

# Grange Hall Elementary School

## Parent Teacher Association

### General Membership Meeting Minutes

Tuesday, August 27 at 18:00

- I. Call to Order/Welcome: 18:00
  - A. Attendance - entered into the chat (last page of minutes)
  - B. PTA President Jean Finney welcomed everyone to the meeting
  - C. Discussion about joining the PTA and reminder that you do need to join every year
    1. Flyers have been sent home with students with a QR code to join online
- II. Report of Officers
  - A. President's Report - Jean Finney
    1. Introduction of board members and committee chairs for the 2024-2025 school year
      - a) Still looking for a lead for the MVP dance (3rd-5th grade students this year). If interested, please reach out to Jean Finney
    2. Approval of May General Membership Meeting minutes which are posted on the website and the bulletin board at school
      - a) Minutes are presented, request for any changes made, hearing null the minutes will be filed
  - B. Treasurer Report - Lisa Hall
    1. Review of financial report and 2024-2025 budget (details below)
    2. Vote on the audit - Motion (Sarah Battle), 2nd (Sarah Physioc)
      - a) Aye - 26, motion passes, adopt the audit presented
    3. Vote on the budget for 2024-2025 - Motion (Kristin O'Neil), Second (Sarah Battle)
      - a) Aye - 26, motion passes, budget is approved and will be filed
  - C. VP Fundraising Report - Stephanie Montgomery
    1. Visit the GHES PTA Parent Page on Facebook for important information
    2. Retail rewards (some retail establishments give us kickbacks)
      - a) Kroger
        - (1) Go to account - community rewards - put in Grange Hall - every time you shop there you will earn money
      - b) Box Tops for Education
        - (1) Download the app- no longer need to clip coupons. You can scan your receipt and it will automatically process items related to the program and we will receive money back
        - (2) You can connect your Walmart account directly without scanning the receipt
    3. Clothing to Cash
      - a) There is a white receptacle with green writing in the school parking lot
        - (1) Accept clothing, shoes, textiles, linen, towels, sports equipment, cleats, etc. Have them bagged up when you put them in and we receive money per pound. They recycle the items.

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4. Fundraiser for the 2024-2025 school year will be Raise Craze
  - a) Based on fundraising through kindness. Students ask friends and family to make a donation to the school. Then they pay that kindness forward by completing acts of kindness. This encourages participation in the community. This will be fully PTA run, there will be no outside company. Please reach out to Stephanie Montgomery if you are interested in assisting.
- D. VP Membership Report - Kristin O'Neil
  1. Currently 119 members for the PTA this year. Thank you to those who have signed up! This year our goal is 350 members (have not hit this since post covid). Please spread the word about the amazing things PTA does for our faculty, teachers, students and families
  2. Follow Grange Hall Elementary PTA and Grange Hall Bulldog Parents for PTA updates
  3. Rolling out some fun membership incentives this year for classes to help reach the goals. There will be a pizza party for class that hits 100% membership or closest to 100%.
  4. If you have any questions reach out to Kristin O'Neil - ghesptamembership@gmail.com
- E. VP Programs Report - Julie Carr and Andrea Wilkerson (Co-Chairs)
  1. Grandparents Breakfast is scheduled for Nov 20, 21, 22
    - a) Grange Hall tradition and we will need volunteers for help with this event!
    - b) The days will be split up by alpha
    - c) Grandparent substitutes can also attend
  2. MVP Dance (3rd-5th) on March 21
    - a) Still need a chair for that committee - please reach out if interested in leading and/or volunteering.
  3. Active Night (K-2nd) on April 25
    - a) Kelly Mancusi will be leading that event. Let her know if you would like to volunteer.
  4. International Night
    - a) More details regarding if and when this will happen will be forthcoming
  5. Math Night
    - a) More details regarding if and when this will happen will be forthcoming
- F. Principal's Report - Dr. Courtney Jones
  1. Welcome by Dr. Jones and thank you for the support kicking off this new school year
    - a) Thank you for materials, stuffing envelopes, assistance in the school, teacher work week meal, etc.
    - b) Shout out to amazing faculty, staff and teachers for the first few weeks!
    - c) Thank you to the PTA for continued partnership for the 2024-2025 school year

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2. House System
  - a) PTA supports the implementation of the house system. Implemented last year. During the 1st quarter new students will be sorted into houses. The counseling team is working with the kindergarten teachers to teach students about the house system. Pictures and details will be shared on the Grange Hall Facebook page
  - b) Ms. Saunders and Dr. Jones lead the House system program
  - c) There will be virtual dates for information sessions and additional information at Back to School Night
3. Teacher Funding Requests
  - a) Teachers submit classroom/grade level requests. They submit to Dr. Jones and the PTA President. Then they are brought to the PTA Board for voting and approval.
4. School Security Officer
  - a) Position was approved this year. Scott Miles has joined in this role. We are excited to have him join our team!
5. Kindergarten Lunch Volunteers
  - a) Thank you to the PTA for the sign-up genius and parents coming into the cafeteria to help students during Kindergarten lunch.
  - b) Volunteers must have an approved volunteer form application on file. This can be found on the CCPS website.
6. Lunch Visitors
  - a) Sign up genius will be coming out in the next few weeks to sign up to have lunch with your child. This is limited to 2 guests at a time. We ask that parents do not invite other students to join them at the table with their child during lunch. You will be able to sign them out to the courtyard for lunch weather permitting.
7. Allergy/Food Feedback for the PTA
  - a) Received some feedback navigating back to school. Over 726 students this year. Many students have allergies that can range from environmental allergies to food allergies. In effort to support these students, a suggestion has been made that there be a no-eating zone during school wide events (Bingo Night, School Carnival, etc).
  - b) Secure an area where there are some tables with no food (to assist with those families with allergy concerns)
    - (1) Can discuss further with Dr. Jones, PTA President and the Executive Board regarding school events this year
8. Back to School Night
  - a) Parent Only
  - b) Sept 10 (Grades 3-5) from 6-730 PM
  - c) Sept 17 (Grades K-2) from 6-730 PM

### III. Report of Committees

#### A. Carnival - Sarah Battle

1. Friday, October 18 in conjunction with the Fall Book Fair

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2. Be on the lookout in the coming weeks for sign-up genius to volunteer time as well as donate food/goods for the event
  3. Looking for a team of individuals to head up the Spooky Maze in the courtyard.
  4. Looking for a photographer for the Carnival. Would need to provide their own photography equipment.
  5. Reach out to Sarah if looking to help in any capacity!
- B. Reflections - Pamela Williard
1. Art Content hosted by the National PTA. Starts at our local level. Students are encouraged to submit entries into various categories. They are judged based on their age group (K-2 and then 3-5).
  2. Local winners go on to the CCPS PTA and are judged based on the county. Then onto the state and national level. They have the opportunity to win money at the national level. Local winners win gift cards.
  3. Deadline is November 1.
  4. Entries can be emailed digitally to Pamela or there is a physical box in the library to submit to Mrs. Schneeberger. The rules will be posted on the PTA website.
- C. Yearbook - Stephanie Montgomery
1. Yearbooks are on sale NOW for \$30, this price will increase in January 2025. Limited amount purchased each year.
  2. Start submitting photos now (supply drop off, first day of school, 5th grade baby photos)
    - a) Links on the website, PTA Facebook page, GHES website
- D. Outreach - Sarah Battle
1. Denim Drive is kicking off (Goodwill Denim Drive). Collect denim items (jackets, shorts, pants, etc.). The clothing can be in any shape. Collection bin in front of the school. Mid-October it will be turned into the county. The top 3 winners in the county receive a sizable amount of money donated to PTA.
- E. Spirit wear - Tonya Satterfield
1. New vendor this year and the store is open NOW!
  2. Store closes on October 9
  3. Link is on Facebook and the flyers will be going home with students tomorrow
  4. Friendship bracelet flyer will be coming home for Bulldog Pride bracelets and bracelets for each House
- IV. New Business
- A. Request for new business - N/A
  - B. Final reminder to spread the word and encourage others to join the PTA, thank you for joining the first meeting!
  - C. Email any questions to ghespresident@gmail.com
- V. Adjournment: 18:55
- A. *The next General Membership Meeting will be held on Tuesday, September 24*



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**Barefoot and Books:** \$ 600

**Bulldog folders:** \$ 1160

**Student Agendas:** \$2,247.13

**Carnival Inflatables:** \$767.50 (down payment for inflatables)

**Carnival Staff Payments:** \$100 (down payment to art factory for face painters and balloon artists)

**Bulldog Pride T-shirts:** \$1946.50

The total income for this period was **\$6,066.91** and the total expenses were **\$8,746.09** for a net loss of **\$2,679.18**.

**Other updates:**

Aaron Hawkins, who is a CPA, signed off on our annual financial review and filed our taxes. He did not have any comments or feedback on the financial review. We will need to vote to adopt it tonight.

We have uploaded our compliance documents and they have been approved by VA PTA for our yearly compliance.

Sarah Physioc has agreed to review and sign off on our monthly reconciliations this year. She is reviewing the July reconciliation currently.

The national PTA has approved a dues increase of \$1 per member which will go into effect on July 1, 2025. I would propose we increase our dues to cover the cost of this. I think \$10 for a single membership and \$15 for the family membership would be appropriate. Many schools in the area are already charging these prices for their memberships. We need to give 30 days notice before voting as a general membership to approve an increase.

The insurance has been renewed for the year. It is now good through October 24, 2025.

We need to approve the proposed budget today. It was approved by the executive committee on August 7.

	Jul '24 - Jun 25	Budget
<b>Income</b>		
1100 · Interest	0.97	6.00
1200 · Donations		
1210 · Direct Donations	117.00	
<b>Total 1200 · Donations</b>	117.00	
1300 · Membership Dues	912.00	2,500.00
1500 · Fundraisers		

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1572 · Flying Squirrels Income	704.00	700.00
1580 · Bingo Income	0.00	1,200.00
<b>1510 · Carnival</b>		
1522 · Pizza Sales	0.00	200.00
1520 · Business Partnerships -Carnival	0.00	100.00
1518 · Concessions /Kreepy Kitchen	0.00	300.00
1514 · Ticket Presales	0.00	5,500.00
1512 · Tickets Sales - Night Of	0.00	2,500.00
<b>Total 1510 · Carnival</b>	0.00	8,600.00
1540 · Spring Fundraiser (run)	0.00	30,000.00
1550 · Yearbook Sales	3,849.48	4,000.00
1560 · Spirit Wear	45.00	1,000.00
<b>Total 1500 · Fundraisers</b>	4,598.48	45,500.00
<b>1900 · Business Partnerships</b>		
1905 · Benevity	25.00	
1916 · Kroger	315.56	1,000.00
1910 · Clothing to Cash	97.90	200.00
1904 · Box Tops	0.00	120.00
<b>Total 1900 · Business Partnerships</b>	438.46	1,320.00
<b>Total Income</b>	6,066.91	49,326.00
<b>Gross Profit</b>	6,066.91	49,326.00
<b>Expense</b>		
<b>6000 · Teacher Activities</b>		
6030 · Teacher Conferences	0.00	6,000.00
6020 · Teacher Appreciation	866.00	7,000.00
<b>Total 6000 · Teacher Activities</b>	866.00	13,000.00
<b>4000 · Administration</b>		
4005 · Zoom	167.90	200.00

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4015 · PTA Executive Board Dinner	0.00	155.00
4080 · Credit Card Fee	59.47	700.00
4090 · Accounting Expenses	0.00	500.00
4010 · Board Materials & Supplies	162.00	2,000.00
4070 · Misc (bank fees)	0.00	50.00
4040 · Website/Jotform	265.17	750.00
4020 · PTA Insurance	377.78	450.00
<b>Total 4000 · Administration</b>	<b>1,032.32</b>	<b>4,805.00</b>
<b>3000 · Committees</b>		
3007 · Reflections	0.00	250.00
3005 · Watchdogs	0.00	1,000.00
3004 · Beautification	0.00	500.00
3003 · Retirees	0.00	100.00
3002 · Hospitality	0.00	1,500.00
3001 · Outreach	0.00	200.00
<b>Total 3000 · Committees</b>	<b>0.00</b>	<b>3,550.00</b>
1301 · National & State Dues	26.64	2,000.00
<b>2000 · Education Programs</b>		
5012 · Resources for Reading	0.00	1,100.00
5016 · Barc 4 VARC	0.00	300.00
2016 · Kindergarten Book Carts	0.00	0.00
2015 · 5th Grade Novel Purchase	0.00	0.00
2014 · 4th Grade Novel Purchase	0.00	0.00
2013 · 3rd Grade Book Carts	0.00	0.00
2012 · 2nd Grade Book Carts	0.00	0.00
2011 · 1st Grade Book Carts	0.00	0.00
2010 · Ruth Sims Scholarship	0.00	300.00
2009 · Student Take Home Folders	1,160.00	1,160.00



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2008 · Student Agendas	2,247.13	2,247.13
2006 · Barefoot N Books	600.00	660.00
2005 · Guest Author Program	0.00	2,500.00
2001 · Digital/Classroom Literacy	0.00	4,400.00
2000 · Education Programs - Other	0.00	3,600.00
<b>Total 2000 · Education Programs</b>	<b>4,007.13</b>	<b>16,267.13</b>
 <b>1501 · Fundraiser Activities</b>		
1571 · Bingo	0.00	800.00
1561 · Spring Fundrasier (run)	0.00	3,000.00
1531 · Spiritwear Cost	0.00	0.00
1551 · Yearbook	0.00	0.00
1521 · Carnival Supplies/Wristbands	0.00	1,400.00
1519 · Pizza - Carnival	0.00	0.00
1515 · DJ - Carnival	0.00	500.00
1511 · Staff Payments - Carnival	100.00	2,200.00
1513 · Inflatables	767.50	3,100.00
<b>Total 1501 · Fundraiser Activities</b>	<b>867.50</b>	<b>11,000.00</b>
 <b>5000 · Special Projects</b>		
5024 · Learn to Swim Transportation	0.00	2,500.00
5022 · House System Expenses	0.00	3,500.00
5008 · Bulldog Pride Teacher T-Shirts	1,946.50	2,000.00
5004 · Library Volunteer Events	0.00	200.00
5000 · Special Projects - Other	0.00	14,500.00
<b>Total 5000 · Special Projects</b>	<b>1,946.50</b>	<b>22,700.00</b>
 <b>1700 · Student Activities/Programs</b>		
1785 · Math Night	0.00	300.00
1780 · Kinder Registration Bags/Suppl.	0.00	750.00
1745 · GHES Active Night/Dance	0.00	6,000.00

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1770 · Grandparent's Breakfast Costs	0.00	4,000.00
1730 · Bulldog PRIDE Awards	0.00	0.00
1760 · Pansy Day	0.00	0.00
1750 · Mother-Son Event	0.00	0.00
1710 · International Night	0.00	1,000.00
	0.00	12,050.00
<b>Total 1700 · Student Activities/Programs</b>	<b>0.00</b>	<b>12,050.00</b>
<b>Total Expense</b>	<b>8,746.09</b>	<b>85,372.13</b>
<b>Net Income</b>	<b>-2,679.18</b>	<b>-36,046.13</b>

### Budget:

Jul '24 - Jun 25

#### Income

1100 · Interest	6.00
1300 · Membership Dues	2,500.00
1500 · Fundraisers	
1572 · Flying Squirrels Income	700.00
1580 · Bingo Income	1,200.00
1510 · Carnival	
1522 · Pizza Sales	200.00
1520 · Business Partnerships -Carnival	100.00
1518 · Concessions /Kreepy Kitchen	300.00
1514 · Ticket Presales	5,500.00
1512 · Tickets Sales - Night Of	2,500.00
<b>Total 1510 · Carnival</b>	<b>8,600.00</b>
1540 · Spring Fundraiser (run)	30,000.00

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1550 · Yearbook Sales	4,000.00
1560 · Spirit Wear	<u>1,000.00</u>
Total 1500 · Fundraisers	45,500.00
1900 · Business Partnerships	
1916 · Kroger	1,000.00
1910 · Clothing to Cash	200.00
1904 · Box Tops	<u>120.00</u>
Total 1900 · Business Partnerships	<u>1,320.00</u>
Total Income	<u>49,326.00</u>
Gross Profit	49,326.00
Expense	
6000 · Teacher Activities	
6030 · Teacher Conferences	6,000.00
6020 · Teacher Appreciation	<u>7,000.00</u>
Total 6000 · Teacher Activities	13,000.00
4000 · Administration	
4005 · Zoom	200.00
4015 · PTA Executive Board Dinner	155.00
4080 · Credit Card Fee	700.00
4090 · Accounting Expenses	500.00
4010 · Board Materials & Supplies	2,000.00
4070 · Misc (bank fees)	50.00
4040 · Website/Jotform	750.00
4020 · PTA Insurance	<u>450.00</u>
Total 4000 · Administration	4,805.00
3000 · Committees	
3007 · Reflections	250.00
3005 · Watchdogs	1,000.00

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3004 · Beautification	500.00
3003 · Retirees	100.00
3002 · Hospitality	1,500.00
3001 · Outreach	200.00
	200.00
<b>Total 3000 · Committees</b>	<b>3,550.00</b>
<b>1301 · National &amp; State Dues</b>	<b>2,000.00</b>
<b>2000 · Education Programs</b>	
5012 · Resources for Reading	1,100.00
5016 · Barc 4 VARC	300.00
2016 · Kindergarten Book Carts	0.00
2015 · 5th Grade Novel Purchase	0.00
2014 · 4th Grade Novel Purchase	0.00
2013 · 3rd Grade Book Carts	0.00
2012 · 2nd Grade Book Carts	0.00
2011 · 1st Grade Book Carts	0.00
2010 · Ruth Sims Scholarship	300.00
2009 · Student Take Home Folders	1,160.00
2008 · Student Agendas	2,247.13
2006 · Barefoot N Books	660.00
2005 · Guest Author Program	2,500.00
2001 · Digital/Classroom Literacy	4,400.00
2000 · Education Programs - Other	3,600.00
	3,600.00
<b>Total 2000 · Education Programs</b>	<b>16,267.13</b>
<b>1501 · Fundraiser Activities</b>	
1571 · Bingo	800.00
1561 · Spring Fundrasier (run)	3,000.00
1531 · Spiritwear Cost	0.00
1551 · Yearbook	0.00

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1521 · Carnival Supplies/Wristbands	1,400.00
1519 · Pizza - Carnival	0.00
1515 · DJ - Carnival	500.00
1511 · Staff Payments - Carnival	2,200.00
1513 · Inflatables	<u>3,100.00</u>
<b>Total 1501 · Fundraiser Activities</b>	<b>11,000.00</b>
<b>5000 · Special Projects</b>	
5024 · Learn to Swim Transportation	2,500.00
5022 · House System Expenses	3,500.00
5008 · Bulldog Pride Teacher T-Shirts	2,000.00
5004 · Library Volunteer Events	200.00
5000 · Special Projects - Other	<u>14,500.00</u>
<b>Total 5000 · Special Projects</b>	<b>22,700.00</b>
<b>1700 · Student Activities/Programs</b>	
1785 · Math Night	300.00
1780 · Kinder Registration Bags/Suppl.	750.00
1745 · GHES Active Night/Dance	6,000.00
1770 · Grandparent's Breakfast Costs	4,000.00
1730 · Bulldog PRIDE Awards	0.00
1760 · Pansy Day	0.00
1750 · Mother-Son Event	0.00
1710 · International Night	<u>1,000.00</u>
<b>Total 1700 · Student Activities/Programs</b>	<b><u>12,050.00</u></b>
<b>Total Expense</b>	<b><u>85,372.13</u></b>
<b>Net Income</b>	<b><u>-36,046.13</u></b>

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### Attendance:

1. Sarah battle member
2. Ellie Swanson- Member
3. Lisa Hall member
4. Lorin Kain- member
5. Julie Carr - member
6. Jordan Payne - Member
7. Ken Kauffman, member
8. Sarah Physioc--member
9. Lisa Bailey - member
10. Andrea Wilkerson - Member
11. Courtney Saunders- member
12. Jenny Griffith - Member
13. Debra Franklin - member and teacher
14. Kelly Bowles - Member
15. Jill Trachtenberg
16. Michelle Lobb - member
17. Greg & Shayla Gilliam-members
18. Stephanie Montgomery - member
19. Christine Tingle
20. Jessica Cook - Member
21. Courtney Jones
22. Sarah DeVera - new member
23. Laura Yauger - member
24. Kayla Kardosh-member
25. Sarah Magno - Member
26. Hashim Tabari - non-member
27. Kristin McDonald and Ruth P.
28. Pam Willard- Member
29. Brittany Robertson-member
30. Jessica Cole - new member
31. Kristin McDonald - member
32. Ryan Yauger - member
33. Jean Finney member