

# Garrisonville Elementary PTO

## Meeting Minutes

April 4, 2022



**Meeting Call to Order by Meghann Gillette at 6:31pm**

### **Welcome**

### **Executive Board Elections**

- Nominations open for a month
  - No new candidates
  - Current board will remain on for next year
  
- 2022-23 School Year PTO Executive Board Members
  - Meghann Gillette – President
  - Todd McLean and Jennifer Herbert – Co-VPs
  - Jessica Whiteley – Treasurer
  - Jaimie Brandt – Secretary
  
- Anyone interested in serving as a committee chair for next year, since we should be back to our “normal” events, please let us know. We can’t do it without you!

### **Spirit Nights**

- Five Guys
  - HUGE success! Raised \$606.63!
  - Will get dates on calendar for next year
  
- Fred Nats Game
  - Calling it a spirit night, but it is not a fundraiser for PTO
    - Selling tickets at cost in order to keep them as affordable as possible
  - Tickets are selling quickly!
    - Two full sections on 3<sup>rd</sup> base line with about 20 tickets remaining

- Once those are sold, we will get an allotment of tickets on the 1<sup>st</sup> base side that are at a slightly higher price point (\$15 a ticket)
- National Anthem
  - Thank you, Ms. Hale for getting a group of 4<sup>th</sup> and 5<sup>th</sup> Gators prepared to sing the National Anthem and for giving them the opportunity to do so!

### **Staff Appreciation**

- May 2 – May 6
  - Will not give away details since the majority on the meeting are staff members
    - If you're a parent who would like to help, please send us a message and we can fill you in

### **Treasurer's Report by Jessica Whiteley**

- Notes before getting into the budget
  - Agenda folders for next year will be under budget even with the increase in student count
  - This budget proposal is based off of a pre-covid budget, not the past 2 years
    - Increased everything by 10% to account for new students
    - No excess carryover until we know what we'll have to work with
  - Copier Lease
    - That expense will be going away for PTO after years of having it as a monthly expense
  - Categories
    - To make things easier to plan, have taken the larger categories and split them into smaller, more specific categories
    - Easier to see what we have when it is broken down
- Budget proposal for 2022-23 school year
  - See budget attached to minutes
- Questions
  - Yearbook
    - Based on amount in and out pre-covid. It is usually a wash and indicated as so in the budget, so we don't count on profit from it, even if we do end up earning a slight profit
  - Line 49 – Movie Licensing – New expense
    - PTO was asked if we would be able to cover the cost so movies can be shown at school and so movie nights could happen again
    - Currently was able to work in a 1-year license. Slight savings if we do multiple years, but would like to see how the next year goes before purchasing more.
  - Things listed as 0 aren't needed

- Donations/Sponsorships
  - Listed as 0 so that we don't rely on the funds
  - Anything we get is a bonus

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

- Grant
  - Working on a grant to enhance the outside space of the school
  - More details to come later
  
- Ms. Golles
  - Would like to install a "Story Walk" outside in the garden area
    - Aluminum posts that contain stories
    - About 20 posts would be needed
    - Cost would be around \$6,000 – would like to host after school movie "nights," as we did in the past, to begin raising funds
  - Advantages
    - All students would be able to use it and books could be swapped as needed/wanted
    - Great way to promote reading!
    - Since it will be outside, community members could potentially use it as well
  
- Thank you to our PTO Executive Board and parents for all of your help and assistance!
  
- Park Ridge Redistricting
  - GES is getting 200 new students next school year from Park Ridge ES
    - Students will be coming to see the building and take a tour on April 12<sup>th</sup>
    - Parents will be invited back that evening with their students as well – about 30 staff members will be staying for it
  - Staff increases
    - All grades are currently at 4 classes
    - Next year K, 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> will have 5 classes
    - 4<sup>th</sup>, 5<sup>th</sup> will have 6 classes
    - 8 new gen-ed teachers total
  
- End of Year Activities & Assessments
  - Reading and Math Assessments for all grade levels
  - SOL testing – May 9, 11, 13
    - Not used for retention
    - 400 is considered passing, 375-399 have the option to re-take
  - May 20<sup>th</sup>
    - FIELD DAY!
      - Normal, 12 station field day!
      - Mr. Sargent will be soliciting parent volunteers to help
      - Grades 3-5 in the morning, K-2 in the afternoon (will

- verify schedule in the upcoming Gator Gram)
  - Senior Walk
    - Seniors who went to GES will be invited back to walk the halls while our students cheer for them and celebrate their accomplishments
  - Virtual Talent Show Watch Parties
    - Requesting families submit videos of their students' talents
    - Ms. Hale will be compiling videos of the submissions to be shown that day as well
- School need
  - There is a need for “seat pockets” that hook onto student chairs and hang behind them
    - A class set of 25 costs around \$260 to purchase
    - If there is anyone who can help create/sew these for teachers, that would be amazing! Materials will be provided.
- School supplies
  - Upcoming school year there will NOT be parent/student supply lists!
  - Asking that backpacks and headphones be provided by families and the school will take care of the rest.
  - Staff likes certain materials to be used, so the school is working the supplies into their instructional budget
  - Donations of supplies will be accepted, too
- Great Learning Adventure
  - Previously known as summer school
  - Will take place June 13-30
  - Invitations will be going out the week after the upcoming 4-day weekend

### **Open Comments/Input**

- How are you finding the space for the addition of new students?
  - We have really spread out over the last few years, so we have the space!
  - Will be at 98% capacity in the Fall.
  - Lots of shuffling is already happening now to prepare. Staff has been informed if they are moving.
    - Examples: Focus will be moving into the large office outside of the cafeteria, moving some of the reading and math support areas where pull outs happen, Mrs. Odium moving into counselor's office, counselors will be sharing a larger office, etc
  - Adding 8 gen-ed classrooms. Grades will stay in their current hallways.
- Yearbook

- Information will be coming soon!
- Will PTO be at the Park Ridge Parent Night on April 12<sup>th</sup>?
  - Yes!

### **Upcoming Dates**

- **April 15 and April 18** — No School
- **May 2-6** — Staff Appreciation Week
- **May 2** — Last PTO Meeting of the school year
- **May 13** — GES Night with the Fredericksburg Nationals

### **Meeting Adjourned at 7:16pm**

### **Virtual Meeting Attendance**

1. **Alexis White**
2. **Amanda Leonard**
3. **Betty Fitzhugh**
4. **Bridgette & Bob Kuzma**
5. **Cynthia Childress**
6. **Gabby Mc**
7. **Jaimie Brandt**
8. **Jennifer Herbert**
9. **Jessica Meade**
10. **Jessica Whiteley**
11. **Kate Shifflett**
12. **Michele Golles**
13. **Pavankumar781**
14. **Robbie Sonnenberg**
15. **Stephanie Sonnenberg**
16. **Tracy Brokesh**
17. **Meghann Gillette**
18. **Amtulnoor Grosser**
19. **Jodi Odlum**

# Proposed PTO Budget - 2022-23 School Year

Heading Name	Category Name	Heading Account Type	Category Account Status	increase 10%		
Amazon Smile Donations	Amazon Smile	Income	Active			
Carry Over Income	Carry Over Excess	Income	Active			
Carry Over Income	Carry Over Income	Income	Active	\$5,000.00		
Community Events Income	Bingo Income	Income	Active	\$2,200.00		
Community Events Income	Harvest Night Income	Income	Active	\$2,420.00		
Community Events Income	Holiday Festival Income	Income	Active	\$3,850.00		
Community Events Income	Spirit Nights Income	Income	Active	\$1,100.00		
Community Events Income	Sweetheart Dance Income	Income	Active	\$2,475.00		
Donations & Sponsorship	Contributions/Gifts/Grants	Income	Active	\$0.00		
Donations & Sponsorship	Sponsorship	Income	Active	\$0.00		
Extracurricular Program - ASE	Extracurricular Income - ASE	Income	Active	\$14,300.00		
Fundraising	Boosterthon Income	Income	Active	\$38,500.00		
Fundraising	Box Tops Income	Income	Active	\$220.00		
Fundraising	Calender Ads Income	Income	Active	\$0.00		
Fundraising	Gator Gear Income	Income	Active	\$3,850.00		
Fundraising	School Store Income	Income	Active	\$0.00		
Fundraising	Year Book Income	Income	Active	\$3,850.00		
Membership	Membership Dues	Income	Active	\$1,650.00		
Movie Night Income	Movie Night income	Income	Active	\$0.00		
Petty Cash (In)	Petty Cash In	Income	Active	\$220.00	Total income	\$79,635.00
Carry Over Expense	Carry Over Expense	Expense	Active	\$5,000.00		
Committee Expense	5th grade shirts	Expense	Active	\$1,100.00		
Committee Expense	bus driver lunch	Expense	Active	\$550.00		
Committee Expense	Commitee Chair Appreciation Expense	Expense	Active	\$0.00		
Committee Expense	End of year staff lunch	Expense	Active	\$550.00		
Committee Expense	Staff Appreciation	Expense	Active	\$1,100.00		
Committee Expense	12 days staff appreciation	Expense	Active	\$1,100.00		
Committee Expense	Staff Appreciation week	Expense	Active	\$1,100.00		
Committee Expense	Staff Shirts	Expense	Active	\$990.00		
Committee Expense	Welcome back lunch	Expense	Active	\$550.00		
Community Events Expense	Bingo Expense	Expense	Active	\$825.00		
Community Events Expense	Harvest Night Expense	Expense	Active	\$1,100.00		
Community Events Expense	Holiday Festival Expense	Expense	Active	\$1,100.00		
Community Events Expense	Photo Backdrop Expense	Expense	Active	\$137.50		
Community Events Expense	Sweetheart Dance Expense	Expense	Active	\$550.00		
Extracurricular Expense - ASE	Extracurricular Class Supplies - ASE	Expense	Active	\$990.00		
Extracurricular Expense - ASE	Extracurricular Teacher Fee - ASE	Expense	Active	\$8,250.00		
Fundraising Expense	Boosterthon Percentage	Expense	Active	\$17,600.00		
Fundraising Expense	Boosterthon Set Up Fee	Expense	Active	\$2,000.00		
Fundraising Expense	Boosterthon shirts	Expense	Active	\$3,300.00		
Fundraising Expense	Box Tops Expense	Expense	Active	\$0.00		
Fundraising Expense	Gator Gear Expense	Expense	Active	\$3,300.00		
Fundraising Expense	School Store Expense	Expense	Active	\$0.00		
Fundraising Expense	Year Book Expense	Expense	Active	\$3,850.00		
Instructional Supplemental	Boosterthon Teacher Incentives	Expense	Active	\$1,000.00		
Instructional Supplemental	Student Agendas	Expense	Active	\$1,000.00	962.96	
Movie Night Expense	Movie Night Expense	Expense	Active	\$0.00		
Movie Night	license	Expense	Active	\$584.00		
Petty cash (out)	Petty Cash Out	Expense	Active	\$220.00		
PTO Operating Expense	Bulletin Board Expense	Expense	Active	\$110.00		
PTO Operating Expense	Organization expenses	Expense	Active	\$770.00		
PTO Operating Expense	PTO Financial Manager Program	Expense	Active	\$170.00		
PTO Operating Expense	Website	Expense	Active	\$220.00		
School Expenses	Beautification	Expense	Active	\$550.00		
School Expenses	Copier Lease	Expense	Active	\$0.00		
School Expenses	School Wide Project	Expense	Active	\$10,000.00		
School Expenses	Water Cooler	Expense	Active	\$594.00		
School Programs	Assemblies	Expense	Active	\$1,980.00		
School Programs	Field Day	Expense	Active	\$1,100.00		
School Programs	Summer School Buses (Field Trips)	Expense	Active	\$0.00		
Special Requests	Emerging Requests	Expense	Active	\$5,000.00	Total expenses	\$78,340.50
					amount left	\$1,294.50