

GEMS PTCO Meeting Minutes
February 20, 2024 at 6:30pm
GEMS Library

- 1.) Call to order 6:39pm
- 2.) Attendance / Introductions: Amanda Mobbs, Sara Stewart, Mikaela Sykas, Sara Walker, Frank Gore, Amber Lawyer, Jessica Denton. Mr. Emery via Google Meet Video.
- 3.) Review & Approve minutes from January. Sara Walker motions to approve minutes with one small typo correction, Frank seconds. Motion approved.
- 4.) GEMS Administrative Team report - Mr. Emery - School Budget has been created, an 8 page mailer to be sent over the vacation to Georgia residents. March 5 Town Meeting Day. PTCO Support for passing School Budget discussed. The budget for 24/25 was rolled over from the 23/24 budget, no new expenditures. Mental health needs of students highest it's ever been. Creatively using line items of existing budget to support a decision to fund a role for those needs. Taco Bar big success, Mr. Emery expresses the staff appreciation for this lunch held on 2/14.
- 5.) Treasurer Report - Current estimate of our checking \$21,223.16. Refund pending by 802 Eyecare - \$1000 for the Eclipse Glasses. Cash box no change in amount as reported in January minutes. Venmo balance: \$148.46 (mostly Easter donations). Square deposit pending from Pizza fundraiser.
- 6.) Four Winds collaboration - photos after winter break. E-mail Ilona and Emma to advise there may be photographer visiting during some of the Four Winds volunteer times. Our goal is to include representation of the Four Winds program in the Yearbook.
- 7.) Academic Year Event discussions as needed:
 - a.) Any remaining comments from Fall Mini Grants - Sara Walker. Frank reports all Fall grants have been reimbursed. We did not discuss Spring Mini Grants this evening as Sara had to depart early. Need to set dates to call out applications, deadline to submit request, notify approvals by and reimbursement by.
 - b.) Eclipse Glasses provided by 802 Eye Care - Eclipse day Monday April 8, 2024, will be an early release day. Eclipse Glasses being shipped directly to GEMS. Channel 3 News at GEMS tomorrow, interviewing Ms. Heth to discuss Eclipse plans. All students will go home with educational materials and a pair of quality glasses. WPTZ also is interested in doing a story.
 - c.) Open Gym dates / Middle School Game / Puzzle event. Feb 28, 2024 time 1-3pm .THIS IS NOT A DROP OFF EVENT, PARENTS MUST STAY WITH THEIR CHILDREN. Date TBD for April break - Sara Walker, Board Liaison, Sara Stewart, Chair. Sara Stewart asks for more parents to attend, if a parent brings a group of kids, need more adult to youth ratio. Recruit high school students discussed, for their volunteer hours. Add to Facebook event. Remember volunteers must submit volunteer form in advance (see google link bottom of this document).
 - d.) Pizza Delivery -February 10 - Jessica chair. 52 pizzas purchased, 11 went to Food Shelf. Profit \$538.75 for us. Next year will be holding 1x per year, keep to Superbowl weekend. Overall, went well. Thank you delivery drivers!
 - e.) Town Mtg Day - March 5. Jessica will prepare table. Town Mtg at 10am. Frank agrees to staff table from 9a to 11a on behalf of PTCO.
 - f.) Movie Night - Friday March 8, 2024 Sara Walker & Frank Co-Chair. Request Pizza from Genuine. Amber Lawyer offers to help too. Start movie at 6pm, done by 8pm. Sound Upgrade to gymnasium - in process per Mr. Emery.
 - g.) Easter Egg Hunt - March 30 - Jessica Board Liaison, Amber Lawyer / Michelle Phelps Co-Chairs. Donations for items (candy and non-candy to fill eggs) and volunteers sought. March 26th 6pm filling eggs in Cafeteria. Event starts March 30 at 9a. Amber reports out on efforts made today for donations

- from local businesses: Cash from Zachary's \$15, Aubochon's \$30 in cute VW Bugs and Busses that can fit in eggs. Kinney both Milton and St. Albans donated \$30 in Candy. St. Albans Hannaford \$50, Price Chopper \$50. Handy's \$50 check. Milton Dispensary \$6 cash. Nick Martel writing check from his transmission company \$100. Barre Callebaut - large Chocolate Bars x5 is the ask for pending, will place "golden ticket" in egg to have this prize. Hair Loft donation pending. Venmo donations: Steph Kell \$25, Dawn Blodgett \$50 and Amber Lawyer \$15. Easter Bunny Costume already ordered \$49.99.
- h.) Spring Book Fair - April 15 week. Sara Walker & Kollene Co-Chairs. Bull Pen confirmed. Need to schedule our pre-book fair call which happens 30 days leading up to the fair. Front office now more aware of what the book window deliver & pick up.
 - i.) Coin War (to support Teacher / Staff Appreciation Week expenses) - any updates from Ray? April 27 weekend and May 4 weekend? Sara Walker chair. No updates today available.
 - j.) Teacher Appreciation Week - May 6 to 10, 2024 - Chair needed. Wynea Buford is contemplating. Sara Stewart & Amanda Mobbs volunteer to co-chair.
 - k.) Memorial Day Parade - May 18 - first time in 10 years Georgia is going to have a Memorial Day parade. Consider a Float GEMS PTCO. Maybe use the theme we choose for Teacher Appreciation? Need a chair. * Come in March with ideas for theme. Ellen Hsieh is contact with town to let them know we'd like to participate in parade. Jessica will reach out.
 - l.) Taco Bar- Margo Vanscoy & Amy Davis - Feb 14 1-3p Frank reports out. Teacher lounge all set up by 9am. Huge success. Mrs. Sikorsky sent thank you note. Margo donated meat, PTCO will refund her for all rest of supplies. Will have 2nd Taco Bar for teacher appreciation week. Gift to teachers.
 - m.) School Yearbook - Frank & Jessica Co-Chair. Jessica motions to move \$3,000 from Cookbook line item to support Yearbook efforts, seconded by Frank. Motion passes. Frank has started taking photos. First couple weeks after Winter Vacation photos of PreK to 4th. Deadlines - all page layouts and books ordered by end of April. Will need to get Pre-Orders, \$40 per book. 52 pages estimated. Goal to sell 100 books. Frank will build website to have community place orders. Discussed how to support students who desire a book but barrier may be affordability. We will continue to explore the best means to identify these students to be sure all who want a yearbook can receive one.
 - n.) New business: Board Roles - Public Notice to add Public Relations Board Member, discuss any other board role needs to put out to community on appropriate notice. We vote in May on Board positions. We want another board position, right now we have four board positions. We want to add a 5th position, PR person, Marketing, Social Media. Full elected position. President, Vice President, Treasurer, Secretary currently stand. We need to add the PR Role to our Board. Frank will post for appropriate notice. Vote on in April Meeting to amend our bylaws to add this elected role. Elections in May.
 - o.) OTHER: Former ideas from 22/23 - Teen night, Snow Sculpture Contest. 5K fundraiser for 24/25. Storage closet organizing. Storage closet in the middle school much more organized now - we have space to spare in Shed right now. End of school year - go through storage options. Discuss further at end of school year.
- 8.) Volunteer Recruitment - Continue to recruit volunteers.
- a.) Complete Volunteer Form ALL ANNUALLY:
https://docs.google.com/forms/d/e/1FAIpQLSeph9JhS3YbTBcD__Jf4KrPg34_osio9gEX5MH8GoungjwOuQ/viewform?vc=0&c=0&w=1&flr=0
 - b.) Sign our Volunteer Code of Conduct - paper copies available.
- 9.) Other business - Shed project updates - painting to resume in Spring.
- 10.) Next Meeting April 16, 2024 at 630p Location: GEMS school library. May meeting where we will vote for board roles for the 24/25 school year is May 21 at 6:30pm.
- 11.) Adjourn 7:47pm