



# Friendswood Junior High PTO Meeting

Date July 31, 2022 | Time 6:00 am | Location Summer Moon

## Agenda Items

### I. Call to Order

### II. New Board Introduction

- Co-Chair – Trisha Bailey
- Co-Chair – Kristen Westerfield
- Vice President – Alix Attaway
- Co-Treasurer – Charis Pollard
- Co-Treasurer – Alicia Wilson
- Secretary – Holly Chari

### III. Review New Budget

### IV. Reimbursement Policy

### V. Communication/Flyers

- Please use the group me for all PTO communication
- All committee emails must CC Trisha/Kristen.
- All flyers must be sent to Trisha/Kristen for approval from Mr. Drew prior to anything being posted or printed.

### VI. Volunteers

- Sign ups must be approved before distribution.
- Email the membership volunteer list first, then send to Trisha/Kristen to post on FJH Facebook page and website before sharing to other sites/groups.
- All Volunteer Sign Ups must also include the background check information.
  - In an effort to maintain the safety of our students, FISD requires all Volunteers/Chaperones to complete an annual criminal history background check. New Volunteers seeking approval will need to create a Volunteer Tracker Profile and submit an application. Existing volunteers that already have a profile will be asked to renew annually via email. \*\*Volunteer approval can take up to 72 hours, please plan accordingly\*\*

### VII. Committees

- Review Calendar and discuss roles/responsibilities/planning for each committee

<i>Committee</i>	<i>Chair/Co-Chair</i>	<i>Date of Event</i>	<i>Notes</i>
6 <sup>th</sup> Grade Social	Beth Stanfield, Sarah Paulk, Kelly Lovell	September 23rd	
7 <sup>th</sup> Grade Social	Trisha Bailey, Kristen Westerfield, Lia Nguyen	October 14th	
Candy Grams	Aimee Scogin, Janelle Franckowiak	October 26-28 November 30-Dec 2	Boo Grams Christmas Grams
Birthday Shout Outs	Lesley Briggs		
Membership/Volunteers	Trisha Bailey		
School Supplies	Erin Smith	August 5, 8, 11	Delivery / Packet Pick up

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Spirit Store	Marci Vinciguerra, Shanna Martin	October 7 November 11 March 23	
Hospitality	Maria Karg	December 14 May 3	Christmas Luncheon Teacher Appreciation Lunch
Pi Day	Eliza Skinner	March 10	
Science Fair	Alix Attaway	TBD (January)	
Spirit Nights	Alexis DiFruscio		
Teacher Birthdays	Kristin Robinson	See Calendar	
Mustang Cares	Annie Clary		
Website	Trisha Bailey		
Registration	Kristen Westerfield		
Dodgeball	Alexis DiFruscio/Diane Freeman	March 24	

### VIII. Upcoming Important Dates (August)

<i>Date</i>	<i>Event</i>	<i>Committee/Chair</i>	<i>Notes</i>
August 2nd & 3rd	Packet Stuffing		Need someone to be there both days.
August 5th	School Supply Delivery	School Supplies/Erin Smith	School supplies will be delivered and sorted.
August 8th & 11th	Chromebook/Package Pickup	Volunteers/Spirit Store (Marci/Shanna)	Volunteers Needed on both days. Alix will go at 7am on 8/8 to help with Spirit Store set up.
	Under the Oaks 7pm		

### IX. Next PTO Meeting September 9th – Trailblazer Room – 9:30am