

Minutes

Garrisonville Elementary PTO Meeting ~~Agenda~~ 2/13/24



Meeting called to order by Asheli Polychrones (PTO President)- Meeting called to order at 5:31 pm

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

Approval of January's meeting minutes- Kathryn Pendleton (PTO Secretary)- January meeting minutes were approved by Michele Golles and Jenna Cooper

Treasurer's Report- Jessica Meade (PTO Treasurer)- All PTO members should have received an email with a copy of January's financial report. The format is a little different because we added last year's report as a comparison. Panera spirit night was canceled due to the weather, but they still gave us a portion of sales for that night, so we got a check from them for \$85. We also got a check for \$40 from Box Tops so thank you everyone who does Box Tops. We have about \$60 total as of right now, so it definitely adds up. We will get another check at the end of the school year. We want to recognize a volunteer (who wants to remain anonymous) that chose to volunteer with us as a non-profit. The company she works for did a special grant for GES PTO as a non-profit and she provided us volunteer hours. We received \$750 from the company she works for. Thank you to her for doing that. We appreciate the time she spent volunteering, and the generous donation from the company she works for.

If anyone else works for a company that will do grants like this, please let us know. We would greatly appreciate it!

Sweethearts Dance follow up- We had a great turnout at the dance, and the families had a great time. We appreciate the parent volunteers who made time to participate. Thank you to the Baldwin family who showed up to help. We are so grateful for the NHS members from Mountain View High School who helped so much with this event, and have shown up for other activities we have had this year. There is a survey being sent out and we would love for feedback on this event.

Gator Week overview- staff member- Thank you to Ms. Kuzma for presenting on behalf of the faculty. Gator Week is an amazing week of spirit and celebrating who and what we are as Gators. The kids understand that this is a fun week of spirit but also a chance to emphasize the Gator motto that they recite every morning. Each student should have received a packet that was sent home describing the details of Gator week. Monday will be the word parade where the students will select a word from the One School One Book that the entire school reads. We never want this to be a financial burden on families. There is no obligation to purchase anything if you don't want to. Tuesday is tourist Tuesday where students can wear something to show

somewhere they've been. Wednesday is Wacky Wednesday so think crazy hair, mismatched clothes etc. If it is your students' PE day, they will still need to wear tennis shoes that day. For each of these themed days there is an expectation that clothing will be school appropriate. Wednesday the spirit bus will be coming through the neighborhoods. The information and route are included in the Gator Gram. This is a highlight for the students and also the staff! Thursday is left up to a student vote, and this year they voted on pajama day. Friday is super Gator pride; wear all the orange and green you can! This is the day where the reptile show comes, and the Gator rappers perform during all the lunches.

Ms. Kuzma also addressed the yearbook for this year. The price of a yearbook is \$20. We generally keep all sales online. If any family has an issue with this, they can let us know. The school will post the information on ordering soon when it's available.

Zibibbo Pizza Kits- Pizza kits will be available for pick up on Thursday the 15th since there is no school on Friday.

Bingo Night- Friday April 5th- We are working on getting donations for prizes. There will be an email coming out with volunteer opportunities. If you work for someone who would be interested in donating something for this event to be used for prizes, please let us know. Thank you to Ms. Barnes for stepping up as our chairperson for this event.

March PTO meeting- nominations for executive board- There is a google form where you can nominate someone anonymously for the executive board. This form will be going out in the next Gator Gram. We definitely need more parent involvement in the PTO and we run the risk of needing to cancel events next year if we don't have more volunteers.

Volunteers for Staff Appreciation Week- This is also the week of SOL testing. We will not disturb students and staff during testing. Please email PTO about ideas for this week and do not contact the office.

Principal's Report by Ms. White- Thank you to the PTO for the Sweethearts Dance last week. Thank you to Ms. Cooper and Ms. Hilbmann for joining us tonight, and thank you to the staff who have joined the meeting. Thank you to Ms. Kuzma for hitting the highlights on why we do Gator Week.

Ms. Golles brought up that the Book Fair will be open during Gator Week. Students can shop in the morning, and parents are welcome from 12:30-2 to shop (come through the library doors). Tuesday evening from 3:30-5 will be open for parents as well. She still needs a few volunteers if anyone is interested, please email Ms. Golles.

Thank you to Ms. Sonnenberg and Ms. Butaitis for taking on the organization of Spring ASE.

Meghann Gillette brought up putting information on the PTO website, and reiterating that there is a PTO website so families can be aware of things going on.

Questions- No questions asked by PTO members. Meeting adjourned at 6:02 pm by Asheli Polychrones.

Upcoming Events:

February 15- Zibibbo Pizza Kit pickup
February 16 and 19- No school
February 26- Gator Week begins
March 5- No school (thank you Ms. Kuzma for bringing this to our attention)
March 8-15 No school (Spring Break)
March 19- PTO Meeting (executive board nominations)

Members in Attendance:

Jamie Hilbmann
Jenna Cooper
Jessica Meade
Asheli Polychrones
Jessica Brown
Kathryn Pendleton
Alexis White
Jodi Odlum
Meghann Gillette
Michele Golles
Tracy Brokesh
Bridgette Kuzma

Garrisonville PTO- Budget vs. Acutal Year over Year as of 1/31/24

Income			2022-2023 (whole year)			2023-2024 (as of 1/31/24)		
Heading Account Type	Heading Name	Category Name	Budget	Year To Date Amount	Variance Amount	Budget	Year To Date Amount	Variance Amount
Income	Amazon Smile Donations	Amazon Smile	\$0.00	\$440.93	440.93	\$0.00	\$0.00	0.00
Income	Carry Over Income	Allocated income from Previous year	\$2,930.57	\$0.00	(2,930.57)	\$7,820.00	\$0.00	(7,820.00)
Income	Carry Over Income	Reserve	\$5,000.00	\$0.00	(5,000.00)	\$5,000.00	\$0.00	(5,000.00)
Income	Community Events Income	Bingo Income	2,000.00	711.00	(1,289.00)	1,500.00	-	(1,500.00)
Income	Community Events Income	Holiday Festival Income	3,500.00	4,918.21	1,418.21	4,800.00	3,499.18	(1,300.82)
Income	Community Events Income	Pizza Kit Income		1,485.00	1,485.00	1,500.00	354.21	(1,145.79)
Income	Community Events Income	Spirit Nights Income	1,000.00	3,123.49	2,123.49	3,200.00	1,583.24	(1,616.76)
Income	Community Events Income	Sweetheart Dance Income	2,250.00	-	(2,250.00)	2,500.00	710.00	(1,790.00)
Income	Community Events Income	Trunk or Treat	2,200.00	-	(2,200.00)	2,863.00	2,981.40	118.40
Income	Donations & Sponsorship	Boosterthon shirt donations		485.06	485.06	1,500.00	1,500.00	0.00
Income	Donations & Sponsorship	Contributions/Gifts/Grants	-	45.73	45.73	300.00	293.83	(6.17)
Income	Donations & Sponsorship	Sponsorship	-	-	0.00	-	-	0.00
Income	Extracurricular Program - ASE	Extracurricular Income - ASE	13,000.00	16,145.21	3,145.21	16,000.00	16,055.00	55.00
Income	Fundraising	Boosterthon Corporate Match		57.12	57.12	-	286.45	286.45
Income	Fundraising	Boosterthon Income	35,000.00	60,595.90	25,595.90	55,000.00	64,572.61	9,572.61
Income	Fundraising	Box Tops Income	200.00	141.30	(58.70)	300.00	44.50	(255.50)
Income	Fundraising	Calender Ads Income	-	-	0.00	-	-	0.00
Income	Fundraising	Gator Gear Income	3,500.00	7,137.33	3,637.33	5,850.00	9,797.25	3,947.25
Income	Fundraising	School Store Income	-	-	0.00	-	-	0.00
Income	Fundraising	Year Book Income	3,500.00	5,200.92	1,700.92	4,000.00	-	(4,000.00)
Income	Membership	5th Grade day		-	0.00	-	-	0.00
Income	Membership	Membership Dues	1,500.00	1,362.18	(137.82)	1,500.00	1,842.40	342.40
Income	Movie Night Income	Movie Night income		95.00	95.00	100.00	-	(100.00)
Income	Petty Cash (In)	Petty Cash In	200.00	700.00	500.00	200.00	750.00	550.00
		Total Income	\$75,780.57	\$102,644.38	\$26,863.81	\$113,933.00	104,270.07	(\$9,662.93)

Garrisonville PTO- Budget vs. Acutal Year over Year as of 1/31/24

Expense	Heading Account Type	Heading Name	Category Name	2022-2023 (whole year)			2023-2024 (as of 1/31/24)		
				Budget	Year To Date Amount	Variance Amount	Budget	Year To Date Amount	Variance Amount
Expense	Carry Over Expense	Carry Over Expense		5,000.00	-	(5000.00)	5,000.00	-	(5,000.00)
Expense	Committee Expense	5th grade shirts		1,000.00	1,428.36	428.36	1,500.00	1,467.62	(32.38)
Expense	Committee Expense	Staff Shirts		900.00	948.00	48.00	1,300.00	1,300.00	0.00
Expense	Community Events Expense	Bingo Expense		750.00	680.67	(69.33)	300.00	32.10	(267.90)
Expense	Community Events Expense	Holiday Festival Expense		1,000.00	3,722.86	2722.86	2,500.00	1,187.43	(1,312.57)
Expense	Community Events Expense	Photo Backdrop Expense		125.00	-	(125.00)	-	-	0.00
Expense	Community Events Expense	Pizza Kits Expense			1,392.40	1392.40	1,400.00	-	(1,400.00)
Expense	Community Events Expense	Sweetheart Dance Expense		500.00	40.01	(459.99)	1,000.00	243.09	(756.91)
Expense	Community Events Expense	Trunk or Treat		1,000.00	932.80	(67.20)	2,000.00	1,627.91	(372.09)
Expense	Extracurricular Expense - ASE	Extracurricular Class Supplies - ASE		900.00	1,240.00	340.00	1,000.00	841.02	(158.98)
Expense	Extracurricular Expense - ASE	Extracurricular Teacher Fee - ASE		7,500.00	12,939.06	5439.06	12,000.00	7,260.00	(4,740.00)
Expense	Fundraising Expense	Boosterthon Percentage		16,000.00	27,347.76	11347.76	24,750.00	28,943.92	4,193.92
Expense	Fundraising Expense	Boosterthon Set Up Fee		2,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00
Expense	Fundraising Expense	Boosterthon shirts			3,689.40	3689.40	4,100.00	4,505.85	405.85
Expense	Fundraising Expense	Box Tops Expense		-	-	0.00	-	-	0.00
Expense	Fundraising Expense	Gator Gear Expense		3,000.00	4,662.68	1662.68	3,000.00	6,808.20	3,808.20
Expense	Fundraising Expense	School Store Expense		-	-	0.00	-	-	0.00
Expense	Fundraising Expense	Year Book Expense		3,500.00	3,815.00	315.00	3,500.00	-	(3,500.00)
Expense	Instructional Supplemental	Boosterthon Teach Incent/principal chall		3,000.00	6,111.00	3111.00	5,500.00	6,458.84	958.84
Expense	Instructional Supplemental	Student Agendas		-	12.63	12.63	1,000.00	800.94	(199.06)
Expense	Misc Fees	Movie Licensing		-	584.00	584.00	590.00	-	(590.00)
Expense	Misc Fees	Pay Pal fees		-	0.60	0.60	200.00	947.53	747.53
Expense	Misc Fees	Square Fees		-	-	0.00	200.00	33.00	(167.00)
Expense	Movie Night Expense	Movie Night Expense		-	40.00	40.00	150.00	-	(150.00)
Expense	Petty cash (out)	Petty Cash Out		200.00	500.00	300.00	200.00	750.00	550.00
Expense	PTO Operating Expense	Bulletin Board Expense		100.00	48.23	(51.77)	100.00	49.71	(50.29)
Expense	PTO Operating Expense	Organization expenses		700.00	420.20	(279.80)	700.00	141.55	(558.45)
Expense	PTO Operating Expense	Organization Exps: Copier Usage/ Paper		-	-	0.00	-	250.00	250.00
Expense	PTO Operating Expense	PTO Financial Manager Program		170.00	129.00	(41.00)	170.00	129.00	(41.00)
Expense	PTO Operating Expense	PTO insruance		-	636.00	636.00	675.00	636.00	(39.00)
Expense	PTO Operating Expense	software costs		-	-	0.00	-	239.88	239.88
Expense	PTO Operating Expense	Tax Prep		-	172.22	172.22	150.00	119.75	(30.25)
Expense	PTO Operating Expense	Website		200.00	259.61	59.61	350.00	225.10	(124.90)
Expense	School Expenses	Beautification		500.00	84.21	(415.79)	250.00	-	(250.00)
Expense	School Expenses	Copier Lease		2,400.00	(399.30)	(2799.30)	-	-	0.00
Expense	School Expenses	School Wide Project		10,000.00	10,000.00	0.00	15,000.00	15,000.00	0.00
Expense	School Expenses	Water Cooler		480.00	616.53	136.53	528.00	400.61	(127.39)
Expense	School Programs	Assemblies		1,800.00	1,599.11	(200.89)	1,750.00	-	(1,750.00)
Expense	School Programs	Field Day		1,000.00	1,760.13	760.13	1,600.00	-	(1,600.00)
Expense	School Programs	Summer School Buses (Field Trips)		600	0	(600.00)	0	0	0.00
Expense	Special Requests	Emerging Requests		5,000.00	3,067.03	(1932.97)	5,000.00	-	(5,000.00)
Expense	Special Requests	Rollover expenses		-	9,797.84	9797.84	7,820.00	7,322.55	(497.45)
Expense	Staff Appreciation	bus driver Appreciation		500.00	134.78	(365.22)	250.00	-	(250.00)
Expense	Staff Appreciation	End of year staff lunch		500.00	-	(500.00)	650.00	-	(650.00)
Expense	Staff Appreciation	Staff Appreciation		1,400.00	328.19	(1071.81)	2,000.00	670.88	(1,329.12)
Expense	Staff Appreciation	Staff Appreciation 12 days		-	896.88	896.88	1,200.00	1,100.48	(99.52)
Expense	Staff Appreciation	Staff Appreciation Gator Week		-	239.70	239.70	350.00	-	(350.00)
Expense	Staff Appreciation	Staff Appreciation week		1,000.00	1,606.58	606.58	1,700.00	-	(1,700.00)
Expense	Staff Appreciation	welcome back breakfast		-	-	0.00	-	606.36	606.36
Expense	Staff Appreciation	Welcome back lunch/open house		500.00	587.24	87.24	500.00	689.53	189.53
		Total Expenses		\$73,225.00	\$104,071.41	\$30,846.41	\$113,933.00	\$92,788.85	(\$21,144.15)