

GEMS PTCO Meeting Minutes
Tuesday, Sept 17, 2024 at 6:30pm
GEMS CAFETERIA

- 1.) Call to order time: 6:32pm
- 2.) Attendance / Introductions / Review Agenda. Attendees: Coralee Tye, Jessica Denton, Frank Gore, Sara Walker, Amanda Mobbs, Allison Lawrence, Alysia Camley, Heather Call, Sara Stewart, Tanya Wells, Cat Schoonejongen, Kimberly Ploof, Lindsey Rabidoux, Hayley Gonzalez, Wynea Buford, Mikaela Sykas.
- 3.) Review & Approve minutes from August. Motion made by Coralee and seconded by Sara to approve meeting minutes as written. Motion carries.
- 4.) GEMS Administrative Team report (if applicable). No representation tonight from Admin Team (it is 7th grade info night happening simultaneously). Thus far feedback from Parent Info Nights is good. 1st grade info night on Sept 18 at 6pm (Tanya Wells), 2nd grade info night at 6pm on Sept 19 (Sara Walker). 4th grade info night on Sept 24 at 6pm (Heather Tye)
- 5.) Treasurer's Report - no report this evening; transferring duties to Treasurer Coralee. Banking details being finalized.
- 6.) Four Winds Collaboration (if leader present) - happening this year, no Four Winds leaders here tonight. Sara Walker mentions Tree Fundraiser with Four Winds - not losing sight of this opportunity. Email sent to Four Winds leaders to remind them.
- 7.) Board Roles - Still recruiting a Communications Director for 24/25 year. Tanya Wells is present and interested in taking this role on. Warn as a special meeting, can be appointed due to not being at the start of a term. Will warn.
 - a.) Update on recruiting students for web page updates if we don't get a communications director? Tanya would be willing to manage the webpage if appointed Communications Director.
- 8.) Discuss amending the Academic Year Budget? We didn't create a line for Yearbooks or for Volunteer Lunch. Recalculate our math. If we set the Yearbook budget to \$3100 that should cover the costs. We agree we will VOTE to amend budget in November Meeting. Must be warned 30 days ahead and our next meeting is October 15 (less than 30 days from today). Volunteer appreciation luncheon will be taken from miscellaneous funds at the end of the year.
- 9.) Discuss growing our relationship with the School Board. Future School Budget advocacy. Next School Board meeting is October 8. Support granted for Jessica Denton to attend next School Board meeting as representation from PTCO. Request to be on the agenda or if they open to the floor for comment.
- 10.) First half of academic year events / fundraisers:
 - a.) Chalk the walk / Banner hanging ceremony - any feedback: Went great! Girl Scouts were wonderful. Delayed twice due to weather and ended up being revealed the first Friday of school. The administration really appreciates it. Banner hanging went great.
 - b.) PreK to 4 Yearbook Committee - Chair, Frank Gore. Committee: Jessica Denton, Jamie Burdick, Kimberly Ploof, Cat Schoonejongen, Cynthia Wojtyna. Appreciate that people have been sending photos of the events kids have been attending. Photos can be sent to ESYB@georgiaptco.com and a form will be placed on our website to upload photos (pending).
 - c.) Fall fest Sept 14, 2024 3-8pm- table - Mikaela Sykas agreed to staff as well as Heather Tye. We did not have a table as the Fall Fest folks indicated they didn't need volunteers.
 - d.) Spirit Wear - Jessica Denton Chair, update on sales. Total funds raised so far \$254. Majority of sales have been for staff of GEMS so far. Will make an additional announcement on the 19th to encourage further sales. Sale remains open all year however, free delivery via PTCO ordering ends Sept 29, unless we re-open around holidays to do similar.
 - e.) Book Fair FALL date is Oct 14, 2024 week - through Saturday, October 19. 8a to 8p Mon to Friday. Likely 9a to noon on Saturday Oct 19. Sara Walker & Kollene Caspers Co-Chairs. Will be recruiting volunteers to run shifts, will continue with Scholastic Dollars for volunteers. Likely opening the fair early October 10/11 so teachers can make their wish lists prior to the start of the fair. Grocery baskets for wish lists (shop for their items and place in baskets), which will allow families / caregivers to purchase right out of the respective teacher basket. Right now we have \$3,400 in Scholastic Dollars, that we can spend when we have the fair. We do have "Share the Fair" coupons - discreetly given to students who may not have funds to purchase a book at the fair. E-Wallets being encouraged by the Scholastic folks; e-wallets can be shared with family members to put funds all in one e-wallet. Watch for Sign Up Genius coming soon, two hour increments.
 - f.) Teacher Mini Grants Fall Sara Walker & Coralee Tye Chairs. Sending email to teachers / staff October 1. One month to get application in. If teachers are interested in books, will ask them to submit early so they can shop

the book fair. All grants to be submitted by Google Form, submit links for items the staff want to purchase. PTCO will purchase directly for grants approved; will use our tax free status to purchase. New shift this year (prior years reimbursement of teachers). This year \$2,200 for each grant cycle (Fall & Spring). Will be recruiting members for the committee once all the grant requests come in. Allison Lawrence offers to be a part of the committee.

- g.) Trunk or Treat - October 26, 2024, 1 to 3pm Cat Schoonejongen Chair. Signs just created. # of spots not yet determined. Will need to make a call out for candy donations. 24 trunks last year, shooting to get 30 trunks this year. Still planning for contests. QR Code suggested by Tanya for voting. St. Albans Trunk or Treat is also Oct 26 at 1pm.
- h.) Movie Night - November 22, 2024 - Kimberly Ploof is chair. Frank will help with tech. Suggestion for Costco pizza instead of Genuine this event. Popcorn via Microwave worked out fine last time. \$5 for bag of popcorn, pizza and drink. Chocolate bars were separate. Sara Stewart will run games in Cafeteria for the kids who need gross motor time.
- i.) Teacher Wish Lists - Facilitate in Winter Season. Dec/Jan dates not yet set. Wynea Buford chair. Coralee Tye to help.
- j.) Breakfast with Santa / Clothing swap - Dec 14, 2024- Tri-Chairs Kimberly Ploof, Amanda Mobbs, Wynea Buford. Clothing Swap Chair Sara Stewart. Clothing swap will focus only on winter gear, shoes / boots, sports wear & GEMS branded clothing. Planning to start reaching out to places for donations at the end of October.
- k.) Talent Show Friday, February 14, 2025. Heather Tye & Sara Stewart Chairing. Cara Beyor - only wishes to help as a committee member. Planning on Winter Carnival Feb 15, 2025 on Saturday. Auditions done traditionally in Mrs. Sweeney's room w/ her guidance. Will need to arrange audition date. First time we have done this in years. Trial run, we are learning. Last time this was held the current 8th graders were in 2nd grade. Add on to talent show a masked singer for teachers? Try to get teachers involved. Auditions won't weed out but will provide guidance to the performer.
- l.) Teen Night discussed . Received message to please check in with JMMY Center folks before we proceed w/ this. Prior thoughts along the lines of a game night. Noted many youth may appreciate the opportunity too for athletics. Had historically combined with movie night, allow teens to use the teacher lounge. Open up for ages 13 to 18, Georgia residents - need a chair if we want to give this a go. Could consider adding on to November 22nd Movie Night event, however would only have small gym. May be best to have as separate event. Survey - what would teens like to see in a teen night? If a chair volunteers could take lead on survey.
- m.) Update from Frank Gore on Open Gyms - only can have one this year due to April week school gym isn't available. February 26, 2025 is the open gym during Feb break.

11.) Other business

- n.) Shed - no updates. An outdoor black and white cat has made her home under it if anyone sees her, her owner is aware. Suggestion is if there is an Art Camp this summer, ask that group to consider.
- o.) Volunteer Recruitment - we are always recruiting new volunteers. Hello@georgiaptco.com - welcome any person who is interested to attend a monthly meeting or e-mail us.
 - i.) Complete Volunteer Form **ALL ANNUALLY NEW FY 25** form:
<https://docs.google.com/forms/d/e/1FAIpQLScn6gax8s8lSYSbgzejQhHZZTNLBPtj3R8Nb5sef3dlYeAikA/viewform?vc=0&c=0&w=1&flr=0>
 - ii.) Sign our Volunteer Code of Conduct - paper copies available.
- p.) Future opportunities to keep in queue: Sound System Upgrade to the gym.
- q.) Add on suggested by Wynea Buford - 8th graders who graduate go to different high schools. Wynea suggests future GEMS Alumni Day, PTCO could kick off, see if it could be sustainable.

12.) Next meeting October 15, 2024 at 6:30pm in the GEMS Library

13.) Adjourn time 7:51pm.

Budget draft:

Event	Date	Funds earmarked
Four Winds	All year	\$2000
Year Book	All year	_____ *Vote in Nov \$3100
Book Fair	October 14-19 and Spring Date TBD	\$400
Teacher Mini Grants	Fall date opens October 1 for teachers to submit their grants.	\$4400
Pizza Delivery	Feb 8, 2025	\$700
Taco Bars	October 23 (tentative) and May 5 week	\$550
Trunk or Treat	October 26, 2024 1 to 3pm	\$150
Movie Nights	November 22, 2024 and March 7, 2025	\$300
Breakfast With Santa & Clothing Swap	December 14, 2024	\$500
Winter Carnival	February 15, 2025	\$1000
Egg Hunt	April 12, 2025	\$200
Memorial Parade	May 2025	\$150
Paint & Sip	April 2025	\$1000
Talent Show	February 14, 2025 in evening	\$1000
Teacher Appreciation	May 5 to 9, 2025	\$1500
Miscellaneous	All year	\$2000
	Total:	\$15,850

EVENT CALENDAR DRAFT (reference to help with room use forms to be submitted to Corrina Favreau):

EVENT	Chairs / Committee	Date	Raising Funds goal
Chalk the Walk & Banner Hanging	Board	August 27, 2024	N/A
Spirit Wear	Jessica Denton	Free Shipping Closes on 9/29 - store open all academic year	\$375
Fall Fest	Mikaela Sykas volunteer *Recruit 3 more	September 14, 2024 hours: 3pm to 8pm	N/A

Teacher Mini Grants	Coralee Tye & Sara Walker / Committee: Allison Lawrence, Jessica Denton	Fall opens October 1 / Spring date TBD	N/A
Book Fairs	Sara Walker and Kollene Caspers / Cat Schoonejongen offers to help with story time if Valerie isn't available.	October 14 week and April 14 week	_____
Trunk Or Treat	Cat Schoonejongen chair. Committee includes: Frank Gore, Alice Harrison & Rory Clifford. Jon & Lindsay Elias. Adrianna Laclair.	October 26, 2024 1 to 3pm	N/A
Taco Bar	Margot (Frank Board Liaison) Kelly Mahl	October 23, 2024 and week of May 5, 2025	N/A
Movie Nights	Kimberly Ploof Chair for Nov 22 event. Frank will help with tech. Adrianna LeClair	November 22, 2024 and March 7, 2025	_____
Breakfast with Santa	Kimberly Ploof, Amanda Mobbs and Wynea Buford	December 14, 2024	_____
Clothing Swap (at Breakfast with Santa)	Sara Stewart	December 14, 2024	
Teacher Wish Lists	Wynea Buford and Coralee Tye	Winter 2024/2025	N/A
Pizza Delivery	Jessica Denton / Mikaela Sykas	Saturday of Super Bowl Weekend -Feb 8, 2025	\$500-700?
Winter Carnival	Amanda Mobbs & Wynea Buford (Sara Walker board liaison) Committee: Audrey Hampton. Adrianna LaClair.	Feb 15, 2025	_____
Talent Show	Heather Tye and Sara Stewart to Chair. Cara Beyor on committee	Feb 14, 2025	_____
Open Gyms	Sara Stewart	Feb 26, 2025 (Cannot hold in April due to gym updates)	N/A
Town Meeting Day PTCO info table		March 4, 2025	N/A
Egg Hunt	Jessica Denton & Sara Walker / Kelly Mahl. Jon & Lindsay Elias. Audrey Hampton.	April 12, 2025	N/A
Paint & Sip	Jessica Daigneault & Michelle Soares Phelps	Suggesting FEB instead of April	_____
Bake Sales at Art Night	Jessica to be board liaison Mikaela Sykas interest in volunteering	Spring ONLY April 17, 2025	_____
Teacher Appreciation Week	Wynea Buford Chair Kelly Mahl, Jon & Lindsay Elias	May 5, 2025 week	N/A

<p>Workshopping: Coin War in classrooms / raise funds for a teacher to kiss a goat Workshopping: TEEN NIGHT</p>	<p>Would need chairs</p>	<p>Spring</p>	<p>_____</p>
<p>Yearbook</p>	<p>Frank Chair - committee members: Jessica Denton, Jamie Burdick, Kimberly Ploof, Cat Schoonejongen, Cynthia Wojtyna</p>	<p>ALL year with production in May 2025</p>	<p>_____</p>