A suggestion was made to try to draw more volunteers from the church and/or board.

### Events Committee

- Tanisha reported on behalf of Mel and Emily that there was a good turnout at the PTO Thanksgiving on Sunday, November 5th. Mel will have pictures for Martha soon.

### Communications Committee

- Kristie Palmer reported that the flyers for both the 2nd semester Pizza Fridays and the yearbook will be coming soon.

### Nominating & Membership Committee

- Ginny Lee reported that she would like to have a pre-winter concert mixer in December with a "Milk and Cookies" theme. She would like to involve middle school students in the National Junior Honor Society. Martha offered her hot chocolate machine that makes 45 cups.
- Jennifer suggested sending a survey out to PTO members asking what kind of events for which members could volunteer. The survey could inquire about what would make members want to attend a PTO general meeting.
- Other suggestions that were made to increase membership/attendance at general meetings included: having an unofficial in-person morning meeting after student drop-off (to see what the turnout would be), having in-person meetings but offer child care (perhaps middle school students could help with this), reaching out to teachers regarding joining PTO via ways other than email (ex. cards in staff mailboxes—perhaps staff could turn their cards in when they join PTO and they get a \$5 gift card to Starbucks or Dunkin'); having our general meetings at 8pm so as not to conflict with family routines with dinner, homework, and bedtime.

Jennifer made a motion to approve the minutes from our general meeting in October. Ginny seconded the motion. The minutes were approved.

### Treasury Report, PTO Treasurer Christina Buggappa

- Prior to presenting the budget, Christina shared the September Statement of Financial Position Report. As of September 30, 2023 our ending cash balance was \$10,059.67. Our projected cash balance as of October 31, 2023 is \$12,600.70.
- Christina then presented the Summary Budget for 2023-2024. Money has been budgeted for the following categories: General, Fundraising, Events, Staff Encouragement, and Communications. Allocations total \$14,676. Jennifer pointed out that \$3000 of the \$3,644 allocated for “General” is for teacher projects. Another round of funding will be offered before the school year ends.
- Our goal is to try to retain 40% of the budget and have that money available as we move into the next school year.
- We are considering approving the budget for next fall this spring as it will help in the PTO’s response to teacher special project requests.
- There was a motion to approve the budget and it was seconded. The budget was approved.

### Announcements/Open Forum:

- The Fun Run has been rescheduled for November 15th. The fundraising links have been fixed. Proceeds go to the Annual Fund. A parent suggested having a “family member” or “relative” option on the dropdown menus for online fundraisers. The Fun Run currently has this option.
- Parents would like to know more about language learning options for our younger grades.

### Closing

- Closing prayer by Braeden Crowley.

### Adjournment

- This meeting was adjourned by Tanisha Nanor, President, at 7:52pm.

Respectfully submitted by Erin Crowley, PTO Secretary