

Salem Hyde FTO Board Meeting Minutes

July 12, 2022, 6:00 pm. Meeting held at Claire Joyce's home.

Attendance: Melanie Emery (co-chair), Claire Joyce (co-chair), Deborah Ketola (co-treasurer), Jayme Wonderland (co-treasurer), Christine Dunne (secretary), Stephanie Lilly, Debbie Messina, Janay Huffman, Becky Groat, Chrissy Lefkus, Charina Turner, Jim Dunne, Jasmin Fink, and Sonja Lilly. (Board member Dan Karleski was absent.)

Melanie Emery thanked outgoing board members Jim Dunne, Jasmin Fink, and Sonja Lilly for their service on the FTO, presenting them with gift cards to the Salt City Market.

Claire Joyce provided some background on the FTO, noting (for example) that within the last few years the group adopted bylaws and a formal budget.

Several goals for the 2022-2023 school year were mentioned, including improving internal and external communications as well as simplifying processes. For example, the FTO will have a website and rely on Slack channels for disseminating information and Slack Direct Messages or text for internal conversations.

Jim Dunne made a motion to approve the election of board officers, which passed unanimously. Melanie Emery and Claire Joyce are now co-chairs; Deborah Ketola and Jayme Wonderland are co-treasurers; and Christine Dunne is secretary. While Jasmin Fink is no longer officially on the board, she will continue to run the FTO's Facebook and Instagram accounts and Jim Dunne will also assist by managing the new website. There's a possibility that volunteer and fundraising coordinators will be named in the future.

Jim Dunne showed everyone a Salem Hyde FTO website he recently designed (but hasn't yet gone live). It includes an about section, the names of board members, a section for news and photos, a calendar, a list of upcoming meetings, and a place for meeting agendas and minutes (which detail what happened at the meetings). There's also the ability for teachers to make funding requests as well as people to contact and donate to the FTO. Donations can be used for purposes like covering field trip costs.

The cost of purchasing and hosting the website domain is yet to be determined; this cost would need to be approved at an upcoming board meeting. Meeting attendees expressed interest in displaying QR codes linking to the website at various events as well as promoting the website in general.

Becky Groat mentioned that adding photos of the FTO to the website could help improve the visibility of the group and its events. Others discussed the idea of purchasing (or making) identical shirts that could be worn by FTO members at events.

The board then agreed upon dates for upcoming general meetings (for the public) as well as board meetings. The general meetings will be held November 29, January 9, March 1, and a still-to-be-determined date in May (possibly right before the May band/orchestra concert). The board meetings will take place on August 9, October 4, January 9 (at 5 p.m. preceding the general meeting), February 7,

April 18, and potentially a date in May to review and approve board member nominations for the next school year.

The general meetings will typically start at 5:45 p.m., with a 15-minute period at the beginning for enjoying pizza and socializing. Charina Turner said she would look into whether funding may be available for babysitters.

Next, the board reviewed most of the events on the 2021-2022 school budget. Some of the events/initiatives may not be repeated or led by the FTO in the upcoming (2022-2023) school year, including the art event (which is being taken over by Joe Foster), Box Tops for Education, and yearbook sales. Some new fundraisers will likely be added, including money raised through school picture sales. The group agreed that surveying teachers on their planned use of FTO funds could help set the right budget.

The 2022-2023 budget will be presented and voted on at the August 9 board meeting.

The board discussed the back-to-school BBQ fundraiser, which is scheduled for the evening of September 16 (with a rain date of September 23). This event will be a big focus of the August 9 board meeting, and break-out committees were formed to plan the different aspects of the event: food, raffles, and games. Charina Turner informed the board that \$628 in Title 1 funds are available for purchasing food at Wegmans.

Other aspects of the BBQ discussed include the fact there will be no dunk tank or cakewalk but likely carnival games, bingo involving prizes of baked goods, and raffled gift baskets. Also, it will be important for the board to recruit volunteers to help with the different parts of the event—including purchasing food, drinks, and paper goods; grilling; handing out food; doing face painting; selling raffle tickets; and running carnival games.

Another topic of discussion was a possible middle school informational night where families could learn about the different middle school options; extracurriculars and advanced classes at these schools; and what current students have to say about their experiences. It was determined this event would be part of the January 9 general meeting; Becky Groat indicated that a guidance counselor at Salem Hyde as well as Melissa Hidek (the school's program aide/family outreach coordinator) could help with planning.

The back-to-school BBQ break-out committees met for about 20 minutes to plan their respective portions of the event. They will continue discussions over email or in person, initiate arrangements, and report back on their progress and plans at the August 9 board meeting.

The meeting ended at 8:20 p.m.