

# Garrisonville Elementary PTO

## Meeting Minutes

February 7, 2022



**Meeting Call to Order by Meghann Gillette at 6:32pm**

**Welcome**

**Treasurer's Report by Todd McLean**

- ASE
  - Income - \$6,619.29
  - Class Supplies - \$929.54
  - Teacher fees - \$2,119.75
  - Profit - \$3,570 - Budgeted for \$4,600 profit for the year
  
- Zibibbo Pizza kits (in place of Sweethearts Dance)
  - No expenses - \$500 budgeted expense
  - Income - approx \$930 (minus square/paypal fees)
  - Kit Costs - \$744
  - Profit (minus square/paypal fees) - \$186

**December 2021 Recap**

- No January meeting - a lot happened after December PTO meeting
  
- Staff 12 Days Before Winter Break - PTO contributions
  - Dunkin' Cruiser came to GES/AG Wright
    - All staff members were able to get free coffee and Dunkin' gave out small gift cards
  - Scratch off tickets
  - \$5 gift card - staff members were able to choose from a few different places
  - Staff Breakfast before school Friday, Dec 17th

- Assortment of bagels, breads/pastries and coffee/tea from Panera, fruit and chicken mini trays from Chick-fil-a
  - Thank you to the Crick, Whiteley, Herbert, Gill, Poteet and Armijo families for your generous donation of funds towards this event!
  - Thank you to our setup and cleanup crew for helping us that morning - Kathryn Pendleton, Ciria Medrano, Asheli Polychrones and Stephanie Thompson!
  - Thank you to Chick-fil-a for donating 2 of the chicken mini trays!
- December Spirit Night at Panera
  - 19 orders brought in \$139.41
  - Thank you to all those who participated!
- Winter Scavenger Hunt
  - 164 students participated, with 72 students turning in photos from their hunt to earn an extra point for their class
  - Class winners by grade level
    - Kindergarten - Mrs. Courtney
    - 1st - Mrs. Roseberry
    - 2nd - Mrs. Hill
    - 3rd - Mrs. Kuzma
    - 4th - Mrs. Mumpower
    - 5th - Ms. Lee
  - Winning classes could vote on extra recess, lunch in the classroom, scatter ball or another game with the principals or a dance party
    - Not all classes have redeemed their prizes yet, but will soon!
- Book Drive
  - All students received a visit from Wally Gator before winter break and were given a wrapped book to keep
    - The kids were so excited, polite and appreciative!
  - Thank you, again, to Jenna Cooper for facilitating all of the donations, wrapping and sorting of over 600 books! It was a HUGE task and such a great surprise for the students
  - THANK YOU to all of the families who donated to make this happen! We are so grateful for the support!
    - Over 40 individuals/families make book donations
    - We had about 110 books shipped without donor names attached as well
    - PTO was able to purchase the remaining books needed at the end of our school's Scholastic book fair
- Donation from Dick's Sporting Goods
  - PTO received a \$500 donation

- \$350 in \$10 increments were instructed to be given to staff members as appreciation prizes and were used during the 12 Days Before Winter Break
  - \$150 was given to PTO to purchase recess equipment
    - Thank you Todd McLean for shopping for us!
    - Able to purchase 4 soccer balls, soccer cones, 1 volleyball, 2 kickballs and 3 ultimate frisbees
- \$10 Rewards Certificates
  - We also were give 5, \$10 rewards certificates that we raffled off to our members and volunteers
    - Everyone who had attended a PTO meeting or volunteered in some capacity was entered once for each instance in addition to our social media entries.
    - Winners were announced on social media before break

### **Spirit Nights/Pizza Kits**

- Didn't know what to expect because we'd never done something like this, but wanted to provide a fun family activity since we couldn't gather for the usual Family Sweethearts Dance this year
  - Sold 93 kits and profited about \$180
  - Pickup - Zibibbo on Route 1 from 4-7pm on Friday, Feb 11
  - Send us photos of your family making pizza!
- Spirit nights for the remainder of the school year to be announced soon

### **Executive Board Election Process**

- Elections for 2022-23 school year are coming up!
  - Nomination process will be online after March PTO meeting
    - Link will be posted on our social media pages and website
    - Fill out the nomination form for yourself or someone else you think would be a good fit
    - Nominations will close at the end of March and will be announced at the April PTO meeting
  - Voting
    - Contested positions will be sent out to all PTO members for a vote
- Position descriptions
  - Brief descriptions of the Executive Board positions are attached at the end of the minutes
  - Feel free to email us with any questions! We're happy to answer them!

## **Gator Week**

- Mrs. White will cover in her report

## **Gator Gear**

- Very limited stock available - majority remaining are adult sizes in older designs
  - Working on getting an album up on Facebook, like we've done in the past, with items we have left in case anyone needs gear for Gator Week
  - Items purchased can be delivered directly to the classroom

## **Spring Beautification**

- Will discuss plan with chair, Erin Crosswell and will pass along any volunteer opportunities as the weather gets warmer
- Blacktop painting will resume once the weather turns and we can get our hands on the remaining paint colors from Sherwin Williams

## **Principal's Report by Mrs. White**

- Dr. Taylor visit
  - Visited GES for the first time on Friday, Feb 4th - 5th grader gave him a tour around the school
- Kindergarten Playground
  - Finally finished!
  - Very expensive project paid for by the county because of the complicated underground irrigation
  - Pictures coming soon
- Mid-year data
  - Reading and math testing - letters came home today (Feb 7th) with updates
    - Reach out to your classroom teachers with any questions
- Upcoming Dates
  - Picture Day - Tues, Feb 15
  - Feb 18th is now a school day
  - 2.2.22 Tuesday - info coming soon - fun planned!
  - Gator Week
    - Feb 28 - March 4th
      - Book fair happening at the same time
      - Info emailed in our last Gator Gram and packet coming home this week

- Musical Monday
    - Tacky Tuesday
    - Word Parade Wednesday - weather permitting, parade will be outdoors so families can be invited
    - PJ Day Thursday & Gator Patrol
      - Staff car parade through the neighborhoods
      - Route changed a little bit due to traffic issues last year turning onto streets from 610 - more specific streets will be announced soon
    - Reptile World coming on Thursday
      - Virtual assembly in the morning and afternoon with classes able to come down to touch the snake during the day
    - Super Gator Pride Day on Friday - will be epic this year!
  - Middle School Orientation the week after Gator Week
- Redistricting Potential
  - GES has the potential to gain approx 180 students from Winding Creek Elementary if a few schools are redistricted to alleviate overcrowding
  - Super excited to have them join us and we have the space!

### **Open Comments/Input**

- Covid letter question
  - When do families receive a COVID email?
    - If your child has a direct exposure to a student who has tested positive, the nurse will call you directly
    - If a student tests positive, an email is sent to - all students in their classroom and the entire bus (if positive student is a bus-rider)
    - If a staff member tests positive, an email is sent to any student who may have interacted with that staff member
- Picture day
  - Only individual pictures will be taken - no class pictures
- Book Fair
  - Open during Gator Week
  - Classes will have a specific time to come down to shop as they did during the December book fair
  - Parents may shop between 12:30pm-2pm alone or with their gator
    - Younger siblings may come with parent

### **Upcoming Events & News**

- **Feb 11** — Pizza Kit Pickup at Zibibbo - 4-7pm (only if preordered!)
- **Feb 15** — Spring Picture Day
- **Feb 21** — No School, Presidents' Day

- **Feb 28 - March 4** — GATOR WEEK!!!!
- **March 7** — PTO Meeting & Nominations for 2022-23 Executive Board Open

**Meeting Adjourned at 6:55pm**

**Virtual Meeting Attendance:**

1. **Alexis White**
2. **Amanda Leonard**
3. **Bridgette Kuzma**
4. **Darryl Cherry**
5. **Erin Altschuler**
6. **Gloria G**
7. **Heather Ulstad**
8. **Jessica Meade**
9. **Jessica Whiteley**
10. **Jodi Odum**
11. **Kathryn Pendleton**
12. **Kristina Miller**
13. **LaMonica Jackson**
14. **Meghann Gillette**
15. **Michele Golles**
16. **Nawid Haidari**
17. **Patrick Stormer**
18. **Paul Armijo**
19. **Sana A**
20. **Sheila Cherry**
21. **Todd McLean**
22. **1 unknown**

**PTO Executive Board Position Descriptions**

**President**

- **Preside at all meetings of the organization.**

- Facilitate the flow of communication between executive board members, parents and the school via emails, the PTO website and social media channels.
- Oversee fundraising for all school events.
- Serve as a liaison between the board and the school principal, including establishing event and meeting calendar each year.
- Participate in a variety of other tasks including, but not limited to, seeking donations, working with local businesses and helping organize and facilitate events or school-wide activities as needed or when committee positions are vacant.

### **Vice President**

- Serve as an aide to the President.
- Preside in the absence of the President
- In the case that a vacancy occurs in the office of the President, serve the remainder of the elected term.
- The Vice President will be responsible for the organization and oversight of all volunteers, special committees and their members with reporting responsibilities to the executive board.
- Participate in a variety of other tasks including, but not limited to, seeking donations, working with local businesses and helping organize and facilitate events or school-wide activities as needed or when committee positions are vacant.

### **Secretary**

- The Secretary shall keep a permanent and accurate record of all meetings.
- The Secretary shall take attendance at all meetings.
- The Secretary shall email meeting minutes to all members within 7 days of each meeting.
- The Secretary may take the lead on other duties including but not limited to creating signups, taking surveys, advertising events and updating the PTO website and social media accounts as necessary.
- Participate in a variety of other tasks including, but not limited to, seeking donations, working with local businesses and helping organize and facilitate events or school-wide activities as needed or when committee positions are vacant.

### **Treasurer**

- The Treasurer shall have primary responsibility for accounting within the organization; shall keep an accurate record of revenue and expenditures; and in accordance with the budget adopted by the PTO, shall make disbursements as required.
- The Treasurer shall present a financial statement at every PTO meeting as well as any additional requests by the Executive Committee.
- The Treasurer is required to make a full report at the end of his /her school year that documents the starting balance, total expenditures and total revenue throughout the year.
- The Treasurer is also responsible for preparation and submission of his/her year's PTO taxes.
- Participate in a variety of other tasks including, but not limited to, seeking donations, working with local businesses and helping organize and facilitate events or school-wide activities as needed or when committee positions are vacant.