

- Mount Vernon Exploratory PTO Executive Committee  
April 2, 2026  
Meeting at MVES

Officers Present: Elizabeth Withrow, President; 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 President, Elizabeth Withrow, called the meeting to order.
- II. APPROVAL OF MINUTES: Melanie Martin motioned to approve the minutes from the February 5, 2026 meeting; Ashley Hollifield gave the second; all votes in favor.
- III. PRINCIPAL'S REPORT
  - A. February enrollment update - 640 students enrolled
    - i. K-3rd - average class size 22 (19-25)
    - ii. 4th-5th - average class size 24 (21-27)
  - B. 4th Quarter Update
    - i. Teacher teams are planning for a strong finish to 2025-26 and beginning to plan for the 2026-27 school year.
    - ii. New 2026-27 team members are participating in Spring and Summer planning as much as possible.
  - C. Spring assessments - April and May - focusing on growth and information for differentiation and planning.
    - i. GKIDS K
    - ii. MAP K-5th
    - iii. Amira Reading K-3rd
    - iv. EOG Milestones 3rd-5th
    - v. Hall County Math Fluency 1st-5th
  - D. Future Explorers - the last visit is May 1st for registered families.
  - E. 2026-27 CNA/SIP (Consolidated Needs Assessment/School Improvement Plan)
    - i. Stakeholder survey is being shared through newsletter and the website.
    - ii. Input from Magnet Council and PTO was requested - What are some areas of strength or growth?
    - iii. Sign-in sheet - All PTO members signed in for the CNA/SIP
  - F. STEM - More consumable funds requested for the 2026-2027 school year.
  - G. Upcoming Dates
    - i. April 6-10 - Spring Break
    - ii. April 24 - 3rd-5th Grade Progress Reports and K-5th Grade MAP Reports
    - iii. May 4-8 - Staff Appreciation Week
    - iv. April 21 - Future Explorers at 1:15
    - v. May 1 - Future Explorers at 9:45
    - vi. EOG Testing for 3rd-5th Grade
- IV. TREASURER'S REPORT
  - A. Wizards Update
    - i. Ticket and Souvenir profit: \$10,486

- ii. Concessions proceeded donated to the Hughes Family: \$2,485.40

B. Expenses

- i. The cost to finish the remainder of the security shades is \$26,273.78. \$20,000 was transferred from savings to cover this expense. All PTO Board members voted in favor via electronic means on 3/13/26 to approve this expense. Melanie Martin made the motion, Erin Webb gave the 2nd. All votes in favor. Motion approved.
- ii. 5th Grade End of Year Celebrations
  - a) Frances Meadows is booked and will be paid for this month. The cost is \$943.75.
  - b) Melanie has reached out to Chick-fil-a for lunch and is working on pricing.
  - c) We are working with Julie Anne Smith and the fifth grade team on a tshirt design and obtaining sizes.
  - d) The Fifth Grade class party will be outside weather permitting. We are hoping to cater Longstreet breakfast if funds remain. If not, we will look for sponsors, but will not ask all families for contributions.
  - e) Melanie Martin motioned to approve expenses for the fifth grade end of year as discussed, Erin Webb gave the second. All votes in favor. Motion approved.
  - f) PTO will help setup shirts and decorate for 5th grade awards day.

V. SECRETARY'S REPORT

- A. The election results for the PTO Board for the 2026-2027 school year were counted. Elizabeth Withrow made a motion to approve Jennifer Mullis for Vice President and Rachel Gibson for Secretary. Erin Webb gave the second; all votes in favor. Motion approved.

B. 2026-2027 Board

- i. Erin Webb - President
- ii. Jennifer Mullis - Vice President
- iii. Elizabeth Withrow - Past President
- iv. Melanie Martin - Treasurer
- v. Rachel Gibson - Secretary

VI. PRESIDENT'S REPORT

A. Old Business

- i. Wizards Game
  - a) The game was great and enjoyed by our community. See Treasurer's report for related finances.
- ii. Literacy Nature Trail
  - a) Elizabeth, Kaitlin, and Jennifer visited Martin Elementary's Storybook Nature Trail known as the Martin Tech Trek earlier this month.
  - b) Kaitlin will talk to Ashley Ruis and the Literacy Action Team about picking the first book for fall, possibly September or October. We

will need the media specialist to supply three books for each story and a laminator with 12x18 inch laminating sheets.

- c) We discussed selling bricks to paint for the entrance like they did at Martin. This could be a good beginning of school activity to fund decor for the stories.
- d) Martin did a school wide vote to name the nature trail.

## B. New Business

### i. Security Shades Install

- a) The shades have been ordered (see Treasurer's Report) and we discussed the timing for installing the shades. Ashley will coordinate with Mrs. Westbrook when they arrive.

### ii. Playground update:

- a) PTO is planning to update the playground. Erin Webb is working with Playworld Preferred to find equipment that is in our budget to replace two pieces of original equipment. We are looking at one nice, medium sized piece with dual utility basket swings alongside. We are hoping to install it this summer if possible.
- b) Per Kim from Playworld Preferred, we need to setup a meeting with Matt from Hall County to make sure these pieces will fit in this space. Hall county will remove the existing equipment. PTO will continue to work on this.

### iii. Field Day

- a) Causey Orthodontics is sponsoring tshirts for everyone again this year. PTO is working with Missy to order all of these and PTO will sort them for distribution.
- b) PTO will pay for Frozen Frenzee on April 23rd for all grade levels.

### iv. Teacher Appreciation Week

- a) PTO is working on the schedule for teacher appreciation week May 4th-8th. We will send it out once it is finalized so that staff can be aware.
- b) PTO requested to setup on May 1st. Okay per Mrs. Westbrook.
- c) PTO is sponsoring a coffee truck on May 4th. Mrs. Westbrook requested to have it from 11-1:30 PM.

### v. Change in classroom budget given by PTO

- a) In order to put more funds towards the playground update, PTO needs to change allotments for next year.
- b) Mrs. Westbrook suggested changing allotments for existing teachers, but maintaining the amount for new teachers. PTO Board will consider this when planning the budget for 2026-2027 once the playground cost is confirmed.
- c) Mrs. Westbrook will discuss changes in the next staff meeting so that staff will know in advance.

### vi. Phone Free Schools Act

- a) What is Mt. Vernon doing to address the new legislation?

(1) Mrs. Westbrook says we are already following the guidelines of no phones/smart watches at school and they must be in book bags during school if students have them. We will follow any new guidelines that Hall County releases for next year.

- vii. Appreciation Days
  - a) May 1st - Principals
  - b) May 6th - Nurse

VII. ADJOURN

Submitted by Jennifer Mullis, Secretary