

## Mount Vernon Exploratory PTO Executive Board Meeting

July 1, 2021

### Meeting at Harvest

OFFICERS PRESENT: Elene Garrison, President; Jennifer Puryear, Past President; Meredith West, Past Past President; Sally Pittman, Vice President; Emileigh Greene, Treasurer; Anne Marie Braham, Secretary

- I. CALL TO ORDER: Elene Garrison, President, called the meeting to order.
  
- II. NEW BUSINESS
  - a. Jennifer Westbrook has requested an additional \$800 for the new Creative Movement connections class, bringing her total request to \$3,829.00.
  - b. Teacher Payments: we need to brainstorm how to handle this process more efficiently. We discussed having teachers supply a wish list that is submitted and approved, and a check is then cut by PTO for the teachers to purchase the items.
  - c. One and Done Committee and Sub-Committees need to be formed with a parent representative at each grade level.
  
- III. VOTE: Emileigh Greene moved to approve all expenditures requested by Jennifer Westbrook totaling \$3,829; Jennifer Puryear gave the second motion; all in favor.

Submitted by Anne Marie Braham, Secretary

Mount Vernon Exploratory PTO Executive Board Meeting

July 23, 2021

Meeting at Two Dog

OFFICERS PRESENT: Elene Garrison, President; Jennifer Puryear, Past President (via telephone); Sally Pittman, Vice President; Emileigh Greene, Treasurer; Anne Marie Braham, Secretary

- I. CALL TO ORDER: Elene Garrison, President, called the meeting to order.
- II. NEW BUSINESS
  - a. Open House on 8/5
    - i. We need sign up sheets for volunteers for committees, subject to our ability to put on these events in light of Covid-19. Anne Marie will bring these to Open House. Once we have a list of volunteers, we need to select a chair for each committee.
      1. Wizards
      2. One and Done
      3. Movie Night
      4. Fall Festival
      5. Staff Appreciation - to include Staff Appreciation Week, various lunches, and errands (pick up lunches for staff, etc.)
    - ii. T-shirts: Elene will look into the Fan City option sent by Jennifer Westbrook. If that is not a viable option, then Jennifer Puryear will talk to Christy about giving us t-shirt designs to sell at Open House. If we have leftover shirts, we can sell them at Open House at a discount.
    - iii. "Card My Yard" welcome back sign: Anne Marie will contact Ashley and have a sign placed for Open House and the first day of school, 8/6
  - b. PTO BooHoo/WooHoo Breakfast
    - i. Will be in the cafeteria and follow the kindergarten drop off in the gym
    - ii. Emileigh will pick up donuts and coffee
    - iii. Need to use the same sign up sheets from Open House
    - iv. Elene will ask Mrs. Westbrook to announce it via her newsletter/Remind and Anne Marie will announce on Facebook.
  - c. Movie Night to be held 9/10/21
    - i. Denise Wilkins will make the reservation, borrow the credit card and purchase the supplies (snacks, drinks, popcorn, oil and butter for the popcorn machine,

etc.) and the Kona Ice truck. She will send out a reminder flyer before the event in Tuesday Folders.

- ii. Sponsors? Can't ask parents, but do we want to get corporate sponsors?
- d. Teacher of the Year: Elene will write a nice letter and we will give her a \$250 check at the first of the year.
- e. Teacher Payments
  - i. We need to remove Amazon as an option to streamline the process.
  - ii. Emileigh will talk to Shasta Gundlach and Heather Riley to come up with a list of wanted items.
  - iii. Mrs. Westbrook can then approve the list of items. Any item not on the list that a teacher wants will then have to be approved by Mrs. Westbrook.
  - iv. Once finalized, we can send a letter to the teachers explaining the process and giving the list of approved items.
- f. VOTE: Sally moved to approve the minutes from July 1, 2021; Elene gave the second motion; all in favor.

Submitted by Anne Marie Braham, Secretary

Mount Vernon Exploratory PTO Executive Board Meeting

August 26, 2021

Meeting at Two Dog

OFFICERS PRESENT: Elene Garrison, President; Jennifer Puryear, Past President; Sally Pittman, Vice President; Emileigh Greene, Treasurer; Anne Marie Braham, Secretary

- I. CALL TO ORDER: Elene Garrison, President, called the meeting to order.
- II. TREASURER'S REPORT
  - a. Budget Review for 2020-2021: Adjustments were made due to COVID (see attached spreadsheet)
    - i. We need to recognize Principal Appreciation for Ms. Westbrook and Ms. Fisher. It was May 1, 2021.
    - ii. Do we need to place any new teacher signs on the playground?
  - b. Proposed Budget discussion for 2021-2022 (see attached spreadsheet)
  - c. Creative Movement: \$938.89 additional funds were spent. This needs to be addressed at the upcoming PTO meeting. Ms. Westbrook could use \$500 of the principal discretionary budget if she chooses.
- III. VOTE
  - a. The Board voted by electronic means to approve additional \$792.98 grade level supplies by replacing with the Car Rider Clings and left over Awards money from 2020-2021. This is only \$105 additional to what we originally agreed to. The music line item will go to the already budgeted music allotment so this will cover that expense. Emileigh made the first motion; Elene gave the second; all in favor.

	Estimate	Actual	Variance	Notes	Reimbursement Check
Communicator Folders	\$ 878.00	\$ 877.50	\$ (0.50)	Approved - Budgeted Item (2021-2022 Expense)	\$ 877.50
Car Rider Clings	\$ 550.00	\$ -	\$ (550.00)		
Awards	\$ 279.00	\$ 141.03	\$ (137.97)	Approved - Budgeted Item (2020-2021 Expense)	\$ 141.03
Grade Level Supplies	\$ 1,322.00	\$ 2,114.98	\$ 792.98	Approved - PTO approved in July Meeting - Discretionary Funds	\$ 2,114.98
Music	\$ -	\$ 271.98	\$ 271.98	Approved - goes toward Music Allotment (2021-2022 Expense)	\$ 271.98
Creative Movement	\$ 800.00	\$ 1,738.89	\$ 938.89	\$800 Approved in July meeting - Budget (2021-2022 Expense)	\$ 800.00
<b>TOTAL</b>	<b>\$3,829.00</b>	<b>\$ 5,144.38</b>	<b>\$ 1,315.38</b>		<b>\$ 4,205.49</b>

Submitted by Anne Marie Braham, Secretary