

March PTO Meeting Minutes
6 p.m. March 11, 2025

- I. Treasurer's Report - Allison Allison could not attend tonight, but the Treasurer's Report was provided and she did not have anything specific to share about it.
- II. Old Business
 - A. Sweet P's - Cassie We received \$320 back from this event.
 - B. Valentine's Dance - Shannon Event was a success. Snacks went quickly for some reason. We will have to keep this in mind for next year.
 - C. ABES Basketball Game - Hallie Still working everything out with ABES, but the total at this moment is \$1200.84 for our portion of the profit which is a little under our goal of \$1500.
- III. New Business
 - A. Lucky Certificates - Jackie Ms. K is doing lucky certificates for the staff. There will be a reminder sent on parentsquare and Ms. K will let us know if anyone has not received one yet so we can fill in the gaps. The staff at the meeting said they enjoy getting these.
 - B. Pep Assembly - March 14th - Kim Gresham Middle Band will be there. Ms. Kelly asked if we could reveal the masked readers during this pep assembly. We could possibly add in the i-ready March Madness competition current standings. There will also be attendance awards and a staff award. Hannah can help Kim with unveiling the masked readers.
 - C. Teacher Appreciation - Megan and Amanda they wanted to do the coffee cart for March, but it was not available. Teachers in attendance suggested just a simple coffee bar or coffee and donuts. April lunch will be sponsored by Trivette and Osborne and May by Charlie Pratt during Teacher Appreciation week.
 - D. Skatetown Night - March 27th - 5:30-7:30pm - Cassie Flyers will be copied to go out in Friday folders before Spring Break. Event will run the same as in the past. It will be \$6 admission (including skate rental) and we will provide a prize for the class with the highest attendance. Prize will be decided once we know the class so we can accommodate allergies if needed.
 - E. Spring Grounds Day - Sunday, March 30th - Hallie (Rain Date: April 5th or 6th)
 1. Need to finalize time and put out a flyer for this Hallie suggested 2-4pm. We are going to skip mulch this time and just spread it around more and focus on weeding and sprucing things up as needed. If anyone has a connection for plants or flowers, it would be great to add some at this event.
 - F. Cookie Fundraiser - Jackie & Amanda We had considered switching to Moonshine Cookies to support a new FC business. Jackie was working it out, but then never heard back anything concrete. We are still working to set something up. Order forms will go out after Spring Break either for Moonshine Cookies or

Ham 'n Goodys. It was suggested if we did Ham 'n Goodys to just to the certificates and not actual cookies. More to come on this.

- G. Master Sponsor List - Cassie This is finally set up. There is a page with all current sponsors for the 2024-2025 school year and what they contributed. There is a second page with past sponsors that we could reach back out to and a third page with all FC Businesses in case we need to try setting up some new sponsors. This will be shared with Hannah and Kristen to use for Carnival and we can continue to add to it as a resource for the next school year.
- H. Kindergarten Round-Up - April 8th - Jackie Dr. C shared that the time will be 3:30-5:00 instead this year. PTO will have a table again with merch and info papers. Lindsay Gorman, Amanda Hays and Jackie Wise can help with this. Student council usually helps act as tour guides. Mr. Akins will send home permission slips to allow students to help with this again. Hannah mentioned that last year she completed a PTO form and never received any communication from that. We will try to follow up and invite new parents to the next PTO meeting and possibly the GroupMe group as well.
 - 1. Same night as next PTO meeting
- I. Spring Pictures - April 9th - (Prepay Only)
 - 1. We need one volunteer to help with this 8:30-11:00am Amanda Fothergill volunteered to help with this.
- J. Spring Carnival - Friday, April 11th 4:30-7:00pm - Shannon
 - 1. Sponsorship Chairs - Hannah Loomis & Kristen Carter
We currently have reserved: 2 bounce houses (1 for little kids), 1 slide, 1 obstacle course and 2 games. We will need 6 sponsors to cover this at \$250 each. The families that have done food in the past are willing to do it again (Townsend's, Ritchies, Pendleys & Krishnamoorthys). We would like to get some more families involved so we have more people to split the cost and that are aware of the process for the future. We need to remember to have ice for the snow cones because that was an issue last year. Shannon purchased the TA Tasty supplies already. The total was \$368.15 which was a bit more, but we had to throw a lot away because of the mouse issue. We will pre-sell wristbands, but not tickets. There will be pizza for the staff the day of the event at 3:30. We would like to do gift cards for the custodians as a thank you for their extra work. Shannon reached out to FC Church and FC Presbyterian for volunteers. Erin is going to have Rocky reach out for volunteers at his church. We are going to push "cash only" for the day of the event. We would like to add a discount code for teachers that are bringing their kids to the event. We can offer Carnival Wristband as a prize/incentive for the school. The teachers suggested giving away a wristband as a PBIS reward - one for K-2 and one for 3-5. We agreed that anyone that purchases tickets and/or wristbands will need to sign a waiver, no exceptions.
- K. Field Day - May 9th - Kim Kim and Allison are working on this with Coach Turpin and there will be more to come at the next meeting.
- L. Officers and Chairs for 2025-2026 School Year - Jackie Elections will be held at the next PTO meeting. Officers will be voted on. The chairs are not voted on, but are incredibly valuable to make it less overwhelming for everyone. See list officer

and chair list below to decide if anything appeals to you before the next meeting. It was shared that it is incredibly helpful having a variety of chairs so that the workload is dispersed.

IV. Principal Remarks:

- A. Any news on marquee and/or media studio? Dr. Cottrell shared that they started installing the marquee. We hope it will be functional after Spring Break. The media studio is also functional. Mrs. Kelly has it set up and kids are going to start helping host and operate the morning announcements hopefully after Spring Break.

** Next PTO meeting Tuesday, April 8th at FCE in the Library at 6pm.

OFFICERS: President, Vice-President, Secretary, Treasurer

CHAIRS:

Full School Year

Merchandise Chair (1-2)

Works with vendor on spirit wear orders, stocking inventory, sets up merchandise on Givebacks and processes orders, coordinates schoolwide free t-shirt.

Staff Appreciation Chair (2)

Coordinates monthly appreciation for teachers and staff.

Social Media Chair (1-2)

Manages social media channels for PTO – posting, responding, tracking engagement.

Sponsorship Coordinator (1)

Create sponsorship packages to streamline sponsorship asks. Track sponsorships throughout the year, ensure execution of sponsor benefits, keep community partners engaged and recognized throughout the year.

Graphic Designer (1-2)

Create social media graphics, fliers, and signage

Special Events

Membership Drive Chair (July-September)

Plan and execute membership drive, track memberships/donations as they are received, plan promotional opportunities, fulfill membership benefits.

Pep Rally Chair (2 each semester)

Plan pep rallies and manage the day of the event.

Pepcat Prowl Chair (October)

Plan the Pepcat Prowl, manage committees, manage volunteers the day of the event, find sponsors, plan fundraising drive, purchase and distribute student prizes.

Community Partner Events (Skatetown, Dine-Outs)

Work with community partners to plan events that serve as a FCE community event and fundraiser.

Valentine's Dance (February)

Plan Valentine's Dance, manage committee, find sponsors.

ABES Basketball Game Chairs (Feb/March) *We are hosting* (2)

Plan the ABES basketball game, secure CHS gym, and work with ABES PTO to coordinate raffle baskets, concessions, and volunteers.

Grounds Coordinator

Plans and executes two grounds days - one in the Fall and one in the Spring.

Cookie Sale Fundraiser

Work with local vendor to set up sale options, track sales and provide to vendor, coordinate pick up schedule at FCE.

Carnival

Plan the spring carnival, manage committees, manage volunteers the day of the event, find sponsors, manage wristband and ticket sales.