

Garrisonville Elementary
PTO Meeting Minutes
October 6, 2025



The Meeting was called to order by Jen Herbert at 6:05 PM

Meeting conducted by Jen Herbert (PTO President)

Pledge of Allegiance

Presentation of the September Meeting Minutes by Vicky Majano (PTO Secretary)

- A motion to approve the September Meeting Minutes was made by Brandon Meade and seconded by Asheli Polychrones

Treasurer's Report by Jessica Meade (PTO Treasurer)

- The Snack Pilot Program was approved so our numbers has been updated to reflect that. ASE brought in \$7,800 which has been great for us. The school was paid it's \$10,000 from the Boosterthon funds and we got money from the food trucks at movie night.

Membership Update

- Class incentives
- Membership drive update: We still need more. We have 88 memberships right now which is 68% of our 130 membership goal for the year. Our school has over 700 students so we need more support to help our events.
- Kindergarten, 5th and 3rd are in the lead. Palacios and Jacque are tied for first place right now.
- We have gift card incentives for the classes with the most member signups, including ones that have already signed up and it is based on percentage. Each class with the highest participation will receive a prize and each grade will receive something special from the PTO.

Movie Night

- Thank you to all volunteers!
- Thanks to Meghann Gillette for chairing and Mr. Foster and Ms. Kourtman for audio and IT support. Food trucks and families made the event happen and was successful!

Trunk or Treat Update

- October 17th (Friday) 5:30 - 7 pm.
- Line will shut down at 6:30 so please plan accordingly. We want to make sure everyone at the event is able to get through the trunks in a timely manner. We currently have 15 trunks signed up and 2 volunteers.

- We need 22 trunks in total for the event and more adult volunteers if we want to continue the event. We do have some high school student volunteers for face painting, set up and break down but we will need parent support of just 30 minutes of your time to sign up for a slot. Candy will be provided for the event but we will have a candy donation link up. Trunks set up at 4:45 pm. Remember we cannot provide electricity for the trunks so you will need to provide your own. The 9th is the last day to gather candy donations.

Snack Pilot Program

- The program was approved by a membership vote. We have a nurse allergy approved list and will be placing the order this evening for delivery to the school. These snacks are to provide a back-up option to students who did not bring a snack and they will be distributed to each teacher's classroom as needed. These snacks are not meant to replace snacks that are supposed to be coming from home currently.
- A discussion was had about making sure kids don't purposely pretend to not have a snack to get a better snack option at home. The principal assured us that admin will be working closely with staff about this program's monitoring measures at the monthly Leadership Roundtable meeting.
- Feedback will need to be had to allow this pilot program to succeed and we will continue to receive that feedback from admin and staff updated frequently.

Holiday Festival

- Looking for Vendors, Chairs for committees, and silent auction donations from local businesses.
- Brandon Meade will be chairing this year's event and is seeking chair committees for: Silent Auction, Vendors and Volunteers signups. We have some silent auction items from places like the Augustine Golf Club and Monster Golf. We are seeking vendor and have a flyer and link for them to sign up.
- Date was changed to December 13th 9 am to Noon.

Old Business: We announced last meeting that we would be opening the Vice President Position for a period of time however according to the bylaws it is not specified about what would happen in the event of a board member resigning or moving midyear. Due to that confusion we have decided to continue as a current board with no new members added for the current year.

Principal's Report by Mrs. Clemente

- Per the bylaws it does not mention an election mid year when a member steps down or moves away.
- This would be something we would need to change in the future and amend when the time comes. We can look at other schools' bylaws and learn from those things.
- At this time will keep the position vacant and rely on helpers and volunteers.
- If you were interested in applying please join a committee or help working closely with the board on different events.

- We are wrapping up assessments and performance reports that your student's teacher will go over with you at the parent-teacher conference this Monday Oct 13th.
- Kudos to movie night helpers and families that came- it was a great night!
- Boosterthon money raised is appreciated to support our student experiences and field trips. If you have connections to student experiences or ideas please pass them along to Mrs. Clemente.
- Cafeteria will be opening up this month for parents to come eat with their gator. They ask that if you are interested in coming please call the front desk in the morning and ask if it's a good day to do so due to limited space or previously scheduled events. Food will not be allowed to be brought from outside sources currently due to a number of student allergies.

Old business/Questions/Comments

Upcoming Events:

- October 8- ASE session #3
- October 10 & 13- No School
- October 15- ASE session #4
- October 15- Five Guys Spirit Night (Stafford Marketplace) 4-8 PM
- October 17- Trunk or Treat!!
- October 20- No School
- October 24- Chick-Fil-A spirit night (610 location) 4-8 PM
- November 4- No School
- November 10- PTO Meeting 6 pm
- November 11- No School (Veteran's Day)

Meeting Adjourned

- A motion to adjourn the meeting was made at 6:41 PM and was approved by Asheli Polychrones, seconded by Brandon Meade.

Members in Attendance:

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

	Previous Years				Current Year			
Income		2024-2025 (whole year)				2025-2026 (as of 9/30/25)		
Category Name		Budget	Year To Date Amount	Variance Amount		Budget	Year To Date Amount	Variance Amount
Amazon Smile		-	-	-		-	-	-
Allocated income from Previous year		5,018.00	-	(5,018.00)		9,190.00	-	(9,190.00)
Reserve		5,000.00	-	(5,000.00)		5,000.00	-	(5,000.00)
Bingo Income		1,500.00	460.00	(1,040.00)		1,500.00	-	(1,500.00)
Holiday Festival Income		4,500.00	6,290.42	1,790.42		6,000.00	30.00	(5,970.00)
Pizza Kit Income		-	-	-		-	-	-
Spirit Nights Income		2,000.00	4,405.87	2,405.87		2,000.00	-	(2,000.00)
Paint Night income (Prev. Sweethearts dance)		-	-	-		-	-	-
Trunk or Treat		-	316.84	316.84		300.00	50.00	(250.00)
Boosterthon shirt donations		-	-	-		-	-	-
Contributions/Gifts/Grants		1,300.00	1,037.88	(262.12)		550.00	173.00	(377.00)
Sponsorship		-	-	-		-	-	-
Extracurricular Income - ASE		8,000.00	14,185.00	6,185.00		14,000.00	7,855.00	(6,145.00)
Boosterthon Corporate Match		-	277.50	277.50		-	40.00	40.00
Boosterthon Income		60,000.00	71,092.61	11,092.61		65,000.00	65,022.14	22.14
Box Tops Income		100.00	36.50	(63.50)		50.00	14.80	(35.20)
Gator Gear Income		9,400.00	12,988.01	3,588.01		13,000.00	762.00	(12,238.00)
Outdoor Classroom Project Income		300.00	280.82	(19.18)		-	-	-
Year Book Income		6,000.00	1,340.00	(4,660.00)		-	-	-
Membership Dues		2,700.00	2,144.10	(555.90)		2,000.00	1,110.00	(890.00)
Movie Night income		-	250.00	250.00		250.00	100.00	(150.00)
Petty Cash In		1,000.00	1,350.00	350.00		1,000.00	-	(1,000.00)
Total Income		\$106,818.00	116,455.55	9,637.55		\$119,840.00	75,156.94	(44,683.06)

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

Expense	Previous Years			Current Year		
	2024-2025 (whole year)			2025-2026 (as of 9/30/25)		
	Budget	Year To Date Amount	Variance Amount	Budget	Year To Date Amount	Variance Amount
Category Name						
Carry Over Expense	1,689.00	-	(1,689.00)	5,000.00	-	(5,000.00)
5th grade shirts	1,500.00	1,442.00	(58.00)	1,500.00	-	(1,500.00)
Staff Shirts	1,015.00	1,013.00	(2.00)	1,050.00	-	(1,050.00)
Bingo Expense	300.00	156.23	(143.77)	300.00	-	(300.00)
Holiday Festival Expense	2,000.00	4,127.82	2,127.82	4,500.00	-	(4,500.00)
Photo Backdrop Expense	-	-	-	-	-	-
Pizza Kits Expense	-	-	-	-	-	-
Paint Night exp. (Prev. Sweethearts dance)	500.00	496.20	(3.80)	500.00	-	(500.00)
Trunk or Treat	2,500.00	2,692.15	192.15	2,500.00	247.67	(2,252.33)
Extracurricular Class Supplies - ASE	800.00	1,615.27	815.27	1,000.00	-	(1,000.00)
Extracurricular Teacher Fee - ASE	6,500.00	10,140.00	3,640.00	12,000.00	-	(12,000.00)
Boosterthon Percentage	27,000.00	31,419.21	4,419.21	29,100.00	29,001.98	(98.02)
Boosterthon Set Up Fee	2,000.00	1,000.00	(1,000.00)	500.00	-	(500.00)
Boosterthon shirts	4,500.00	4,165.60	(334.40)	3,200.00	3,126.99	(73.01)
Gator Gear Expense	6,500.00	10,267.41	3,767.41	10,000.00	-	(10,000.00)
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)
Boosterthon Teach Incent/principal chall	6,000.00	6,986.10	986.10	6,700.00	6,554.05	(145.95)
Student Agendas	1,200.00	-	(1,200.00)	1,200.00	-	(1,200.00)
Movie Licensing	650.00	645.00	(5.00)	650.00	-	(650.00)
Pay Pal fees	1,000.00	573.06	(426.94)	600.00	-	(600.00)
Square Fees	150.00	661.10	511.10	1,000.00	404.43	(595.57)
Movie Night Expense	150.00	124.94	(25.06)	150.00	150.97	0.97
Petty Cash Out	1,000.00	1,350.00	350.00	1,000.00	-	(1,000.00)
Bulletin Board Expense	100.00	51.31	(48.69)	100.00	47.35	(52.65)
Organization expenses	360.00	270.84	(89.16)	350.00	222.73	(127.27)
Organization Exps: Copier Usage/ Paper	500.00	250.00	(250.00)	1,000.00	76.10	(923.90)
PTO Financial Manager Program	140.00	139.00	(1.00)	140.00	-	(140.00)
PTO insurance	675.00	636.00	(39.00)	650.00	636.00	(14.00)
software costs	-	-	-	-	-	-
Tax Prep	150.00	99.90	(50.10)	125.00	-	(125.00)
Website	250.00	259.00	9.00	300.00	235.25	(64.75)
Beautification	400.00	202.06	(197.94)	250.00	-	(250.00)
Copier Lease	-	-	-	-	-	-
School Wide Project	10,000.00	10,000.00	-	10,000.00	10,000.00	-
Snacks for Classrooms Pilot Program	-	-	-	4,000.00	-	(4,000.00)
Summer School	-	87.46	87.46	-	-	-
Water Cooler	689.00	706.20	17.20	700.00	182.55	(517.45)
Assemblies	1,700.00	1,875.00	175.00	1,925.00	-	(1,925.00)
BrainPOP Subscription	4,000.00	3,071.25	(928.75)	3,200.00	-	(3,200.00)
Field Day	1,600.00	1,628.99	28.99	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	-	(5,000.00)
Rollover expenses	-	-	-	-	-	-
bus driver Appreciation	250.00	198.91	(51.09)	250.00	-	(250.00)
End of year staff lunch	-	-	-	-	-	-
Staff Appreciation	1,450.00	1,512.79	62.79	1,500.00	340.75	(1,159.25)
Staff Appreciation 12 days	1,000.00	928.25	(71.75)	1,000.00	-	(1,000.00)
Staff Appreciation Gator Week	350.00	21.63	(328.37)	350.00	-	(350.00)
Staff Appreciation week	2,405.00	3,792.69	1,387.69	2,500.00	50.00	(2,450.00)
welcome back breakfast	-	-	-	650.00	769.58	119.58
Welcome back lunch/open house	700.00	766.39	66.39	700.00	696.75	(3.25)
Total Expenses	\$106,818.00	\$109,599.00	\$2,781.00	\$119,840.00	52,783.15	(67,056.85)

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

Profit/(loss)		\$0.00	6,856.55	6,856.55		\$0.00	22,373.79	22,373.79
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