

Garrisonville Elementary School
PTO Meeting
November 18, 2024



- Meeting conducted by Jen Herbert (PTO President)- November PTO meeting brought to order at 6:04 p.m.
- Pledge of Allegiance led by Vicky Majano (PTO Secretary)
- Approval of October Meeting MInutes by Kathryn Pendleton (PTO Secretary)- Motion to approve the October meeting minutes by Brandon Meade with a second to approve by Stephanie Sonnenberg.
- Treasurer's Report by Jessica Meade (PTO Treasurer)
 - Our Spirit Night at Five Guys was a huge success bringing in \$779.
 - On top of what we made in sales, the owner of Abner B's also gave a donation which brought the total for that Spirit Night to \$200. All the proceeds from Abner B's will go to Jacob Branson in support of his Eagle Scout project. We had a clerical issue with Wendy's that we are working through to get Jacob the money from that Spirit Night that will go toward supporting his project.
 - On the financial report you will notice an income line for our movie night event and the trunk or treat. These were both events with free admission, but we ask the food trucks that come to these events for a \$50 fee instead of a percentage of sales.
 - We brought in about \$2,500 with Gator Gear so thank you to everyone who ordered.

- Fall ASE brought in about \$1,400. Thank you to everyone who participates in these events and supports the PTO!
- Trunk or Treat Wrap-up
 - Thank you so much to Stephanie Damiani and Asheli Polychrones for chairing this event, and making it such a huge success! Thank you to all the amazing families who donated candy, or their time to help at the event, and to the families who decorated trunks. Thank you so much for ensuring this event was a success and so enjoyable for our Gator families.
- Gator Gear
 - Thank you so much to Meghann Gillette for taking on this huge task. We are so grateful for her expertise. All Gator Gear orders have been delivered to families, and we will have more information soon about Gator Gear sales being open again for a spring order.
- Fall ASE Wrap-up
 - Thank you to Elle Manning and Rebecca Hansen for chairing this event. Everything went very smoothly, and the kids loved their classes. Thank you to the teachers and community members who volunteered to teach classes. We are planning on doing another ASE session in February so stay tuned for more info on that. If you are interested in teaching a class, there will be information in the next Gator Gram about signing up. If you are not a GES or Stafford County staff member, please be aware that in order to teach a class you will need to be fingerprinted by the county.
- Holiday Festival
 - Saturday December 7 from 9:00 a.m. to 12:00 p.m. at GES
 - Thank you to Elle Manning and Brandon Meade for chairing this event.

- We will offer many of the same attractions as last year like the silent auction and a vendor area. So far we have about fourteen vendors but still have room for more if anyone is interested (update: as of Friday 11/22 we have twenty vendors). We will also have the cafe this year, and instead of offering bagels we will have Krispy Kreme donuts, muffins from Costco, and fruit.
- The Elf Shop will be a bit different this year as we are using a company called Penguin Patch that provides items for the shop. Items range in price from two for a dollar to \$13. There will be a lot more inventory on the lower end from \$1-\$6. When budgeting for the Elf Shop, parents will need to be specific when they fill out the sheet on how much they want their child to spend on each person they are shopping for. The shop is set up by prices so this will help the elf shopping with each child decide how to best guide them through the shop.
- We are in need of volunteers so please consider signing up for a portion of the event. So far we have about 26 volunteers, but we need around 90 to ensure the event runs smoothly. If we do not have enough volunteers by November 26th, we will need to scale back some of the activities. For example, if we need to scale back the elf shop, we would have parents shop with their kids instead of them shopping with an elf.
- There will be two stations set up where you can purchase Scrooge Bucks for \$1 each that you can use at the cafe and the Elf Shop. The silent auction, vendor area, and the Book Fair will not take Scrooge Bucks. Scrooge Bucks will be nonrefundable, and we will not be reimbursing for lost tickets. Some of the vendors only accept cash so please keep that in mind.
- We are doing the grade level baskets that will be available at the silent auction. Each grade has a theme and we are asking for donations to go in those baskets.

Having donations has been really helpful this year, so thank you for helping donate items as we try to keep all admission to events free.

- We will be collecting books during the Holiday Festival that will be given to our Gators. If you have grade appropriate books you would be willing to donate, there will be a bin at the Holiday Festival where you can bring those. There will also be a list of recommendations at the Book Fair if you would like to purchase new books to donate. Once they have all been donated, we will go through and make sure there are enough books for each Gator to receive a book following the book drive.
- There will be a map set up at the entrance of the event and one sent home prior to the event so families know how to navigate all the different activities.
- We will have a table set up where families are welcome to come get free Gator shirts from past fun runs.
- Looking Ahead to 2025
 - February- Painting with the Principals- This will be an event that will require an RSVP so we can make sure to have all the supplies needed. More details will be sent out in January.
 - Spring ASE will likely be happening in February.
 - April- Bingo Night- We are in need of a chair for this event, so if you are interested please reach out to the PTO board.
- Old Business or Questions
- Principal's Report- Ms. Odlum
 - Thank you to the PTO board and chairs for putting on a wonderful Trunk or Treat for our Gator families.

- Thank you to Mrs. Overs, Mrs. Phinisey, Mrs. and Mr. Guzman, Mr. Miller, Mrs. Gatewood, and Mrs. Williams who represented GES this weekend at the Multicultural Fair. They even highlighted the International Club from our Fall ASE!
- Thank you for everyone's support as Ms. Odlum and Ms. Leonard have taken on their interim roles.
- School photos came home today (11/18), and retakes will be on Thursday (11/21). Reach out to your classroom teacher if your student is doing a picture retake so they know who to expect on that day.
- Congratulations to Mrs. Seeburger as she was named Teacher of the Year. We are so grateful for all she does as a third grade teacher here at Garrisonville Elementary!
- Book Fair starts Tuesday November 26 and will be open from 12:30-2:00 p.m. and will be open the week after Thanksgiving, as well as during the Holiday Festival on December 7th. Ms. Golles added that she can use volunteers for the Book Fair, so interested parents can reach out to her via email (gollesmt@staffordschools.net). The kids have a scheduled time with their classes to come to the Book Fair. One of the best ways to give your Gator money for the Book Fair is to utilize the e-wallet. The flier went home today that has the steps on how to get the e-wallet set up.
- December 9th is the Spelling Bee. Families of classroom Spelling Bee winners are welcome to come watch at the school, and attend a celebration afterward.
- Upcoming Events
 - 11/21- Picture Retakes
 - 11/27-11/29- No School
 - 12/7- Holiday Festival from 9 a.m. to 12 p.m.
 - 12/20-1/7- No School

- 1/13/25- PTO Meeting 6:00 p.m. in the GES Library
- Motion to adjourn the meeting by Jen Herbert at 6:26 p.m. with motions to approve adjournment by Brandon Meade and Asheli Polychrones.
- Members in Attendance:
 - Stephanie Sonnenberg
 - Bridgette Farrell-Kuzma
 - Jodi Odlum
 - Jen Herbert
 - Kathryn Pendleton
 - Jessica Meade
 - Vicky Majano
 - Brandon Meade
 - Amanda Brewer
 - Susan Harker
 - Erin Altschuler
 - Asheli Polychrones
 - Jessica Brown
 - Jessica Walley
 - Meghan Moon
 - Meghann Gillette
 - Michele Golles
 - Sarah Berger
 - Yinka Tyson
 - Anna Anderson
 - Amanda Leonard

Income

2023-2024 (whole year)

2024-2025 (as of 10/31/24)

Heading Account Type	Heading Name	Category Name	2023-2024 (whole year)			2024-2025 (as of 10/31/24)		
			Budget	Year To Date Amount	Variance Amount	Budget	Year To Date Amount	Variance Amount
Income	Amazon Smile Donations	Amazon Smile	\$0.00	\$0.00	\$0.00	-	-	-
Income	Carry Over Income	Allocated income from Previous year	\$7,820.00	\$0.00	(\$7,820.00)	5,018.00	-	(5,018.00)
Income	Carry Over Income	Reserve	\$5,000.00	\$0.00	(\$5,000.00)	5,000.00	-	(5,000.00)
Income	Community Events Income	Bingo Income	1,500.00	830.84	(669.16)	1,500.00	-	(1,500.00)
Income	Community Events Income	Holiday Festival Income	4,800.00	3,499.18	(1,300.82)	4,500.00	60.00	(4,440.00)
Income	Community Events Income	Pizza Kit Income	1,500.00	376.21	(1,123.79)	-	-	-
Income	Community Events Income	Spirit Nights Income	3,200.00	1,668.62	(1,531.38)	2,000.00	360.12	(1,639.88)
Income	Community Events Income	Sweetheart Dance Income	2,500.00	1,473.85	(1,026.15)	-	-	-
Income	Community Events Income	Trunk or Treat	2,863.00	2,981.40	118.40	-	300.00	300.00
Income	Donations & Sponsorship	Boosterthon shirt donations	1,500.00	1,500.00	-	-	-	-
Income	Donations & Sponsorship	Contributions/Gifts/Grants	300.00	1,513.06	1,213.06	1,300.00	234.59	(1,065.41)
Income	Donations & Sponsorship	Sponsorship	-	-	-	-	-	-
Income	Extracurricular Program - ASE	Extracurricular Income - ASE	16,000.00	16,055.00	55.00	8,000.00	7,155.00	(845.00)
Income	Fundraising	Boosterthon Corporate Match	-	286.45	286.45	-	50.00	50.00
Income	Fundraising	Boosterthon Income	55,000.00	64,572.61	9,572.61	60,000.00	71,092.61	11,092.61
Income	Fundraising	Box Tops Income	300.00	78.90	(221.10)	100.00	-	(100.00)
Income	Fundraising	Gator Gear Income	5,850.00	9,829.20	3,979.20	9,400.00	9,651.01	251.01
Income	Fundraising	Outdoor Classroom Project Income	-	-	-	300.00	-	(300.00)
Income	Fundraising	Year Book Income	4,000.00	358.21	(3,641.79)	6,000.00	40.00	(5,960.00)
Income	Membership	Membership Dues	1,500.00	1,842.40	342.40	2,700.00	2,114.10	(585.90)
Income	Movie Night Income	Movie Night income	100.00	-	(100.00)	-	250.00	250.00
Income	Petty Cash (In)	Petty Cash In	200.00	1,280.00	1,080.00	1,000.00	-	(1,000.00)
		Total Income	\$113,933.00	\$108,145.93	(\$5,787.07)	\$106,818.00	91,307.43	(\$15,510.57)

Expense	2023-2024 (whole year)					2024-2025 (as of 10/31/24)		
	Heading Account Type	Heading Name	Category Name	Budget	Year To Date Amount	Variance Amount	Budget	Year To Date Amount
Expense	Carry Over Expense	Carry Over Expense	5,000.00	-	(5,000.00)	1,689.00	-	(1,689.00)
Expense	Committee Expense	5th grade shirts	1,500.00	1,467.62	(32.38)	1,500.00	-	(1,500.00)
Expense	Committee Expense	Staff Shirts	1,300.00	1,300.00	-	1,015.00	1,013.00	(2.00)
Expense	Community Events Expense	Bingo Expense	300.00	65.52	(234.48)	300.00	-	(300.00)
Expense	Community Events Expense	Holiday Festival Expense	2,500.00	1,187.43	(1,312.57)	2,000.00	9.74	(1,990.26)
Expense	Community Events Expense	Photo Backdrop Expense	-	-	-	-	-	-
Expense	Community Events Expense	Pizza Kits Expense	1,400.00	279.00	(1,121.00)	-	-	-
Expense	Community Events Expense	Sweetheart Dance Expense	1,000.00	524.02	(475.98)	250.00	-	(250.00)
Expense	Community Events Expense	Trunk or Treat	2,000.00	1,627.91	(372.09)	2,500.00	2,692.15	192.15
Expense	Extracurricular Expense - ASE	Extracurricular Class Supplies - ASE	1,000.00	1,332.33	332.33	800.00	654.35	(145.65)
Expense	Extracurricular Expense - ASE	Extracurricular Teacher Fee - ASE	12,000.00	12,780.00	780.00	6,500.00	5,040.00	(1,460.00)
Expense	Fundraising Expense	Boosterthon Percentage	24,750.00	28,943.92	4,193.92	27,000.00	31,419.21	4,419.21
Expense	Fundraising Expense	Boosterthon Set Up Fee	2,000.00	2,000.00	-	2,000.00	1,000.00	(1,000.00)
Expense	Fundraising Expense	Boosterthon shirts	4,100.00	4,505.85	405.85	4,500.00	4,165.60	(334.40)
Expense	Fundraising Expense	Gator Gear Expense	3,000.00	6,808.20	3,808.20	6,500.00	7,115.87	615.87
Expense	Fundraising Expense	Outdoor Classroom Project Expense	-	-	-	550.00	-	(550.00)
Expense	Fundraising Expense	Year Book Expense	3,500.00	767.01	(2,732.99)	6,000.00	-	(6,000.00)
Expense	Instructional Supplemental	Boosterthon Teach Incent/principal chall	5,500.00	6,458.84	958.84	6,000.00	6,986.10	986.10
Expense	Instructional Supplemental	Student Agendas	1,000.00	1,997.91	997.91	1,200.00	-	(1,200.00)
Expense	Misc Fees	Movie Licensing	590.00	614.00	24.00	650.00	-	(650.00)
Expense	Misc Fees	Pay Pal fees	200.00	975.55	775.55	1,000.00	412.10	(587.90)
Expense	Misc Fees	Square Fees	200.00	33.00	(167.00)	150.00	213.49	63.49
Expense	Movie Night Expense	Movie Night Expense	150.00	-	(150.00)	150.00	124.54	(25.46)
Expense	Petty cash (out)	Petty Cash Out	200.00	1,280.00	1,080.00	1,000.00	-	(1,000.00)
Expense	PTO Operating Expense	Bulletin Board Expense	100.00	49.71	(50.29)	100.00	51.31	(48.69)
Expense	PTO Operating Expense	Organization expenses	700.00	202.32	(497.68)	360.00	245.84	(114.16)
Expense	PTO Operating Expense	Organization Exps: Copier Usage/ Paper	-	500.00	500.00	500.00	250.00	(250.00)
Expense	PTO Operating Expense	PTO Financial Manager Program	170.00	129.00	(41.00)	140.00	-	(140.00)
Expense	PTO Operating Expense	PTO insurance	675.00	636.00	(39.00)	675.00	636.00	(39.00)
Expense	PTO Operating Expense	software costs	-	239.88	239.88	-	-	-
Expense	PTO Operating Expense	Tax Prep	150.00	119.75	(30.25)	150.00	99.90	(50.10)
Expense	PTO Operating Expense	Website	350.00	225.10	(124.90)	250.00	240.50	(9.50)
Expense	School Expenses	Beautification	250.00	101.96	(148.04)	400.00	202.06	(197.94)
Expense	School Expenses	Copier Lease	-	-	-	-	-	-
Expense	School Expenses	School Wide Project	15,000.00	15,000.00	-	10,000.00	10,000.00	-
Expense	School Expenses	Water Cooler	528.00	685.62	157.62	689.00	227.40	(461.60)
Expense	School Programs	Assemblies	1,750.00	1,675.00	(75.00)	1,700.00	-	(1,700.00)
Expense	School Programs	BrainPOP Subscription	-	-	-	4,000.00	3,071.25	(928.75)
Expense	School Programs	Field Day	1,600.00	1,599.00	(1.00)	1,600.00	-	(1,600.00)
Expense	School Programs	Summer School Buses (Field Trips)	0	0	0	0	0	0
Expense	Special Requests	Emerging Requests	5,000.00	902.50	(4,097.50)	6,845.00	2,620.12	(4,224.88)
Expense	Special Requests	Rollover expenses	7,820.00	7,322.55	(497.45)	-	-	-
Expense	Staff Appreciation	bus driver Appreciation	250.00	-	(250.00)	250.00	79.61	(170.39)
Expense	Staff Appreciation	End of year staff lunch	650.00	-	(650.00)	-	-	-
Expense	Staff Appreciation	Staff Appreciation	2,000.00	1,199.74	(800.26)	1,450.00	519.42	(930.58)
Expense	Staff Appreciation	Staff Appreciation 12 days	1,200.00	1,100.48	(99.52)	1,000.00	-	(1,000.00)
Expense	Staff Appreciation	Staff Appreciation Gator Week	350.00	350.86	0.86	350.00	-	(350.00)
Expense	Staff Appreciation	Staff Appreciation week	1,700.00	3,609.94	1,909.94	2,405.00	-	(2,405.00)
Expense	Staff Appreciation	welcome back breakfast	-	606.36	606.36	-	-	-
Expense	Staff Appreciation	Welcome back lunch/open house	500.00	689.53	189.53	700.00	766.39	66.39
		Total Expenses	\$113,933.00	\$111,893.41	(\$2,039.59)	\$106,818.00	\$79,855.95	(26,033.30)
		Profit/(loss)	\$0.00	(\$3,747.48)	(\$3,747.48)	\$0.00	\$11,451.48	\$10,522.73