

Mount Vernon Exploratory PTO Executive Committee  
November 20, 2025  
Meeting at MVES

Officers Present: Melanie Martin, Treasurer; Ashley Hollifield, Past President; Erin Webb, Vice President; Jennifer Mullis, Secretary; Jennifer Westbrook, Principal; Chase Armour, Assistant Principal; Kaitlin Smith, Teacher Representative

- I. WELCOME & CALL TO ORDER: The Vice President, Erin Webb, called the meeting to order.
- II. APPROVAL OF MINUTES: Melanie Martin motioned to approve the minutes from the October, 23 2025 meeting; Ashley Hollifield gave the second; all votes in favor.
- III. PRINCIPAL'S REPORT
  - A. Enrollment update - 649 students
    - i. K-3rd - average class size 22 (19-25)
    - ii. 4th-5th - average class size 25 (23-26)
  - B. Thank you to PTO for your continued support with staff appreciation.
  - C. Literacy and Math professional learning continues.
    - i. Benchmark Coach classroom sessions K/1, 2/3, and 4/5
    - ii. Grade level Eureka sessions on PL/workday
    - iii. Peer observations - teachers do at least one per semester
    - iv. Grade level professional learning community (PLC) teams are working together on focus areas for their specific grade.
  - D. Grade level parent conferences are going well. The goal is to have every child have a conference.
  - E. Museum Nights begin tonight.
  - F. Upcoming Dates
    - i. November 20 - 4th and 5th Grade Museum Night
    - ii. November 21- One and Done Celebration
    - iii. November 24-28 - Thanksgiving Break
    - iv. December 5 - Families
    - v. December 9 - Reading MAP Growth
    - vi. December 10 - Math MAP Growth
    - vii. Week of December 15 - Holiday Parties
    - viii. December 19 - PJ Day and Winter STEAM Wonderland Day
    - ix. December 22-January 2 - Winter Break
    - x. January 5 - Teacher Workday
    - xi. January 6 - Students return
- IV. TREASURER'S REPORT
  - A. One and Done Review
    - i. The One and Done fundraising goal was \$60,000 and the actual was \$72,936 after the last sponsor checks came in.
    - ii. This was our first year doing business sponsorships and it was very successful. We had 26 business sponsorships.
    - iii. Winning classes per grade:

- a) K: Chastain \$2790
- b) 1: Bixler \$3476
- c) 2: Holden \$7788.60
- d) 3: Stephens: \$1900
- e) 4: Crocker:\$3400.20
- f) 5: Mott: 3063.40
- iv. Top Student Donor: Eleanor Smith
- v. Goals:
  - a) Complete installation of security window coverings on exterior windows.
  - b) Remove the oldest two playground pieces and replace them with one larger piece
  - c) Build in a coat and/or clothing budget for Mrs. Nix.

## V. PRESIDENT'S REPORT

### A. Old Business

#### i. One and Done

- a) 11/21 Celebration
  - (1) We will have a donut treat before recess and inflatables in the gym during connections.
  - (2) We need the pole taken out of the entry doors to the gym for the inflatables to go in at 7:40.
- b) Sweatshirt order forms will go out to parents soon.
- c) Parking Spot for Top Donor
  - (1) PTO would like to know where to place this and how it should be labeled.
  - (2) Signs by Tomorrow has a template for that per Mrs. Westbrook.
- d) 12/4 Class Pizza Parties
- e) 12/1 VIP Glow Party
  - (1) 48 students
  - (2) We will move this event to the gym due to the size being too large for the music room. This is okay per Mrs. Westbrook.
  - (3) We will have three activity stations and one special snack station.

#### ii. Winter STEAM Wonderland

- a) PTO requested a schedule for Santa during STEAM Wonderland. The schedule is complete and Chase will share this with PTO.

### B. New Business

#### i. Four Square

- a) Erin shared that PTO ordered the portable four square that was discussed in our last meeting. PTO will install this in the flat area near the gaga pit.

- b) Kaitlin Smith shared teacher feedback on class balls that were donated by PTO last year. K does not need more. 1-4 need all balls. 5th grade just needs four square balls. We don't know if the ball bags are still intact. They are having issues with balls deflating. A suggestion was made to make someone (maybe 5th graders) in charge of keeping them inflated. Another suggestion is to put a few kids per grade in charge of keeping them inflated. PTO will order new balls to replace these.
- ii. Coat Drive
  - a) Erin shared that PTO has heard there is some need for coats in our school. Per Mrs. Westbrook, Syfan works with Mrs. Nix to provide coats when needed, so this may not be a need in our school at this time. If Mrs. Westbrook finds out this is a need she will let us know.
- iii. Grade Level Printers
  - a) Kaitlin Smith shared a teacher request. Some grades would like a printer in their pod. This would not be able to be serviced by the company that services the other printers.

VI. ADJOURN

Submitted by Jennifer Mullis, Secretary