



FGES PTA Board of Directors Meeting

Tuesday, September 20, 2022

6:30pm

Virtual Call via Zoom

Call to order: Michele Lorenc Hufnal, President at 6:32pm

Reading of PTA Purposes: Nikki Byrne, Vice President

Approval of past Executive Board Meeting Minutes: Michelle Grimes, Secretary

- Motion to approve:
 - Lauren Kim
 - Meghan Phelan

President's Report: Michele Lorenc Hufnal

- Addressing compliance
 - Thank you for your votes to become PTA President
 - Before June 30, 2022, the previous Executive Board and PTA President were notified via email of all issues and how to resolve before 2022-2023 school year. Unfortunately, not all the items were resolved and there were missing forms that weren't sent in and we began the 2022-2023 school year not in good standing.
 - Harford County PTA and Freestate merged and the roster was sent to wrong place.
 - Sue Rys began the process of trying to resolve and handed everything over to new Treasurer, Lauren Kim, effective 6/30.
 - Full transparency, why wasn't membership notified?
 - There weren't any meetings left in the school year to address
 - Michele checked in with current PTA Executive Board where she found out that the PTA President didn't address the email that was sent and to be worked on over the summer. Phil then resigned on 8/18/2022.
 - Michele did a deep dive of PTA with a huge thank you to Lauren Kim for assisting, and we are currently 1 task away from getting caught up. The last task is with the Secretary of State, and are looking at \$350 in fines, but requested a waiver/forgiveness of fines.
- Goals for 2022-2023
 - Each month to send communication from the PTA "Michele's monthly minutes"



- Reinstated the remind app for the entire school
- Updated PTA website & PTA general email membership list
- Organization and accountability – went by the wayside during covid
- Committee procedure manual
 - Implementing again for every committee chair to utilize, to report the status of their committee, helps with communication with who to report to and budget
- Miscellaneous
 - Happy to be back in school 😊
 - Would like to strengthen our presence in the community. Currently working on a project for the family in the accident a few weeks ago.
 - Meetings – Would like for the Board of Directors meetings to go over event issues and the General Membership meetings to announce solidified details and non-event items. Maybe we do the same night?

Treasurer's Report: Lauren Kim

- Present categorical budget for vote
 - Membership fundraiser goal is set at \$5,000 and we are currently at \$3,500
 - Total year fundraiser goal of \$25,050
 - Book fair is a wash - in and out
 - Trunk or treat – reduce from \$3,000 to \$2,000
 - Scale down Patriot Program recognition, stay tuned, more details to come
 - No spaghetti dinner, maybe a cookie decorating party with a budget of \$200?
 - 5th grade shirts – trying to stay in budget but would like to stick with \$900 max. Maybe we can ask for \$2 from each child for shipping, ask Mrs. Clinton if school can chip in?
 - Move yearbook budget to \$0.00.
 - Merge the holiday cookie day with Santa and Christmas trinket, with food truck?
- Motion to approve budget:
 - No oppositions to the budget, all in attendance approved

School Administration and Staff Report: Mrs. Clinton, Ms. Ward, and/or Kate Burke

- Thank you for lunch provided by the PTA for all staff
- Working with SRO, facilities, sheriff to make it safer when leaving school property. The cones were added to direct traffic to make a right turn.
- Nice to see kids in person and sense of community



- Picture day is 9/29

Committee Reports:

- Membership: Michele Hufnal
 - 31 teachers and staff have joined the PTA
 - \$485 received in donations
 - Update to budget: we have currently received \$4,070, as of today, from membership drive.
- Supply Kits: Michelle Grimes
 - Successfully distributed all kits to kids' homeroom classrooms before Open House
- Hospitality: Christine Hannon/Meghan Phelan
 - Lunch from Red Robin was provided by to all teachers and staff
- Room Parents: Christine Hannon/Meghan Phelan
 - Using signup genius for communication
- Spirit Wear: Nikki Byrne
 - Received an update from the Spiritwear company that they are running behind, but all orders will be shipped directly to your house
 - 30% of sale ends tomorrow, but is open for sales all year long
 - 111 items sold so far
- Dining Out: Nikki Byrne
 - \$100 received from 1st Day of School Rita's dine out event
 - Kona Ice truck will be on-site for Trunk or Treat event
 - In talks with the Local – coming soon!
- Yearbook: Erin Moses, Sarah Forrester, Katie Roos
 - We can go into school and get photos this year for the yearbook
 - Suggestion: ask teachers to start taking pics now and upload to albums that were sent out. Would like no more than 50 pics per class.
- Scholastic Book Fair: Shannon Alban
 - Dates: Oct 10-14
 - One family night this year to coincide with school's stem night on Thursday October 13th
 - Sign up genius for help volunteering– will post on Facebook soon
 - Suggestions for small gift cards to hand out to volunteers: Ritas & Vagabond
 - Will need a UOF form for book fair since it's extends past the school's stem-night time.
- Trunk or Treat: Christine Davis
 - Aiming for 50 trunks
 - Will have a photo booth, inflatables, & balloon arch
 - Wristbands will be distributed in person at school before the event



- You can purchase tickets at the door, but no wristband will be given
- Asking for gift card donations for prizes
- Would like more involvement from teachers with planning, maybe 1 teacher per grade level to help?
- Family Game Night: Michele Hufnal
 - Mid-November 6pm-8pm
 - Asking for people to bring a can good as a donation and give to food shelter for upcoming holiday season
 - Options:
 - Smaller game night in the café with games for family to play; or
 - Bigger game night held in the gym with limbo, bowling, balloon toss, tennis?
 - Agreed to hold bigger game night in the gym
- Thanksgiving Pie Sale: Sue Rys
 - Flyer is coming soon
- Holiday Light Trail: Meghan Phelan
 - Same as last year
- Sweetheart Dance: Nichole Snyder
 - Volunteers needed! Suggestion was made to use kids in the area- HS National Honor Society, Patterson Mill MS, Scouts, kids that need service hours.
- Bingo: Nicole Moskovitz, Michele Hufnal, Sharon Ouellette
 - Officially meet tomorrow to start planning
 - Planning for March in café at C. Milton Wright
 - Basket prizes, 50/50
- Night at the Museum: Michele Hufnal
 - Found notes from last time and will review to see if we can do something like this
- Hershey Park Ticket Sales: Sue Rys
 - Sales start in January, more details to come
- Patriot Program: Executive Board
 - New this year – the guidelines and requirements will be set by the Executive Board which will focus on pride and recognition
 - Removing the field trip

Old Business:

- Changing banks
 - If we do this, we must document the specific bank and notate in the meeting minutes
- PTA cabinet cleanout



- Working with Administration to be able to go in one night during the week.
- Yearbook profit check
 - \$200 from last school year

New Business:

- Zoom membership status
 - Cancelling and switching to teams
- 5th Grade shirts
 - Working on approving a shirt and compiling cost
- Lib's Grille partnership
 - Oktoberfest – Libs to sell tickets for pairing night and we will get a portion of the sales
 - Centerpiece fundraiser – kids make the centerpieces for the restaurant and patrons will be able to purchase them, money goes back to PTA. We need wine glasses!
- Internet Safety talk
 - Held via Zoom in December
- Holiday event idea: cookie decorating and pictures with Santa??
- Need event ideas for January and May
- Little Free Library
 - Michelle Grimes will ask Girl Scout Troops 4147 + 846 to see if they're interested in building for the community

Comments/Concerns: Taken from the floor

- Idea: We could compile a list of things to talk about and send into Secretary beforehand to save time?
- Idea: Can we make a donation list and save as a Google doc so that we know who donated recently, to avoid repeat donation requests?
 - Yes: please send to Michelle Grimes

Announcements:

- General Membership Meeting Dates:
 - Tuesday, September 27th @ 6:30pm via Zoom
 - Tuesday, November 15th @ 6:30pm in school library
 - Tuesday, January 17th @ 6:30pm in school library
 - Tuesday, March 21st @ 6:30pm in school library
 - Tuesday, May 16th @ 8:30pm in school library
 - We will change from Zoom to Teams and broadcast from the PTA meetings for those who are not able to attend in person.
- Board of Directors Meeting Dates:
 - Tuesday, November 8th @ 6:30pm in school library



- Tuesday, January 10th @ 6:30pm in school library
- Tuesday, March 14th @ 6:30pm in school library
- Tuesday, June 6th @ 8:30pm in school library
- We will change from Zoom to Teams and broadcast from the PTA meetings for those who are not able to attend in person.
- Scholastic Book Fair: October 10th – 14th
- Trunk or Treat: Friday, October 28th
- Internet Safety Talk: Wednesday, December 7th @ 8:00pm via Zoom
- Meeting adjourned 8:40pm.