

Garrisonville Elementary PTO Meeting Minutes
Monday October 21, 2024



- Meeting conducted by Jennifer Herbert (PTO President)
 - Meeting brought to order at 6:02 p.m. Jennifer Herbert is the acting PTO President with the recent resignation of Asheli Polychrones. The other board members will remain the same.
- Pledge of Allegiance- led by Kathryn Pendleton (PTO Secretary)
- Approval of September Meeting Minutes- Kathryn Pendleton (PTO Secretary)
 - Motion to approve the September meeting minutes by Elle Manning, with a second to approve by Stephanie Sonnenberg
- Treasurer's Report- Jessica Meade (PTO Treasurer)
 - We have a lot going on currently so the final numbers for everything will be forthcoming. Boosterthon was a huge success and we just have one more invoice to pay. Numbers will be finalized for the current events by next month's report.
- PTO Membership Update
 - Even though we did not quite meet our membership goal of 200 members, because of the incredible job our families did contributing to Boosterthon, we will move forward with having free admission to all PTO sponsored events this year. We currently have 159 PTO members which is about 79% of our goal. Since events will be free admission, please consider donating items or volunteering to help make the events a success. We are still accepting memberships, and are happy to have any involvement from members. The grade level with the most memberships, and the teacher with the most memberships will receive a prize from PTO. Free admission to PTO events will be reevaluated each school year.
 - The fourth grade was the grade level with the most PTO memberships so they will be getting a popsicle party this week. Three staff members were tied for the most memberships in any individual classroom: Ms. Mumpower, Ms. Palcios, and Ms. Sylvia will be getting a gift card.
 - We are doing a drawing for all the staff that have signed up to be PTO members. Thank you for participating! GES staff are a huge part of PTO and we appreciate you. The winner of the drawing was Kathleen Angers.
- Movie Night Wrap Up
 - Thank you to our chairperson Brandon Meade for putting together a wonderful event for our Gator families.

- The feedback we received from this event was that there were a lot of children who were left unsupervised. Our volunteers cannot watch every child so we just ask that you supervise your own children at PTO events.
- We do send out surveys through email to PTO members after each event, so please fill those out to let us know what works and what doesn't. The surveys are anonymous.
- Fall After School Enrichment (ASE)
 - Classes begin on Wednesday October 23 right after school from 3:10-4:40 p.m.
 - Thank you to Jennifer Herbert, Elle Manning, and Rebecca Hansen for organizing this event for our Gators, and thank you to all those who have offered to teach classes.
 - There will not be a car rider line to pick up your Gator at the conclusion of their class. Whoever is picking up your Gator will need to come in the school with a valid photo ID and go to the classroom that was sent to you in the email letting you know your child's class placement.
 - If you haven't paid yet, you will need to do so before the first day of class.
 - Class dates are October 23, October 30, November 6, November 13.
 - If you are a staff member, or have a child participating at the YMCA after ASE, we will dismiss those Gators to those designated locations.
- Trunk or Treat
 - Friday October 25 from 5:00-7:30 p.m. (last entry at 6:45)
 - Thank you to Stephanie Damiani and Asheli Polychrones for chairing this event. It is going to be fantastic!
 - You can donate candy using our Amazon wishlist, or bring candy donations to the school. There is a drop box in the front office. Thank you to those families who have donated! It has been very helpful.
 - Thanks to a wonderful PTO family, we have sailor cadets coming to volunteer at the event.
 - We will have a petting zoo, maze, food trucks, a firetruck, the Chick fil-A cow, two photo booths, a craft table, and face painting.
 - Trunks will close at 6:45 p.m. so those families will have time to enjoy the other activities.
 - We have three teachers who have volunteered to read spooky stories at 5:30 (Seeburger), 6:15 (Kathryn Curran), 7:00 (Kayla Mabe).
 - We have a map with everything numbered so families will know where everything is. There will be a large map at the entrance with a QR code as well.
 - Volunteers will meet at the PTO shed. There will be water and snacks for volunteers, and flashlights so people can identify those who are volunteering.
 - We do have toy items for children with allergies in teal buckets at each trunk.
- Holiday Festival
 - We had a recent change in event chairs. The new chairs for the event are Brandon Meade and Elle Manning.
 - Saturday December 7th from 9 a.m.-noon
 - The theme for this year's event will be "Holiday Books"
 - The Book Fair will be open from 9-11:30 a.m.
 - The Singing Gators will be performing at 10:30 a.m.
 - There will be several volunteer opportunities, including an opportunity for teachers to help the kids wrap gifts at the Elf Shop.

- We are still looking for vendors if you are interested, or know someone who may be interested. Vendor set up will be at 8:00 a.m. Any type of vendor is welcome! There is a \$30 vendor fee, and we ask them to donate a \$20 silent auction item.
 - A volunteer sign up will be going out soon. Please consider signing up to help. If we do not get enough volunteers, there is a chance we will need to scale back or cancel this event. We know December seems far away, so please look at your schedules and consider helping for a small portion of the event.
 - We are having a book drive this year and encourage families to donate books. Families can bring books to donate, or purchase books at the Book Fair to donate. The books will be dispersed later on in the year.
 - We are bringing in a vendor to do the Elf Shop this year. They will bring all the inventory and price the items. Kids will be able to shop with their elf helper again this year and will be given an envelope telling their elf how much money they have to spend. There will be a time limit so parents are not left waiting too long.
 - There will be one location, likely toward the entrance, where you can use cash to purchase Scrooge Bucks to use throughout the festival. Cash will only be accepted at this location. We will also accept PayPal and Venmo if you don't have cash to buy Scrooge Bucks.
 - At a minimum, we will need about ten adults to volunteer the Friday evening before the event to help set up, and approximately sixty adults to help the day of the event. Please consider volunteering in some capacity!
- Looking Ahead to 2025
 - Valentine's Event- Painting with the Principals. This will be a fun event where the principals will be leading families through a paint by number type art project. We will be asking for RSVPs for this event so we can ensure we have enough supplies. If anyone is interested in chairing this event, please let us know.
- Old Business or Questions
 - Gator Gear will be in later this week and will be delivered to classrooms likely early next week. There will also be a spring Gator Gear order available.
 - The PTO has a plethora of old Boosterthon t-shirts, so if anyone is interested in those shirts for their Gators, please let us know. You are welcome to these shirts free of charge.
- Principal's Report- Ms. White
 - There was a bus accident this afternoon and communication wasn't sent to the families so Ms. White went to the scene and notified families. No one was hurt but Ms. White apologized on behalf of transportation for not notifying families. Thank you to our PTO board, chair people, volunteers and the wonderful GES staff. This is Ms. White's last PTO meeting after over eleven years at Garrisonville Elementary since she will be moving over to Central Office as the Title 9 Coordinator in the department of student conduct. Ms. Odlum will be serving as interim principal and Ms. Leonard will be acting assistant principal.
- From the PTO, we want to give a huge thank you to Ms. White for everything she has done for this school and especially our Gators. We are beyond grateful for the community she has created here and will miss her greatly. We wish her the best of luck in her new job and future endeavors. Remember, once a Gator, always a Gator!
- Meeting adjourned at 6:44 p.m. by Jennifer Herbert (PTO President)

- Motion to adjourn approved by Elle Manning and Asheli Polychrones

- Upcoming Events
 - 10/23- ASE week #1 3:10-4:40 p.m.
 - 10/23- Spirit Night at Five Guys 4-8 p.m. (Stafford Marketplace location)
 - 10/25- Trunk or Treat 5-7:30 p.m.
 - 10/30- ASE week #2 3:10-4:40 p.m.
 - 11/5- Spirit Night at Abner B's Ice Cream (location next to Publix) from 1-8 p.m. Proceeds will go to Jacob Branson's Eagle Scout Project. The classroom that has the most participation at this event will receive a prize from PTO.
 - 11/6- ASE week #3 3:10-4:40 p.m.
 - 11/13- ASE final week 3:10-4:40 p.m.
 - 11/13- Spirit Night at Manhattan Pizza 11 a.m. to 10 p.m. Show the flier or specifically say you are with GES.
 - 11/18- PTO Meeting 6:00 p.m. at the GES Library

- Members in Attendance
 - Stephanie Sonnenberg
 - Jennifer Herbert
 - Kathryn Pendleton
 - Vicky Majano
 - Jessica Meade
 - Alexis White
 - Amanda Brewer
 - Meghann Gillette
 - Elle Manning
 - Rebecca Hansen
 - Stephanie Damiani
 - Amanda Leonard
 - Stacie Warnick
 - Venus
 - Michele Golles
 - Asheli Polychrones
 - Kristina Miller
 - Meghan Moon
 - Sarah Berger
 - Susan Harker
 - Tashea Clark
 - Jared Sanchez

Income

2023-2024 (whole year)

2024-2025 (as of 9/30/24)

Heading Account Type	Heading Name	Category Name	2023-2024 (whole year)			2024-2025 (as of 9/30/24)		
			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	-	(4,500.00)
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	-	(2,000.00)
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	-	-	-
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	-	(1,300.00)
Income	Donations & Sponsorship	Sponsorship	-	-	-	-	-	-
Income	Extracurricular Program - ASE	Extracurricular Income - ASE	16,000.00	16,055.00	55.00	8,000.00	-	(8,000.00)
Income	Fundraising	Boosterthon Corporate Match	-	286.45	286.45	-	-	-
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	8,217.01	(1,182.99)
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	1,664.10	(1,035.90)
Income	Movie Night Income	Movie Night income	100.00	-	(100.00)	-	50.00	50.00
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	81,063.72	(\$25,754.28)

Expense			2023-2024 (whole year)			2024-2025 (as of 9/30/24)		
Heading Account Type	Heading Name	Category Name	Budget	Year To Date Amount	Variance Amount	Budget	Year To Date Amount	Variance 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	-	(2,000.00)
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	167.77	(2,332.23)
Expense	Extracurricular Expense - ASE	Extracurricular Class Supplies - ASE	1,000.00	1,332.33	332.33	800.00	-	(800.00)
Expense	Extracurricular Expense - ASE	Extracurricular Teacher Fee - ASE	12,000.00	12,780.00	780.00	6,500.00	-	(6,500.00)
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	-	(4,500.00)
Expense	Fundraising Expense	Gator Gear Expense	3,000.00	6,808.20	3,808.20	6,500.00	-	(6,500.00)
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	137.37	(862.63)
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	53.49	(96.51)
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	160.03	(199.97)
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	170.55	(518.45)
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	-	(4,000.00)
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	236.99	(1,213.01)
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	\$56,503.89	(46,314.11)
Profit/(loss)			\$0.00	(\$3,747.48)	(\$3,747.48)	\$0.00	\$24,559.83	\$20,559.83