

Forest Hills Elementary PTO Meeting Minutes

[Wednesday] November 2, 2022 [6:00pm] Zoom

2022/2023 Board Members

Present: Barbara Rothman, Principal | Derrick Huff, Assistant Principal | Amanda Raben, President | Robert Bogle, Vice President | Lisa Lopez, Member at Large | Tai'Quay Smith Bogle, Member at Large | Chanta Permenter

- I. **Call Meeting to Order** – Meeting called to order at 6:03pm and Amanda welcomed everyone. We were not able to establish a quorum. Robert Bogle made a motion to approve the September minutes. Chanta Permenter seconded the motion.

II. **Old Business**

A. **Treasurer**

We are still in need of a Treasurer. Amanda will resend the flyer to Ms. Rothman so that it can be sent out via Dojo and Parent Link.

B. **Fall Festival**

Overall, the event was successful! We had a minor hiccup of people asking for pizza because the flyer advertised pizza would be available, but everyone enjoyed themselves. After expenses we made \$1627.69. Maybe next year we can add some games to the event or have some more cars decorated because we did have some empty spaces.

III. **Treasurer's Report (Kathy)**

A. **Bank Balance**

\$5490.25 as of 11/2

B. **Income/Expenses**

We paid for the Glow Party supplies, PTO supplies, and purchased some snacks to sell at the Trunk or Treat. We received money from the Trunk or Treat event.

IV. **President Report (Amanda)**

A. **Holiday Shop**

The promotional materials for the Holiday Shop have arrived! This year the Holiday Shop will take place right after the Thanksgiving break. The shop items will be delivered on 11/16 so we can set it up and the students can have a walkthrough preview before the break. Amanda will reach out to the list of parents that said they're willing to volunteer to see if they can help out at the shop. Also, maybe Ms. Bitton can reach out to her list of possible volunteers. The shop hours are 8:30-12:30 for one week. Amanda will get together with Ms. Clark to make a class sign up list and make a flyer to be posted on Dojo.

B. **PBIS Parties**

The glow party was awesome! However, we will need to tighten up security for the next party. Some teachers sent way more students than they had originally stated earned the reward so not all the students were able to receive glow glasses. We were told 350 earned the party. We

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purchased 400 glasses. We gave out half during the first party (K-2) and more than half the students didn't receive glasses. After the second party (3-5) we had five pairs of glasses left over. For the next party the teachers will submit a list of students that will be participating so that everyone will receive the reward. We spent \$492.08 on the items for the glow party which was \$1.42 per student.

C. Teachers' Lounge

Mrs. Koerber approached Amanda asking if PTO could donate some money or some items to brighten up the teachers' lounge. Ms. Rothman said if anyone approaches PTO about funding something at the school, we should direct them to her. PTO funds are meant to be used for the students only. Other projects at the school can go through other sources.

V. Principal Report

We should start planning for the Valentine Carnival now so that we can have everything to be able to have food trucks or other vendors at the event.

VI. Questions, Comments, Concerns

A. Questions

B. Next Meeting

The next meeting will be on 12/21 at 5:00pm in person.

VII. Motion to Adjourn Meeting

Lisa Lopez and Barbara Rothman at 6:40pm