

Mount Vernon Exploratory PTO Executive Committee  
February 6, 2025  
Meeting at MVES

Officers Present: Ashley Hollifield, President; Christy Malcom, Treasurer; Elizabeth Latta, Past President; Jennifer Mullis, Secretary; Jennifer Westbrook, Principal; Chase Armour, Assistant Principal; Jessica Smith, Teacher Representative; Ashley Ruis, Media Specialist

- I. WELCOME & CALL TO ORDER: The President, Ashley Hollifield, called the meeting to order.
- II. APPROVAL OF MINUTES: A. Hollifield motioned to approve, C. Malcolm second.
- III. PRINCIPAL'S REPORT
  - A. Enrollment update - 645 students
    - i. K-3rd - average class size (19-24)
    - ii. 4th-5th - average class size (25-28)
  - B. J. Westbrook thanked PTO for celebrating our school counselor, Mrs. Nix, during school counseling week.
  - C. Staff update
    - i. New staff member, Mrs. Allison Harper, was hired to replace Nicole Miller as a 3rd grade classroom teacher when Ms. Miller accepted a new position on the county level. Welcome Mrs. Allison Harper!
  - D. Congratulations to MVES Technology Competition participants and winners (pictured in the 1/30 newsletter).
  - E. 5th Grade End of Year Planning Update
    - i. Mrs. Mott is the contact for this.
    - ii. Per Mrs. Mott, Frances Meadows field trip food was organized by a group of 5th grade moms. C. Malcolm will reach out to Mrs. Mott to help organize this for the current 5th grade.
    - iii. Awards Day T-shirt - PTO will use the same design and update it for the current class.
    - iv. End of Year Party - Last year they did Longstreet breakfast on the playground. J. Westbrook asked if we want teachers to collect money from parents, similar to the Christmas party, or does PTO sponsor this? E. Latta stated that a group of grade level parents organized and paid for this last year. It was not PTO funded. Grade level teachers will reach out to parents to organize this, J. Westbrook will inform them.
    - v. Frances Meadows on 5/16 - Dates will go out in the newsletter prior to spring break. PTO requested for this date to be sent to parents as early as possible so many can plan to attend. J. Westbrook will send a save the date in Tuesday folders for 5th grade parents soon.
  - F. 2024 carryover requests
    - i. J. Westbrook said the biggest needs that have been expressed are window coverings and staff eating area refresh, but some of the eating area refresh has already been done. After One and Done funds are raised she can do another survey for additional wants and needs.

G. Upcoming Dates

- i. February 7 - Families and Girls Sports Day
- ii. February 13 - K & 3rd Grade Museum Night
- iii. February 14 - 5th Grade Yearbook Ads Deadline
- iv. February 14-18 - Winter Break - No school
- v. February 21 - One School One Book Kick-Off
- vi. February 24-28 - One and Done Annual Fundraiser
- vii. February 27 - Spring Picture Day
- viii. February 28 - Last Day to Buy a Yearbook
- ix. Week of March 3 - Read Across America Week
- x. Week of March 10 - Kindergarten Registration & Book Fair

IV. TREASURER'S REPORT

A. Potential One and Done fund projects:

- i. Window coverings
- ii. Staff eating area refresh
- iii. New piece of playground equipment, potentially 9 Square

V. PRESIDENT'S REPORT

A. Upcoming PTO Events

- i. 2/24-28 One and Done Fundraiser
  - a) PTO will send information as soon as it is finalized.
  - b) PTO will distribute the \$10 prize during the week of the fundraiser and all others will be ordered.
- ii. 3/7 One and Done Celebration Day - confirmed this date with J. Westbrook.
- iii. 3/7 Movie Night - Chairs are organizing this and the flyer has been sent for the newsletter.

B. Book Vending Machine - Update given by A. Ruis

- i. She plans to initially stock the machine using Scholastic Dollars to get a vending machine book pack, hopefully by the March book fair date.
- ii. Tokens will be earned to get the books, possibly using PBIS points or points used from reading challenges. This will be decided in leadership.
- iii. PTO may be able to help purchase additional books in the future once the plan for earning them is decided and we see how many books are needed annually. PTO likes the idea and would like to be involved.

VI. ADJOURN

Submitted by Jennifer Mullis, Secretary