

Forest Hills Elementary PTO Board Meeting Minutes

August 28^h, 2023, 6 pm (TEAMS)

2023/2024 Board Members

Present:

- ❖ Barbara Rothman, Principal
- ❖ Derrick Huff, Assistant Principal
- ❖ Robert Bogle, IV, President
- ❖ Daniel Camuto, Vice President
- ❖ Jon Mota, Treasurer
- ❖ Chanta Permenter, Secretary
- ❖ , Member-at-Large
- ❖ , Member

I. Call Meeting to Order

- Welcome
- Establish Quorum
- Approve May Meeting Minutes

II. Old Business

LINK: [May 17 Meeting Minutes.docx](#)

- 23/24 PTO Board
- Alternative to Smencils
- 23/24 Spirit Shirts
- 23/24 Fundraising Goal(s)

III. New Business

a. OPEN HOUSE

- Recruitment
- Table (Shifts and Duties) :
 1. Ms. Clark will send email out asking parents if they'd like to join PTO, single point set up of Pto shirt sells. Mrs Bogle & Chanta volunteers to run table for grades 3-5, Amanda K-2, shirts will be sold before the meeting at the back of the cafeteria which will be the entrance. Tables will be at entrance and the exit of the school for shirt sells. Paying at open house with cash; shirts will be taken home that night, debit card payments-shirts will go home at a later date.
- LEAD:

b. T Shirts

- Status
- Pre-Orders
- LEAD: Amanda

c. FALL FUND- Double

- Status of Brochures:
 1. Fall fundraiser-double good brochures should arrive this week on Friday 9/1.
- Dates: (2 Week duration)
- Communication Plan:
 1. This will be discussed at open house. Fundraiser will run for 2 weeks. Parent link will go out before brochures.
- LEAD: Sarah C.

- d. Yearbook Pricing
 - Last 3 Year Price Points
 - 2023 Price:
 1. Price \$20 for initial sale, will increase to \$30 and continue to rise at \$10 increments. There will be a flash sale.
 - Advertisement Plan:
 1. Ms. Clark will advertise shirt sells (yearbooks) via IG, FB and Twitter.
 2. 3 major events throughout the school year: yearbook sale ideas: (advertised via morning announcements, parent link.
 3. Roslyn would like to receive pics from volunteers/school staff of events for the yearbook.
 - LEAD: Roslyn C.

- e. Fall Festival
 - Dates: 10/27/2023 @6:00 pm
 - Vendor
 - Pre-Sale
 - Committee Member Duties and Responsibilities:
 - Trunk-or-treat needs added ideas. Ideas: Monster Mask dance, arts & crafts for smaller kids (vpk, k, 1st), cookie decorating. Entry fee for dance \$5.
 - LEAD: Clark / Robert / Jon (Contacting for Food) / Robert - (Police Detail)
 - Amanda (Lease)
 - Mr. Huff - Art Teacher Participation
 - Rosalind (Art & Craft)

- f. Formal Transition Plan from 22-23 Board
 - Request for GRACE and PATIENCE during transition
 - Special Board Meetings TBD
 - Communication Plan 23-24 Board Members
 - REMIND GROUP: https://groupme.com/join_group/96033223/2BWKSKUL

- g. Actionable Tasks
 - FINALIZE 23-24 Calendar of Events and Meetings

IV. Treasurer Report

1. There's no Treasurer report at this moment.

V. Principal Report

VI. Questions/Comments/Concerns

Next meeting will be held Sept 6th before Open house,
Next board meeting Sept 13th.

Adjourn Meeting (7:57 pm)