

**Garrisonville Elementary  
PTO Meeting Minutes  
March 9, 2026**



**Meeting conducted by Jen Herbert (PTO President) Start Time: 6:07 PM**

**Pledge of Allegiance**

**Approval of the February Meeting Minutes by Vicky Majano (PTO Secretary) A motion to approve the February Meeting Minutes was made by Meghann Gillette and seconded by Amanda Brewer.**

**Treasurer's Report by Jessica Meade (PTO Treasurer) Paint night was successful- we were under-budget by about \$100 in expenses and made \$100 in income from the 2 food trucks.**

**Painting with the Principals**

- Thank you to our principals, high school volunteers, food truck vendors and all gator families for attending and supporting the PTO

**Spring ASE (After School Enrichment)**

- Class dates: Wednesdays 2/18, 2/25, 3/ 4, 3/11, Makeup date: 3/18.
- Pickup is inside the school at 4:55 PM, photo ID required.
- All payments and reimbursements to all ASE teachers will be sent out before the end of ASE. We would like for all teachers to send all reimbursement requests and receipts electronically, an email will be sent out this evening with all of this information.

**Bingo**

- Kristen Niedfeldt is our chairperson
- We are seeking donations from local businesses of goods or services to use as prizes at the event, please reach out if you know of anyone who can donate to our event.  
Accepting donations before April 1st.
- High school volunteer sign-ups
- First bingo card is free, additional cards will be available for cash purchase. CASH ONLY EVENT (except food vendors). More bingo cards means more chances to win prizes!
- Scheduled for Friday April 17th @ 6-7:30 PM, door will open at 5:30 PM
- A 50/50 raffle and food trucks will be at the event. Outside food is allowed with the exception of glass items. We will be posting the food truck menus and information on our facebook page.

## **Board Nominations- OPEN TONIGHT**

### **President**

- Preside at all meetings of the organization.
- Facilitate the flow of communication between executive board members, parents and the school.
- Oversee fundraising for all school events.
- Serve as a liaison between the board and the school principal, including establishing events and meeting calendars 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 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 and advertising events.
- 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.
- BOARD NOMINATIONS CLOSE ON TUESDAY MARCH 24TH
- SIGN UP HERE:
- Once nominations are completed a vote will be sent out to all members via email.
- [The link will be posted on our facebook page following tonight's meeting and a flyer was sent home with your gators today.](#)

### **End of Year Picnic**

- A Saturday in May- Date will be announced at a later time.
- [Mid May date possible.](#)
- [The purpose : To celebrate all gators and families moving on to other schools \(redistricting or middle school\) and our amazing school year!](#)
- [We will need to look at Parks and Rec that use our fields for soccer and their schedules or possibly using AG Wright's field.](#)

### **Emerging Requests Update**

- [We have approved several teacher requests for reimbursement of software and small furniture. We want to thank those that responded to vote to approve the teacher's request for a laminating machine, it has been ordered and is in use.](#)

### **Staff Appreciation**

- May 4-8: We are in the process of planning this awesome week to celebrate our teachers. We will send out information and sign ups for ways to show our teachers and staff love. Flyers and emails will be coming on ways to help.

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

- [This Friday we will be having school due to the snow schedule changes.](#)
- [April 21st we will have no school due to special elections.](#)
- [Thursday 3/19 Mr. Hayes will represent us in the DARE Basketball game at 6pm, come show your support.](#)
- [Events for Gator Week: Monday 3/23- Word Parade 9:30 am at the AG Wright track open to all families. Tues night from 3:30-5:30 pm Book Fair Open, Parents are welcome to come daily that week from 9am-2 pm to shop at the Book Fair. Wed- Gator Patrol after school- the route will be posted soon and they will be streaming live on facebook! Thurs- Reptile World will be here. Friday- TBA.](#)
- [A Gator Gram and email will be sent out soon.](#)
- [Mrs. Golles, our Librarian is looking for parent volunteers for Book Fair- the link will be in the gator gram.](#)
- [SCPS will be working on rebranding Wally Gator and all school mascots so they can own all rights.](#)

### **Old business/Questions/Comments**

### Upcoming Events:

- March 18: Chipotle Spirit Night (Embery Mills location) 4-8 pm
- March 20: No School (Eid)
- March 23-27: GATOR WEEK!
- March 24: Board Nominations close
- March 30-April 6: SPRING BREAK!
- April 13: PTO Meeting (Board Elections) [and Budget Meeting](#)
- April 15: Sweet Frog Spirit Night 4-8 pm
- April 17: Bingo Night 6-7:30 pm

Meeting Adjourned [A motion to adjourn the meeting was made and approved by Asheli Polychrones and seconded by Bridgette Farrell-Kuzma. The meeting ended at 6:31 PM.](#)

Members in Attendance:

In Person-

[Meghann Gillette](#)

[Bridgette Farrell- Kuzma](#)

[Nicole Clemente](#)

[Jodi Odum](#)

[Amanda Brewer](#)

Virtual-

[Kristina Miller](#)

[Meghan Moon](#)

[Serville Brewington](#)

[Asheli Polychrones](#)

[Yinka Tyson](#)



GES PTO Monthly Financials- Year to previous month data with previous years comparison

Expense	Previous Years			Current Year			2026-2027
	2024-2025 (whole year)			2025-2026 (as of 3/31/26)			
	Budget	Year To Date Amount	Variance Amount	Budget	Year To Date Amount	Variance Amount	
Carry Over Expense	1,689.00	-	(1,689.00)	5,000.00	-	(5,000.00)	5,000.00
5th grade shirts	1,500.00	1,442.00	(58.00)	1,500.00	1,440.00	(60.00)	1,500.00
Staff Shirts	1,015.00	1,013.00	(2.00)	1,050.00	2,000.00	950.00	1,200.00
Bingo Expense	300.00	156.23	(143.77)	300.00	-	(300.00)	300.00
Holiday Festival Expense	2,000.00	4,127.82	2,127.82	4,500.00	2,757.70	(1,742.30)	3,000.00
Photo Backdrop Expense	-	-	-	-	-	-	-
Pizza Kits Expense	-	-	-	-	-	-	-
Paint Night exp. (Prev. Sweethearts dance)	500.00	496.20	(3.80)	500.00	264.61	(235.39)	500.00
Trunk or Treat	2,500.00	2,692.15	192.15	2,500.00	2,068.82	(431.18)	2,500.00
Extracurricular Class Supplies - ASE	800.00	1,615.27	815.27	1,000.00	1,553.42	553.42	1,500.00
Extracurricular Teacher Fee - ASE	6,500.00	10,140.00	3,640.00	12,000.00	11,520.00	(480.00)	12,000.00
Boosterthon Percentage	27,000.00	31,419.21	4,419.21	29,100.00	29,001.98	(98.02)	24,500.00
Boosterthon Set Up Fee	2,000.00	1,000.00	(1,000.00)	500.00	500.00	-	2,000.00
Boosterthon shirts	4,500.00	4,165.60	(334.40)	3,200.00	3,126.99	(73.01)	3,500.00
Gator Gear Expense	6,500.00	10,267.41	3,767.41	10,000.00	2,670.50	(7,329.50)	6,800.00
Outdoor Classroom Project Expense	300.00	300.00	-	-	-	-	-
Year Book Expense	6,000.00	600.00	(5,400.00)	700.00	40.00	(660.00)	700.00
Boosterthon Teach Incent/principal chall	6,000.00	6,986.10	986.10	6,700.00	6,554.05	(145.95)	5,470.00
Student Agendas	1,200.00	-	(1,200.00)	-	-	-	1,200.00
Movie Licensing	650.00	650.00	-	650.00	-	(650.00)	-
Pay Pal fees	1,000.00	573.06	(426.94)	-	-	-	-
Square Fees	150.00	661.10	511.10	1,600.00	962.47	(637.53)	1,200.00
Movie Night Expense	150.00	154.84	4.84	150.00	150.97	0.97	150.00
Petty Cash Out	1,000.00	1,350.00	350.00	1,000.00	300.00	(700.00)	1,000.00
Bulletin Board Expense	100.00	51.31	(48.69)	100.00	47.35	(52.65)	100.00
Organization expenses	360.00	270.84	(89.16)	850.00	237.29	(612.71)	300.00
Publicity/Marketing/ Incentives	-	-	-	500.00	105.00	(395.00)	200.00
Organization Exps: Copier Usage/ Paper	500.00	250.00	(250.00)	1,000.00	76.10	(923.90)	250.00
PTO Financial Manager Program	140.00	139.00	(1.00)	140.00	139.00	(1.00)	140.00
PTO insurance	675.00	636.00	(39.00)	650.00	636.00	(14.00)	650.00
software costs	-	-	-	-	-	-	-
Tax Prep	150.00	99.90	(50.10)	125.00	99.90	(25.10)	100.00
Website	250.00	259.00	9.00	300.00	244.50	(55.50)	300.00
Beautification	400.00	202.06	(197.94)	250.00	-	(250.00)	250.00
Copier Lease	-	-	-	-	-	-	-
School Wide Project	10,000.00	10,000.00	-	10,000.00	10,000.00	-	10,000.00
Snacks for Classrooms Pilot Program	-	-	-	4,000.00	651.64	(3,348.36)	650.00
Summer School	-	87.46	87.46	100.00	-	(100.00)	100.00
Water Cooler	689.00	706.20	17.20	700.00	580.50	(119.50)	700.00
Assemblies	1,700.00	1,875.00	175.00	1,925.00	1,925.00	-	2,000.00
BrainPOP Subscription	4,000.00	3,071.25	(928.75)	3,200.00	3,600.00	400.00	3,600.00
Field Day	1,600.00	1,628.99	28.99	2,000.00	-	(2,000.00)	2,000.00
Summer School Buses (Field Trips)	-	-	-	-	-	-	-
Emerging Requests	6,845.00	3,326.64	(3,518.36)	5,000.00	2,702.00	(2,298.00)	5,000.00
Rollover expenses	-	-	-	-	-	-	-
bus driver Appreciation	250.00	198.91	(51.09)	250.00	25.00	(225.00)	250.00
End of year staff lunch	-	-	-	-	-	-	-
Staff Appreciation	1,450.00	1,512.79	62.79	1,600.00	1,173.22	(426.78)	1,600.00
Staff Appreciation 12 days	1,000.00	928.25	(71.75)	1,000.00	1,490.33	490.33	1,000.00
Staff Appreciation Gator Week	350.00	21.63	(328.37)	350.00	86.18	(263.82)	200.00
Staff Appreciation week	2,405.00	3,792.69	1,387.69	2,500.00	81.59	(2,418.41)	2,200.00
welcome back breakfast	-	-	-	650.00	769.58	119.58	690.00
Welcome back lunch/open house	700.00	766.39	66.39	700.00	696.75	(3.25)	700.00
<b>Total Expenses</b>	<b>\$106,818.00</b>	<b>\$109,599.00</b>	<b>\$2,781.00</b>	<b>\$119,840.00</b>	<b>90,278.44</b>	<b>(29,561.56)</b>	<b>107,000.00</b>

GES PTO Monthly Financials- Year to previous month data with previous years comparison

<b>Profit/(loss)</b>		<i>\$0.00</i>	<i>6,856.55</i>	<i>6,856.55</i>	<b>\$0.00</b>	<b>2,021.34</b>	<b>2,021.34</b>	-
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