

Garrisonville Elementary PTO

Meeting Minutes

February 27, 2023



Meeting Call to Order at 6:06 by Meghann Gillette

Pledge of Allegiance

Treasurer's Report by Jessica Whiteley

- Jan money coming in:
 - Holiday festival - \$3424.24
 - Membership - \$10
 - Pizza kits - \$1485
 - ASE - \$5967.45***
 - ***CORRECTION - Not all ASE has cleared bank - some to be included with Feb report - not a loss as reported at PTO meeting
- Jan. money going out:
 - 1st grade tables – purchased \$976.35
 - Bingo (Cards and supplies)
 - Mail license application - \$10.68
 - Cards/supplies - TBD in Feb report
 - Website - for pizza kit sales - \$7.99
 - Monthly costs - water cooler - \$52.99
- Outstanding Checks -
 - ASE teachers/supplies - \$7930.52

Wrap-ups

- **Friendship Dance**
 - Thank you SO MUCH to the staff for making the dance happen during the school day! Students had a great time! It required A LOT of logistics and staff assistance, and we sincerely appreciate your willingness to pivot and take this on so it could happen!
 - Concerns over changing the plans:
 - There was not a Chair or committee far enough in advance to plan successfully. Space and capacity issues were large factors as well. Ideally, we didn't want to turn anyone away, especially if tickets were purchased. We understand that there were some who were upset over the change, we apologize for any inconvenience.

- HUGE POSITIVE is that ALL students got to participate by having it at school during the day and families were also invited to attend!
 - Moving forward, If there is not a chair and committee by the end of the current school year for a projected event the following year – we will suggest that the event will not be added to the following years' PTO calendar.
 - Eliminates expectation that the event will occur if there's no planning committee
 - Parents must start to take over planning these events – we have leaned on staff and the school A LOT ...much more than we should. Our events should not create more responsibilities for the school and we're lacking significantly in parent participation.
- **After School Enrichment**
 - Winter Session Stats
 - 248 students - collected money from all but 1
 - 15 scholarships
 - 19 classes
 - Difference in cost break down: Lowered sibling cost, increased teacher pay – will be discussed more in Budget Recommendations

Book Fair

- This week (3/3-3/6) During the school day
 - Classes have allotted times in the morning - students who bring money may go
 - Parents can come shop with their students from 12:30-2:00pm
 - Evening shop event for families - Thursday 3:30-5:30pm
- E-wallet is an option as well or send \$ with student for them to shop at school

Spirit Nights

- February Zibbibo Pizza Kits – there were 135 pizza kits sold - made about \$270
- January Panera Spirit Night - made almost \$200
- Upcoming
 - March Spirit night is on March 22 at Panda Express and it lasts ALL Day! 10:30am-8:30pm
 - We will received 20% of profits
 - FredNats Game – April 23, 2023
 - Tickets will be sold at cost via a link like last year, we will send it out as soon as we have it!
 - FredNats is doing a T-shirt/Sweatshirt promotion at that game (not affiliated with GES PTO), the first 1,000 people to the stadium get a FredNats shirt!!
 - An email will be sent out in the next week or two with a link to purchase tickets. (There will be a new opportunity to add on a “Food Voucher” to ticket, although it is not required to purchase a ticket for the game)

- 4th and 5th Graders will have the opportunity to sign up to sing the National Anthem again this year at the game! Stay tuned for details from Ms. Hale about rehearsals beginning late March
- Kids will be allowed to run the bases after the game

BINGO Night

- There is an online survey out now that will close March 8. This is to give us an idea of how many people plan to attend and when, so we can plan appropriately.
 - Well over 200 people have responded with intentions to attend the first session so far and over 100 for the second session.
- DETAILS:
 - Friday, March 31st
 - There will be *5 games* of Bingo played at each session.
 - SESSION 1 - Doors open at 5pm, Bingo starts at 5:30pm and ends at 6:30pm
 - SESSION 2 - Doors open at 7pm, Bingo starts at 7:30pm and ends at 8:30pm
 - Free to attend. Each participant will receive one book of 5 games for free!
 - Additional books will be available for purchase for \$5, while supplies last.
 - We ask that you please pick only one session to attend so that we have room to accommodate as many people as would like to participate.
- A sign-up will be going out soon for volunteers to help at the event.
- Food and drinks will not be sold at the event, however, you are welcome to bring your own food, drinks, and snacks! This is to make the best use of the shorter time allotted to play BINGO games!
- Prizes won't be announced ahead of time but they will be things the whole family would enjoy - think experiences, etc
 - Comparable prizes at both sessions - one session won't be better than the other

Gator Week

- SPIRIT DAYS AND EVENTS:
 - Monday: One School, One Book Word Parade (Word Parade at 1:45pm around AGW track)
 - Tuesday: Future Self Day (dress as what you want to be when you grow up)
 - Wednesday: Wacky/Tacky Day AND Gator Patrol in the GES Neighborhoods 4:30-6:30pm
 - Thursday: Sports Day (Wear your favorite jersey, dress as your favorite sport or your favorite player)
 - Friday: GATOR PRIDE Day (Wear all the green and orange you can find!!) AND REPTILE WORLD In-person assemblies (students get to touch a 16ft. albino python!), plus Gator Rappers at lunch and a special glow stick dance party for 5th grade!

Nominations/Elections Information

Nominations are OPEN TONIGHT through April 3, 2023

<https://www.gatorpto.com/nominations> (PTO website)

- Submit your nomination via the survey link on the PTO website or Facebook.
- Any member in good standing who has paid dues is eligible to serve on the Board.
- On May 1, the new board will be announced. In any case where there is a position with multiple nominations, a blind vote email will be sent out to PTO membership and you will cast your vote for the position or two people may choose to serve in a co-position.
- Positions and general responsibilities are listed on the PTO website and at the end of the minutes
- Event Chairs/Committees
 - A separate call for committee leads will be posted next month so you can sign up for next year
 - *We will need these positions filled for each projected event before the end of the school year or we will recommend to the new board that the event not be added to the calendar or budget for the upcoming school year.*
 - We really encourage anyone who is thinking about getting involved, to jump right in! We don't want to have to start removing events from the calendar, but it could end up being necessary if we don't get the parent involvement that we need.

2023-24 PTO Budget Recommendations

- Events
 - As we start to shift more toward community events, which is great (they are all-inclusive and low/no cost for attending) – the budget needs to be updated to reflect that
 - Either go back to charging entrance fees or adjust budget to take out the income from the event
 - Examples: Trunk-Or-Treat and Sweetheart Dance
 - if we know we are not necessarily going to 'profit' from an event – then we must account for that in the budget and the way we plan/fund the event
- ASE – find a way to better balance the budget to accommodate the lower sibling costs and increased teacher compensation so we are not 'losing' money at the end of the semester/year
 - Change budget/set standards for teachers per student ratio for the class to happen
- Amazon Smile will be going away - we are budgeted for \$0 - that money is just extra cushion
- Box Tops has not brought in anywhere near the budgeted \$200 amount
 - Need to re-advertise how to do it now that it's all electronic
 - Easy money that we are not utilizing

- Gator Gear and Spirit Nights have made WELL over what the projected budgeted profit is, which is AWESOME – hopefully that continues!!
 - Be careful banking on having that money, though
- Member Dues, ideally we need these to increase so we meet the projected budget
 - Budgeted \$1,500 - Made \$1352.18
- PayPal, Venmo, Bank Fees (all things to be mindful of with costs)
 - Bank is now charging fee to deposit cash as well
- Boosterthon:
 - Teacher incentive should reflect what it actually is – meaning include it as the percentage rather than a specific \$ amount, since it changes depending on final numbers.
- Impact – where the budget doesn't meet projected amounts and is 'negative' it will come out of emerging requests \$ ultimately

Principal's Report by Ms. White

- Gator Week – Is already EPIC!!!! There has been A LOT of information that has gone out regarding Spirit Days and other events that are planned. Quick recap:
 - Monday: One Book Word Parade
 - Tuesday: Future You (dress as what you want to be when you grow up)
 - Wednesday: Wacky Tacky Day AND Gator Patrol in the GES Neighborhoods 4:30-6:30
 - Thursday: Sports Day (Wear your favorite jersey, your favorite sport or your favorite sports player!)
 - Friday: GATOR PRIDE Day (Wear all the green and orange you can find!!) AND REPTILE WORLD assemblies, plus Gator Rappers at lunch and a special glow stick dance party for 5th grade!
- Next week is the final week of the 3rd quarter
 - Friday March 10 is a teacher work day to finalize grades, No School for students!
- 3/13-17 is Spring Break, Schools will be closed.
- A quick note on inquiries I did regarding school dances: Most other elementary schools sell tickets with capacity limitations (ticket per adult/ and ticket per child) – They make the parents aware that once capacity is met, there will be no more entries allowed.
- A note on field trip costs - So far, all our field trips but one have been fully funded through PTO and/or grade level funding.
 - The field trip to the Richmond Science Center has been the only field trip where money was requested from parents, which was to cover the additional cost for the charter buses that were required due to distance and county stipulations.
- Mrs. Page's last day is next Friday March 10, she is leaving to work fulltime at her farm: Page Family Farms in Fauquier! We will miss her so much!
 - As soon as we have a new staff member in place, we will announce the new office manager!

Staff Presentation - School Improvement Plan, mid-year data

- The School Improvement Plan is updated with our students mid-year assessment data. It is available on our webpage for you to look at, please reach out if there are any questions we can answer.
- Our focus this year is on Literacy and the SIP is also updated with the literacy specific focus for Q3 and Q4.
- Next years' enrollment numbers are projected to remain the same, with an increased number of classrooms. We will be increasing by a 2nd grade class and a 3rd grade class to accommodate the smaller class size per Superintendent's budget request.
- Tentatively there will be 5 classes for K, 1, & 4 grades and 6 classes for 2, 3, & 5 grades.

Open Comments/Questions/Input

Question: Are there any plans to have fieldtrips next year?

Answer: Ms. White – Every grade level is having or has had a field trip this year.

Kindergarten and 1st grade will not be leaving campus for field trips, but they've had an in-school field trip. 3rd grade has had an in-school field trip from the Richmond's Children museum and will be doing another this spring outside of school. 2nd 4th and 5th grade have upcoming plans for field trips as well. More information will be forthcoming

Question: Is Field Trip funding for all grade levels funded through the county, state or PTO? How can parents assist to assure kids get more out of school experiences?

Answer: The county and state do not fund field trips. The issue is less with funding, although PTO funds do cover portions of field trips and so far, parents have not been asked to pay for field trips outside of the 5th grade field trip to the Richmond Science Center to cover charter bus cost.

After the past couple of years with all the recovery and changes, getting students caught up etc. teachers and staff have not completely felt ready to take this on in addition to the other daily responsibilities and teaching the content to ensure students are closing the gaps and getting instruction that is needed. However, as noted, each grade level has had or will have an in-school field trip experience and/or out of school field trip experience this school year.

Upcoming Events

- **Feb 27** — Executive Board Nominations Open
- **Feb 27 - March 3** — Gator Week!
- **March 10, 13-17** — No School
- **March 22** — Panda Express Spirit Day, 10:30am-8:30pm
- **March 31** — Family Bingo Night, 5:30-6:30pm and 7:30-8:30pm
- **April 7, 10** — No School
- **April 23** — GES Day with the Fredericksburg Nationals, 1:35pm
- **May 1** — Last PTO Meeting, New Executive Board Announced
- **May 1 - 5** — Staff Appreciation Week

Meeting was adjourned at 6:44pm.

Meeting Attendance In-Person & Online:

1. Alexis White
2. Amanda Leonard
3. Benjamin Sargent
4. Betty Fitzhugh
5. Breanne Smith
6. Bridgette Farrell-Kuzma
7. Cynthia Childress
8. Deborah Roeseler
9. Edith Moreno
10. Garrisonville Gators
11. Jaimie Brandt
12. Jamie Hilbmann
13. Janay Harris
14. Jennifer Herbert
15. Jessica Whiteley
16. Jodi Odlum
17. Joanna Brown
18. Meghann Gillette
19. Michele Golles
20. Milissa Roseberry
21. Natali Esteves
22. Parwana OmarNezam
23. Robbie Sonnenberg
24. Stephanie Sonnenberg
25. Todd McLean
26. 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.

Monthly Treasurer's Report

Month ending:

1/31/2023

Starting Balance

18291.74

Deposits

Date	Description	Amount
1/5/23	Petty Cash in	300
1/5/23	Holiday Festival	1960
1/4/2023	Holiday Festival - Silent auction	145
1/4/23	Membership	10
1/4/23	Holiday Festival - Silent auction	49
1/30/23	Holiday Festival	1270.24
Jan	Pizza Kits	1485
Jan	ASE income	5967.45

Total Deposits

11186.69

Withdraws

Date	Description	Amount
1/18	8045 - 1st Grade tables - emerging requests	976.35
1/26	USPS - mail Bingo liscense application	10.68
1/20	Wix - Website	7.99
1/13	Readyrefresh - water cooloer	52.99

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Total Withdraws 1048.01

Ending Balance 28430.42

Outstanding Checks

Check #	Description	Amount
several	ASE teacher and supplies	7930.52

Heading Account Type	Heading Name	Category Name	Cash Out	Cash In	Closing Ytd	Budget
Income	Amazon Smile Donations	Amazon Smile		\$161.56	\$161.56	\$0.00
Income	Carry Over Income	Carry Over Excess			\$0.00	\$2,930.57
Income	Carry Over Income	Carry Over Income			\$0.00	\$5,000.00
Income	Community Events Income	Bingo Income			\$0.00	\$2,000.00
Income	Community Events Income	Holiday Festival Income		\$4,918.21	\$4,918.21	\$3,500.00
Income	Community Events Income	Pizza Kit Income		\$1,485.00	\$1,485.00	
Income	Community Events Income	Spirit Nights Income	\$12.63	\$2,520.74	\$2,508.11	\$1,000.00
Income	Community Events Income	Sweetheart Dance Income			\$0.00	\$2,250.00
Income	Community Events Income	Trunk or Treat			\$0.00	\$2,200.00
Income	Donations & Sponsorship	Boosterthon shirt donations		\$485.06	\$485.06	
Income	Donations & Sponsorship	Contributions/Gifts/Grants			\$0.00	\$0.00
Income	Donations & Sponsorship	Sponsorship			\$0.00	\$0.00
Income	Extracurricular Program - ASE	Extracurricular Income - ASE	\$45.00	\$13,539.29	\$13,494.29	\$13,000.00
Income	Fundraising	Boosterthon Corporate Match		\$57.12	\$57.12	
Income	Fundraising	Boosterthon Income		\$60,595.90	\$60,595.90	\$35,000.00
Income	Fundraising	Box Tops Income			\$0.00	\$200.00
Income	Fundraising	Calender Ads Income			\$0.00	\$0.00
Income	Fundraising	Gator Gear Income		\$6,636.91	\$6,636.91	\$3,500.00
Income	Fundraising	School Store Income			\$0.00	\$0.00
Income	Fundraising	Year Book Income		\$4,420.92	\$4,420.92	\$3,500.00
Income	Membership	5th Grade day			\$0.00	
Income	Membership	Membership Dues	\$5.80	\$1,357.98	\$1,352.18	\$1,500.00
Income	Movie Night Income	Movie Night income		\$95.00	\$95.00	
Income	Petty Cash (In)	Petty Cash In		\$500.00	\$500.00	\$200.00

Heading Account Type	Heading Name	Category Name	Cash Out	Cash In	Closing Ytd	Budget
Expense	Carry Over Expense	Blacktop painting			\$0.00	
Expense	Carry Over Expense	Carry Over Expense			\$0.00	\$5,000.00
Expense	Committee Expense	5th grade shirts	\$1,351.36		\$1,351.36	\$1,000.00
Expense	Committee Expense	bus driver lunch	\$40.00		\$40.00	\$500.00
Expense	Committee Expense	Committee Chair Appreciation Expense			\$0.00	\$0.00
Expense	Committee Expense	End of year staff lunch			\$0.00	\$500.00
Expense	Committee Expense	Staff Appreciation	\$331.96		\$331.96	\$1,400.00
Expense	Committee Expense	Staff Appreciation week			\$0.00	\$1,000.00
Expense	Committee Expense	Staff Shirts	\$948.00		\$948.00	\$900.00
Expense	Committee Expense	Welcome back lunch/open house	\$648.89	\$61.65	\$587.24	\$500.00
Expense	Community Events Expense	Bingo Expense			\$0.00	\$750.00
Expense	Community Events Expense	Holiday Festival Expense	\$3,722.86		\$3,722.86	\$1,000.00
Expense	Community Events Expense	Photo Backdrop Expense			\$0.00	\$125.00
Expense	Community Events Expense	Pizza Kits Expense			\$0.00	
Expense	Community Events Expense	Sweetheart Dance Expense			\$0.00	\$500.00
Expense	Community Events Expense	Trunk or Treat	\$932.80		\$932.80	\$1,000.00
Expense	Extracurricular Expense - ASE	Extracurricular Class Supplies - ASE	\$1,240.00		\$1,240.00	\$900.00
Expense	Extracurricular Expense - ASE	Extracurricular Teacher Fee - ASE	\$12,780.00		\$12,780.00	\$7,500.00
Expense	Fundraising Expense	Boosterthon Percentage	\$27,347.76		\$27,347.76	\$16,000.00
Expense	Fundraising Expense	Boosterthon Set Up Fee			\$0.00	\$2,000.00
Expense	Fundraising Expense	Boosterthon shirts	\$3,689.40		\$3,689.40	
Expense	Fundraising Expense	Box Tops Expense			\$0.00	\$0.00
Expense	Fundraising Expense	Gator Gear Expense	\$4,662.68		\$4,662.68	\$3,000.00
Expense	Fundraising Expense	School Store Expense			\$0.00	\$0.00
Expense	Fundraising Expense	Year Book Expense	\$3,315.00		\$3,315.00	\$3,500.00
Expense	Instructional Supplemental	Boosterthon Teach Incent/principal chall	\$6,111.00		\$6,111.00	\$3,000.00
Expense	Instructional Supplemental	Student Agendas	\$12.63		\$12.63	\$0.00
Expense	Misc Fees	Movie Licensing			\$0.00	
Expense	Misc Fees	Pay Pal fees			\$0.00	
Expense	Misc Fees	Square Fees			\$0.00	
Expense	Movie Night Expense	Movie Night Expense	\$40.00		\$40.00	
Expense	Petty cash (out)	Petty Cash Out	\$300.00		\$300.00	\$200.00
Expense	PTO Operating Expense	Bulletin Board Expense	\$48.23		\$48.23	\$100.00
Expense	PTO Operating Expense	Organization expenses	\$158.02	\$27.37	\$130.65	\$700.00
Expense	PTO Operating Expense	PTO Financial Manager Program	\$129.00		\$129.00	\$170.00
Expense	PTO Operating Expense	PTO insruance	\$636.00		\$636.00	
Expense	PTO Operating Expense	Tax Prep	\$150.84		\$150.84	
Expense	PTO Operating Expense	Website	\$240.82		\$240.82	\$200.00
Expense	School Expenses	Beautification	\$84.21		\$84.21	\$500.00
Expense	School Expenses	Copier Lease	\$199.65	\$598.95	(\$399.30)	\$2,400.00
Expense	School Expenses	School Wide Project	\$10,000.00		\$10,000.00	\$10,000.00
Expense	School Expenses	Water Cooler	\$351.58		\$351.58	\$480.00
Expense	School Programs	Assemblies	\$575.00		\$575.00	\$1,800.00
Expense	School Programs	Field Day			\$0.00	\$1,000.00
Expense	School Programs	Summer School Buses (Field Trips)			\$0.00	\$600.00
Expense	Special Requests	Emerging Requests	\$1,060.58		\$1,060.58	\$5,000.00
Expense	Special Requests	Rollover expenses	\$14,797.84	\$5,000.00	\$9,797.84	
Expense	Staff Development	Staff Appreciation 12 days	\$896.88		\$896.88	

Heading name	In	Out	total	budget
Holiday Festival	4918.21	3722.86	1195.35	2500
Sweetheart Dance	0	50	-50	1750
Trunk or Treat	0	932.8	-932.8	1200
ASE	13494.29	\$14,020.00	-525.71	\$4,600.00
Boosterthon	\$61,138.08	\$33,037.16	28100.92	\$17,000.00
Gator Gear income	\$6,636.91	\$4,662.68	1974.23	\$500.00