

Garrisonville Elementary PTO

Meeting Minutes

May 10, 2021



Meeting Called to Order by Meghann Gillette at 6:34pm

Welcome

Membership

- Thank you, again, to everyone who has registered on the back half of this school year! We closed out April with 73 members
 - Money from membership went towards Staff Appreciation Week last week, so we really appreciate everyone who joined despite it being such a different year, PTO-wise.
- Starting out next August with a membership drive for the 2021-22 school year
 - Cost and incentives are still to be determined. Typically, \$10 per family membership – that could change.
 - We obviously don't know, event-wise, what we'll be allowed to do, whether gatherings of any sort will be permitted, whether Boosterthon will be virtual or in person, etc.
 - Information will all come as we figure out the state and county guidelines next year
- Going back through previous year's memberships, there has been a pretty significant decrease in the number of members the last few years
 - Many years there have been over 200/250 members and recently the majority of membership has been teachers and staff
 - Obviously didn't have that number expectation this year, but we'd like to try for higher numbers in the Fall
 - We don't know if it's a perception issue or if people think that if they join, they need to volunteer or that they're obligated to do something

- Suggested to look at members vs. school enrollment numbers
- We feel that the last few years have relied less on input from members, which we really want to change.
 - Want to have meetings with ideas and brainstorming/communication so we're going to work our best to change that aspect of the way things are handled going forward.
 - Open to comments or suggestions!
 - At the end of the school year, we will be sending out a survey, hoping to get some additional feedback about this and maybe reach other families who wouldn't usually come to meetings and try to figure out how we can get more parents involved.

Treasurer's Report by Jessica Whiteley

- Proposed 2021/22 Budget
 - See attached.
 - Typically, to make the next year's budget, we use the current year's
 - Committee chairs would speak to their event budgets
 - We'd look to see what we spent in each area and update
 - We cannot do that this year because:
 - We did not have events
 - Last year's budget was adjusted to fit the needs with covid
 - We do not know if what events we'll have next year, if there will be restrictions, etc
 - This proposed budget is working from the budget of 2019/20 school year
 - Assuming we can hold regular events, we should be in good shape. If not, we will modify and change as the year progresses and needs arise
 - We will have the standard rollover amount of \$5,000, and possibly more, which will be helpful since we do not know what next year holds.
- Budget will be emailed to members at a later date for approval once we have a better idea about state and local restrictions.

Recess Enhancements

- Stencils are complete!
 - THANK YOU SO MUCH to Miss Leonard! She spent so much time creating stencils for all of the games and activities and we really appreciate her taking that on

- We'd hoped to have this area useable for the kids this school year, but are on hold with purchasing the paint and painting until we can fix the blacktop.
- Blacktop resurfacing
 - Reached out to several paving companies and contractors in the area to see if any be willing to donate all or part of the project
 - So far, we have not had a company respond that they'd be willing to do it
 - The last company to get back to us said that it was a \$20,000 job
 - When we decided on the painted games, the blacktop was not an expense that we planned on - didn't realize the shape it was in at the time.
 - Jessica went by to take some photos that we could send to the contractors and paving companies (see photos attached)
 - Travis Keyes (former gator) responded back with some questions. We sent photos and haven't heard back yet, so that could still be a possibility
 - Want the area in good shape since it's going to take some time and effort to paint. Want it to last!
 - Options
 - Move forward with requesting that the county fill in the cracks
 - Look into cost and donations for seal coating the area instead – not as long lasting
 - Could approach other local businesses for sponsoring the cost of the resurfacing job – we'd probably need several significant sponsors
 - Could allocate Boosterthon funds in the fall to the resurfacing and complete everything then
- Picnic Tables
 - We have tables picked out and ready for purchase
 - Tied into the blacktop resurfacing because we were hoping to surface the area underneath with asphalt or concrete at the same time
 - The reason for this is that grass gets overgrown and becomes hard to reach to trim
 - The grounds crew would like to eliminate that issue by adding concrete or mats of some sort under them
 - Jessica has received quotes for the mats.
 - \$1,300 *****updated after meeting – there was miscommunication with the sales representative. This price was actually for 2 palettes of playground grade

rubber mulch. Mats are significantly more expensive*****

Staff Appreciation

- Staff Appreciation Week was last week and we hope that everyone enjoyed it!
- Rundown of the week
 - Monday – Gator notepads and flair pen
 - Tuesday – Snack Cart
 - Thank you so much to the families who donated! We received SO many items and filled 2 large rolling carts with plenty leftover!
 - Wednesday – Gift cards
 - All staff and bus drivers chose between a \$10 Amazon or Target Gift card
 - Thursday – Jersey Mike's subs
 - Friday – Raffles from area businesses
 - Huge shout out to Kate Shifflett for reaching out to so many businesses and securing lots of raffles
 - We posted all of the businesses who contributed on our PTO Facebook page — over 20 prizes for staff to win
 - Pictures and letters to staff displayed in the foyer of the school made by our gators and their families
- We truly appreciate all of you and we see how hard you've worked and continue to work for our kids every single day! THANK YOU!!!

Spirit Night

- Wednesday at Sweet Frog 1pm-9pm
 - When we did spirit day there in December, we did not make enough to receive a payout, but they've agreed to combine our profits this time with the December profits, so hopefully we'll make up for it this time around
 - Special Garrisonville ordering link and have also asked that you remember to put Garrisonville PTO in the order notes when you place your order online, so that we get credit.

Principal's Report by Mrs. White

- Staff Appreciation Week
 - Major thank you for everything PTO did last week!
 - Staff had a hard time choosing between the gift cards and raffle prizes!
 - Everyone walked away with a raffle prize – Found little things leftover from PTO and other events to use in addition to what was provided for it

- Yearbook
 - Completed the picture process with Lifetouch
 - Any students who missed pictures, Mrs. Kuzma will start working on gathering that list
 - Cogat/SOLs days or home visits for virtual kids who missed
 - Order forms going out in the near future
 - Pickup will probably be the week before school returns in August
 - Will ship to families who move over the summer
- Gator Gram
 - Went out today – updates for the end of the year and return for next year
 - Need your input
 - Teacher fit questionnaire
 - Moving form for gators who are switching schools
 - Schedule Changes included
 - Last day is now June 10th because of high school graduations
 - June 8th – Election Day
 - Some schools used for polling sites
 - Asynchronous
 - Impacted SOL testing – see the gator gram for date changes!
 - June 7th – Monday – Regular school day
 - 1st Monday of the year of normal instruction
- Field Day
 - Each grade will be out for about an hour – extended specials time
 - Safety mitigations in place, so unfortunately no volunteers this year
 - PTO is doing special snacks for the students when they finish
 - Fun things planned – trying to honor as much of the tradition as they can!
- 4th/5th Grade Kickball Tournament
 - Will happen!
 - Winning 5th grade team against staff game will look different
- 5th Grade Moving On
 - Virtual – live on YouTube
 - June 7th – Extended drive through parade
 - Car in front can stop for the student to get out and take pictures/get award packet
 - Boosterthon will be there with inflatables and music
 - Making it as special as possible for the kids!
- School Board Meeting

- Proposing a schedule for next school year – not sure if it'll go to a vote or be an informational item
 - 5 days a week, normal in the sense of number of hours
 - Elementary is proposed to be the earlier start time due to research that younger kids tend to learn better earlier
 - 2 staggered starts to help with bussing
 - GES would be the 2nd start – somewhere around 8am
 - Don't hesitate to reach out with questions
 - Ms. White is in the office all summer long during Great Learning Adventure (taking the place of summer school)

Open Comments/Input

- Open House before school starts next year?
 - Usually held the Thursday before school begins
 - Probably won't have it this year – maybe in small groups
 - Depends on the governor's announcement in June
- Ways to get more people/families involved in PTO
 - Being more specific in direct needs
 - Some may not know how they can help or how their skill sets would be useful to PTO
 - Working to break down exact ways to help/volunteer for each of our events so it doesn't seem so daunting or overwhelming
- Theme for next year
 - Following Boosterthon, sports-related
 - Maybe team and together intertwined
- Donations/Community Help
 - Christina Horan – Starbucks is always looking for ways to help out in the community!
 - Reach out for events/school needs

Upcoming Dates

- **Wednesday, 5/12** – Sweet Frog Spirit Day – 1pm-9pm
- **Friday, 5/28** – Field Day
- **Monday, 5/31** – No School, Memorial Day
- **Monday, 6/7** – SCHEDULE CHANGE – Normal School day 9am-2pm
- **Tuesday, 6/8** – SCHEDULE CHANGE – Asynchronous Day – At home learning
- **Thursday, 6/10** – Last Day of School
- **Monday, 8/9** – 1st Day of School

Meeting Adjourned at 7:14pm

Attendance

- 1. Alexis White**
- 2. Jodi Odlum**
- 3. Todd McLean**
- 4. Jessica Whiteley**
- 5. Meghann Gillette**
- 6. Amanda Leonard**
- 7. Anne Marie Carson**
- 8. Bridgette Farrell-Kuzma**
- 9. Christina Horan**
- 10. Cindy Childress**
- 11. Delia Hill**
- 12. Jamie Hilbmann**
- 13. Jennifer Herbert**
- 14. Kate Shifflett**
- 15. Kathryn Pendleton**
- 16. Kristina Miller**
- 17. Marissa Maweu**
- 18. Milissa Roseberry**
- 19. Rebecca Richey**
- 20. Stephanie Sonnenberg**
- 21. Tracy Brokesh**
- 22. Tammi Robinson**

Proposed 2021-22 Budget (page 1 of 2)

Heading Name	Category Name	Heading A	Category	Current Budget
Carry Over Income	Carry Over Excess	Income	Active	\$0.00
Carry Over Income	Carry Over Income	Income	Active	\$5,000.00
Community Events Income	Bingo Income	Income	Active	\$2,000.00
Community Events Income	Harvest Night Income	Income	Active	\$2,200.00
Community Events Income	Holiday Festival Income	Income	Active	\$3,500.00
Community Events Income	Spirit Nights Income	Income	Active	\$1,000.00
Community Events Income	Sweetheart Dance Income	Income	Active	\$2,250.00
Donations & Sponsorship	Contributions/Gifts/Grants	Income	Active	\$0.00
Donations & Sponsorship	Sponsorship	Income	Active	\$0.00
Extracurricular Program - ASE	Extracurricular Income - ASE	Income	Active	\$13,000.00
Fundraising	Boosterthon Income	Income	Active	\$35,000.00
Fundraising	Box Tops Income	Income	Active	\$1,000.00
Fundraising	Calender Ads Income	Income	Active	\$250.00
Fundraising	Gator Gear Income	Income	Active	\$3,500.00
Fundraising	School Store Income	Income	Active	\$0.00
Fundraising	Year Book Income	Income	Active	\$3,500.00
Membership	Membership Dues	Income	Active	\$1,500.00
Movie Night Income	Movie Night income	Income	Active	
Petty Cash (In)	Petty Cash In	Income	Active	\$200.00
Carry Over Expense	Carry Over Expense	Expense	Active	\$5,000.00
carry over excess	Carry Over Excess	Expense	Active	
Committee Expense	5th grade shirts	Expense	Active	\$900.00
Committee Expense	Staff Appreciation	Expense	Active	\$2,500.00
Committee Expense	Staff Shirts	Expense	Active	\$900.00
Community Events Expense	Bingo Expense	Expense	Active	\$750.00
Community Events Expense	Harvest Night Expense	Expense	Active	\$1,000.00
Community Events Expense	Holiday Festival Expense	Expense	Active	\$1,000.00
Community Events Expense	Photo Backdrop Expense	Expense	Active	\$125.00
Community Events Expense	Sweetheart Dance Expense	Expense	Active	\$500.00
Extracurricular Expense - ASE	Extracurricular Class Supplies - ASE	Expense	Active	\$900.00
Extracurricular Expense - ASE	Extracurricular Teacher Fee - ASE	Expense	Active	\$7,500.00
Fundraising Expense	Boosterthon Percentage	Expense	Active	\$16,000.00
Fundraising Expense	Boosterthon Set Up Fee	Expense	Active	\$2,000.00
Fundraising Expense	Box Tops Expense	Expense	Active	\$0.00
Fundraising Expense	Gator Gear Expense	Expense	Active	\$3,000.00

Proposed 2021-22 Budget (page 2 of 2)

Fundraising Expense	School Store Expense	Expense	Active	\$0.00	
Fundraising Expense	Year Book Expense	Expense	Active	\$3,500.00	
Instructional Supplemental	Boosterthon Teacher Incentives	Expense	Active	\$3,000.00	
Instructional Supplemental	Student Agendas	Expense	Active	\$200.00	**already purchased
Movie Night Expense	Movie Night Expense	Expense	Active		
Petty cash (out)	Petty Cash Out	Expense	Active	\$200.00	
PTO Operating Expense	PTO Admin and Operations Supply Expense	Expense	Active	\$700.00	
PTO Operating Expense	Bulletin Board Expense	Expense	Active	\$0.00	
PTO Operating Expense	PTO Financial Manager Program	Expense	Active	\$170.00	
School Expenses	Beautification	Expense	Active	\$500.00	
School Expenses	Copier Lease	Expense	Active	\$2,400.00	
School Expenses	School Wide Project	Expense	Active	\$10,000.00	
School Programs	Assemblies	Expense	Active	\$1,250.00	
School Programs	Field Day	Expense	Active	\$1,000.00	
Special Requests	Emerging Requests	Expense	Active	\$5,000.00	
				\$73,900.00	
				\$69,995.00	
				\$3,905.00	

Blacktop Photos

