

**Garrisonville Elementary**  
**PTO Meeting Agenda**  
**October 10, 2023**



**Meeting called to order at 5:32 pm by Asheli Polychrones (PTO President)**

**Pledge of Allegiance led by Jessica Brown (PTO Vice President)**

**Present August and September Meeting Minutes- Kathryn Pendleton (PTO Secretary)- motioned for approval of meeting minutes by Kathryn Pendleton, with a second by Asheli Polychrones.**

**Treasurer's Report by Jessica Meade (PTO Treasurer)- September financial report is added at the end of this agenda. Boosterthon brought in our goal of \$35,000. We were able to pay the school their \$15,000 for the school wide project and pay all grade levels 10% of their Boosterthon earnings.**

**Spirit night at Panda Express brought in \$182.60.**

**If you haven't signed up and are scanning your receipts with Box tops, please do. If we all do it then a little bit adds up quickly!**

**Fall Picture Day- Tomorrow! Thank you to those who are volunteering.**

**Outdoor Movie Night- We managed to get enough volunteers for this event, so thank you very much! It is important to note that you cannot just drop your Gator off. Kids need to be accompanied by an adult. There will be sidewalk volunteers and bathroom monitors to make sure things run smoothly.**

**Trunk-or-Treat details- Stephanie Damiani- Carnival games (ring toss, beanbag toss etc.) will be set up in the field and the lights will be on during the event. Kids can also play on the playground. On the blacktop, there will be a monster mash section with music, dancing and glow sticks. In the back parking lot is where the cars will be that have volunteered to display a trunk. In the front loop of the school there will be five food vendors- Taco Tuesday, Lunchbox on Wheels, Good Puff, Three Sisters Baking, Dolce Rico Bakery. The fire department has graciously offered to provide a firetruck for the evening for display. We are waiting to hear back from a few more vendors, including Code Ninjas. We will be selling tickets for this event at the Outdoor movie night on Friday, and also at our spirit night at Five Guys on October 18. The bulk of our volunteers are coming from the National Honors Societies at Mountain View and Colonial Forge high schools. There are a few jobs that need to be adults, so please look to volunteer for a thirty minute time slot. We tried to take the burden off families for volunteering so we are grateful for the high schoolers that will be there to volunteer. Susan from Fletcher Homes will be doing face painting for the kids. We would like one more face painter, so if you know of someone that could do this, please let Stephanie or Asheli know.**

**After School Enrichment- placements will be emailed October 13th, and the Fall session will begin on October 18th. We have had a tremendous amount of sign ups! If you are still looking to sign up,**

please include your student's name with the payment. Ms. Leonard will be the point of contact if you have any questions.

**Holiday Festival-** We are looking for vendors and donations for the silent auction, and grade level donations. We are looking for a few more committee chairs. Jenna Cooper has been the chair for the last few years, but this is her last year having a Gator at the school, so we'd like a few others to step up. Kirsten Lewis sent a message in the chat that she would be willing to help with the Holiday Festival. We are looking for help with the Elf Cafe, Elf shop, helpers for the photo wall, and the silent auction. We have quite a few people already helping, but could use more. Please email us if you are interested. Ms. White has the vendor agreement to send to the teachers if you'd like to be a vendor again. Ms. Golles brought up that the book fair will be going on during the Holiday Festival and would love any interested volunteers.

If you aren't receiving the Gator Gram, please reach out to the front office. The Gator Gram does not come from PTO, but rather the front office and the school. We want to make sure everyone is receiving all the information from the school and the Gator Gram is a great way to stay in the loop. Please email any questions or concerns for the PTO board to present at the meeting with the school board and superintendent. Ms. Odlum clarified that any questions should come first through the principal and admin so they can attempt to answer those questions before sending them to the superintendent..

#### **Upcoming Events:**

- October 13- Outdoor Movie Night**
- October 18- Spirit Night at Five Guys from 4-8 pm- we will be there selling Trunk or Treat tickets.**
- October 27- Trunk or Treat from 6-8 pm- you can purchase tickets at the event, but you may have to wait in line.**
- November 3- Spirit Night at Healthy Fun One Adventure Park 4-7 pm- They will be giving 25% of the earnings back to our school. Our rain date for Trunk or Treat is November 3, so if it does get canceled due to weather, we will cancel the Healthy Fun One Adventure Park spirit night.**
- November 7- No School**
- November 10- No School**
- November 8- Last day of ASE Fall session**
- November 14- PTO Meeting from 5:30-6:30 pm IN PERSON at the school library (virtual option available as well).**

**Meeting wrap up by Ms. Odlum-** Thank you for the information about upcoming events. We are really looking forward to these events. Thank you to Stephanie for providing information about Trunk or Treat. This does become a very crowded event, so please stay with your Gators so everyone stays safe. On Wednesday November 8, we are wanting to honor our veterans. We are welcoming any family members that are veterans in our Gator community and will be offering donuts and coffee first thing in the morning starting at 7:45 in the cafeteria. You can come with your Gator to enjoy a light breakfast and view a special slideshow to recognize our veterans. We then invite you to join your Gator in their classroom for morning meeting. There is an RSVP in the Gator Gram so please respond if you plan to come so we know how much food to get, and so we know your branch of service so we can recognize you that day.

School attendance is very important. Please make sure your Gators are at school unless of course they are sick. If they do need to be out, please send in a note so we can excuse that absence.

#### **Open for questions and comments-**

**When will Gator Gear be sent home? All the orders have been picked up. Thank you for ordering! This is the best year yet with Gator Gear orders! We are hoping to send the orders home on Thursday or Friday with your oldest Gator.**

For the school photos, since we are using a different company this year, do we have to order the pictures before or can we order them after picture day? Payment is due before or on picture day. Orders placed after picture day may be subject to a handling fee of \$8.50. There is a link on the PTO facebook page so you can order pictures for your Gator. Ms. Leonard added the link to the chat for anyone who needs it. You just need your Gator's school ID number.

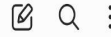
For movie night on Friday, where will you be located? Can you provide an overview of the evening? The event will be on the AG Wright blacktop area up the hill from the track. Go to the sidewalk to the right of the middle school. Bring blankets and chairs. There will be food trucks available: The Good Puff, Lunchbox on Wheels, Snowy Nova, The Dog House. We ask that parents keep an eye on their Gators. We have sidewalk and bathroom monitors. There will be another post on the PTO Facebook page about the event if anyone has questions. Event start time is 6:30 pm, and the movie will start at 7:00 pm. Do not park in the bus loop or the fire lanes. We are checking the weather and so far it looks good. If it is too windy, we will have to cancel. We will officially make that call no later than Thursday morning.

Meeting adjourned at 6:13 pm by Asheli Polychrones

PTO members in attendance:

Amanda Leonard  
Asheli Polychrones  
Jaimie Brandt  
Jasmine Lee  
Jenna Cooper  
Jessica Brown  
Jessica Meade  
Jodi Odlum  
Jordan Lee  
Kathryn Pendleton  
Katie Kolb  
Kirsten Harker  
Kirsten Lewis  
Meghan Moon  
Meghann Gillette  
Michele Golles  
Milissa Roseberry  
Nicole  
Stephanie Damiani  
Susan Harker

< September 2023 financial report budget vs actual



Garrisonville Elementary School PTO					
July 2023 to Sep 2023 Budget vs Actual					
Heading Account Type	Heading Name	Category Name	Budget	Year To Date Amount	Variance Amount
Income	Carry Over Income	Allocated income from Previous Year	\$7,820.00	\$0.00	(\$7,820.00)
Income	Carry Over Income	Reserve	\$5,000.00	\$0.00	(\$5,000.00)
Income	Community Events Income	Brings Income	\$1,500.00	\$0.00	(\$1,500.00)
Income	Community Events Income	Holiday Festival Income	\$4,800.00	\$0.00	(\$4,800.00)
Income	Community Events Income	Pizza Kit Income	\$1,500.00	\$0.00	(\$1,500.00)
Income	Community Events Income	Spirit Nights Income	\$3,200.00	\$144.00	(\$3,056.00)
Income	Community Events Income	Sweetheart Dance Income	\$2,500.00	\$0.00	(\$2,500.00)
Income	Community Events Income	Trunk or Treat	\$2,500.00	\$0.00	(\$2,500.00)
Income	Donations & Sponsorship	Boosterthon shirt donations	\$1,500.00	\$1,500.00	\$0.00
Income	Donations & Sponsorship	Contributions/Gifts/Grants	\$300.00	\$293.83	(\$6.17)
Income	Donations & Sponsorship	Sponsorship	\$0.00	\$0.00	\$0.00
Income	Extracurricular Program - ASE	Extracurricular Income - ASE	\$16,000.00	\$0.00	(\$16,000.00)
Income	Fundraising	Boosterthon Corporate Match	\$0.00	\$0.00	\$0.00
Income	Fundraising	Boosterthon Income	\$55,000.00	\$64,262.61	\$9,262.61
Income	Fundraising	Box Tops Income	\$300.00	\$0.00	(\$300.00)
Income	Fundraising	Calendar Ads Income	\$0.00	\$0.00	\$0.00
Income	Fundraising	Gator Gear Income	\$5,000.00	\$9,797.25	\$4,797.25
Income	Fundraising	School Store Income	\$0.00	\$0.00	\$0.00
Income	Fundraising	Year Book Income	\$4,000.00	\$0.00	(\$4,000.00)
Income	Membership	5th Grade day	\$0.00	\$0.00	\$0.00
Income	Membership	Membership Dues	\$1,500.00	\$1,772.40	\$272.40
Income	Movie Night Income	Movie Night Income	\$100.00	\$0.00	(\$100.00)
Income	Petty Cash (in)	Petty Cash (in)	\$200.00	\$0.00	(\$200.00)
		<b>Total Income</b>		<b>\$77,776.09</b>	

< September 2023 financial report budget vs actual



Garrisonville Elementary School PTO					
July 2023 to Sep 2023 Budget vs Actual					
Heading Account Type	Heading Name	Category Name	Budget	Year To Date Amount	Variance Amount
Expense	Carry Over Expense	Backstop printing	\$0.00	\$0.00	\$0.00
Expense	Carry Over Expense	Carry Over Expense	\$0.00	\$0.00	(\$1,000.00)
Expense	Committee Expense	5th grade shirts	\$1,500.00	\$0.00	(\$1,500.00)
Expense	Committee Expense	Committee Chair Appreciation Expense	\$0.00	\$0.00	\$0.00
Expense	Committee Expense	Staff Shirts	\$1,000.00	\$1,000.00	\$0.00
Expense	Community Events Expense	Brings Expense	\$100.00	\$12.10	(\$87.90)
Expense	Community Events Expense	Holiday Festival Expense	\$2,500.00	\$0.00	(\$2,500.00)
Expense	Community Events Expense	Photo Backdrop Expense	\$0.00	\$0.00	\$0.00
Expense	Community Events Expense	Pizza Kits Expense	\$1,400.00	\$0.00	(\$1,400.00)
Expense	Community Events Expense	Sweetheart Dance Expense	\$1,000.00	\$0.00	(\$1,000.00)
Expense	Community Events Expense	Trunk or Treat	\$2,000.00	\$0.00	(\$2,000.00)
Expense	Extracurricular Expense - ASE	Extracurricular Class Supplies - ASE	\$1,000.00	\$0.00	(\$1,000.00)
Expense	Extracurricular Expense - ASE	Extracurricular Teacher Fee - ASE	\$12,000.00	\$0.00	(\$12,000.00)
Expense	Fundraising Expense	Boosterthon Incentives	\$14,750.00	\$28,348.42	\$14,598.42
Expense	Fundraising Expense	Boosterthon Set Up Fee	\$2,000.00	\$0.00	(\$2,000.00)
Expense	Fundraising Expense	Boosterthon shirts	\$4,100.00	\$4,565.85	\$465.85
Expense	Fundraising Expense	Box Tops Expense	\$0.00	\$0.00	\$0.00
Expense	Fundraising Expense	Gator Gear Expense	\$3,000.00	\$0.00	(\$3,000.00)
Expense	Fundraising Expense	School Store Expense	\$0.00	\$0.00	\$0.00
Expense	Fundraising Expense	Year Book Expense	\$1,500.00	\$0.00	(\$1,500.00)
Expense	Instructional Supplemental	Boosterthon Teach Incent/principal chll	\$5,500.00	\$6,458.84	\$958.84
Expense	Instructional Supplemental	Student Agendas	\$1,000.00	\$800.94	(\$199.06)
Expense	Misc Fees	Movie Licensing	\$500.00	\$0.00	(\$500.00)
Expense	Misc Fees	Pay Pal Fees	\$0.00	\$10.24	\$10.24
Expense	Misc Fees	Square Fees	\$200.00	\$0.00	(\$200.00)
Expense	Movie Night Expense	Movie Night Expense	\$150.00	\$0.00	(\$150.00)
Expense	Petty Cash (out)	Petty Cash Out	\$100.00	\$0.00	(\$100.00)
Expense	PTO Operating Expense	Bulletin Board Expense	\$100.00	\$0.00	(\$100.00)
Expense	PTO Operating Expense	Organization Exps. Copier Usage/ Paper	\$0.00	\$250.00	\$250.00
Expense	PTO Operating Expense	Organization expenses	\$700.00	\$88.24	(\$611.76)
Expense	PTO Operating Expense	PTO Financial Manager Program	\$170.00	\$129.00	(\$41.00)
Expense	PTO Operating Expense	PTO Insurance	\$675.00	\$0.00	(\$675.00)
Expense	PTO Operating Expense	Organization Exps. Software costs	\$0.00	\$239.88	\$239.88
Expense	PTO Operating Expense	Tax Prep	\$150.00	\$18.90	(\$131.10)

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Expense	Fundraising Expense	Year Book Expense	\$3,500.00	\$0.00	(\$3,500.00)
Expense	Instructional Supplemental	Boosterthon Teach Incent/principal chll	\$5,500.00	\$6,458.84	\$958.84
Expense	Instructional Supplemental	Student Agendas	\$1,000.00	\$800.94	(\$199.06)
Expense	Misc Fees	Movie Licensing	\$500.00	\$0.00	(\$500.00)
Expense	Misc Fees	Pay Pal Fees	\$200.00	\$10.24	\$10.24
Expense	Misc Fees	Square Fees	\$200.00	\$0.00	(\$200.00)
Expense	Movie Night Expense	Movie Night Expense	\$150.00	\$0.00	(\$150.00)
Expense	Petty Cash (out)	Petty Cash Out	\$200.00	\$0.00	(\$200.00)
Expense	PTO Operating Expense	Bulletin Board Expense	\$100.00	\$0.00	(\$100.00)
Expense	PTO Operating Expense	Organization Exps. Copier Usage/ Paper	\$0.00	\$250.00	\$250.00
Expense	PTO Operating Expense	Organization expenses	\$700.00	\$88.24	(\$611.76)
Expense	PTO Operating Expense	PTO Financial Manager Program	\$170.00	\$129.00	(\$41.00)
Expense	PTO Operating Expense	PTO Insurance	\$675.00	\$0.00	(\$675.00)
Expense	PTO Operating Expense	Organization Exps. Software costs	\$0.00	\$239.88	\$239.88
Expense	PTO Operating Expense	Tax Prep	\$150.00	\$18.90	(\$131.10)
Expense	PTO Operating Expense	Website	\$350.00	\$225.10	(\$124.90)
Expense	School Expenses	Beaification	\$250.00	\$0.00	(\$250.00)
Expense	School Expenses	Copier Lease	\$0.00	\$0.00	\$0.00
Expense	School Expenses	School Wide Project	\$15,000.00	\$15,000.00	\$0.00
Expense	School Expenses	Water Cooler	\$528.00	\$171.69	(\$356.31)
Expense	School Programs	Assemblies	\$1,750.00	\$0.00	(\$1,750.00)
Expense	School Programs	Field Day	\$1,600.00	\$0.00	(\$1,600.00)
Expense	School Programs	Summer School Buses (Field Trips)	\$0.00	\$0.00	\$0.00
Expense	Special Requests	Emerging Requests	\$5,000.00	\$0.00	(\$5,000.00)
Expense	Special Requests	Relower expenses	\$7,820.00	\$4,771.36	(\$3,048.64)
Expense	Staff Appreciation	bus driver appreciation	\$250.00	\$0.00	(\$250.00)
Expense	Staff Appreciation	End of year staff lunch	\$500.00	\$0.00	(\$500.00)
Expense	Staff Appreciation	Staff Appreciation	\$1,400.00	\$292.16	(\$1,107.84)
Expense	Staff Appreciation	Staff Appreciation 12 days	\$1,000.00	\$0.00	(\$1,000.00)
Expense	Staff Appreciation	Staff Appreciation Gator Week	\$250.00	\$0.00	(\$250.00)
Expense	Staff Appreciation	Staff Appreciation week	\$1,500.00	\$0.00	(\$1,500.00)
Expense	Staff Appreciation	Welcome Back Breakfast	\$0.00	\$0.00	\$0.00
Expense	Staff Appreciation	Welcome back lunch/open house	\$500.00	\$53.88	(\$446.12)
		<b>Total Expenses</b>		<b>\$61,977.66</b>	

