

Garrisonville Elementary  
PTO Meeting Minutes  
November 17, 2025  
Virtual Meeting on Google Meet



Meeting conducted by Jen Herbert (PTO President)- [Called to order at 6:07 PM by Jen Herbert](#)

Pledge of Allegiance

Approval of the October Meeting Minutes

- [A motion to approve the October Meeting Minutes was made by Brandon Meade and seconded by Kathryn Pendleton.](#)

Treasurer's Report by Jessica Meade (PTO Treasurer)

- [The report that was emailed out had the wrong date but the correct dated one \(same information\) was sent via clickable link during the meeting.](#)
- [Money made in Spirit Nights this year so far: Panera \\$245, Five Guys \\$546, Tropical Smoothie \\$150, and Chick-Fil-A \\$306- we made great money so thank you for your support.](#)
- [Finished Fall ASE so the numbers are a bit off due to not having the totals for both ASE sessions.](#)
- [Trunk or Treat we made \\$270 from food trucks and we thank everyone for the candy donations.](#)
- [We were under budget for expenses.](#)

Membership Update

- [Winners: 5th grade was the overall grade winner](#)
- [Teacher winners: 1st place Jacque, 2nd Neil, 3rd Palacios](#)
- [Raffle winner: Kathy Evans](#)
- [gift cards were disturbed to admin so those will be given out if not already. It is not too late to join the PTO!](#)

Trunk or Treat

- [Thank you to all volunteers!](#)

Snack Pilot Program Update

- [Purchased and distributed snacks](#)
- [We are in the process currently of tracking and trending the students needs, we will report more at a later date.](#)

Holiday Festival

- [Looking for Vendors and silent auction donations from local businesses.](#)
- [Volunteers for setup on Friday night and clean up on Saturday after the event. Please check sign up genius for more opportunities.](#)

- Elf Shop (vendor: Penguin patch) card/ cash option
- Flyer will be out soon with all info and payment methods
- Brandon Meade spoke about a link that was sent out today so people could sign up on our sign up genius for different volunteer opportunities.
- Silent Auction baskets will be seeking donation items, they will not be by grade level, as in years past, they will be items requested and that information will be provided soon.
- Elf shop will have parents shopping with their children again and we will be accepting cash/card. All other areas will be card only with the exception of vendors and book fair.

#### ASE Spring Session

- We are in the process of planning this next session so be on the lookout for more info.
- If you are interested in teaching a class or club please reach out to the PTO.

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

- Ms. Odlum gave the principal report
- Book Fair dates Dec 8-13, during the day for students and 12-2 pm for parents who wish to shop during school hours with their children. An E-wallet option is open as well as cash or check. A teacher book wishlist is available to gift this holiday season. Book fair needs volunteers so if you wish to help please email Ms. Golles directly at [Gollesmt@staffordschools.net](mailto:Gollesmt@staffordschools.net)

#### Old business/Questions/Comments

#### Upcoming Events:

- November 26-28: No School Thanksgiving Break
- December 13: Holiday Festival 9 am- Noon
- December 19: Urban Air Spirit Night 4 PM- 9 PM
- December 19- Jan 7: Winter Break
- No PTO meeting in December
- January 12: PTO Meeting 6 PM

Meeting Adjourned- A motion to adjourn the meeting was made by Meghann Gillette and seconded by Ms. Curran at 6:24 PM

#### Members in Attendance:

Meghann Gillette

Jodi Odlum

Kristina Miller

Kathryn Curran

Kathryn Pendleton

Brandon Meade

Amanda Horan

Yinka Tyson

Mishaun Pew