

GENET ELEMENTARY SCHOOL PTO MEETING MINUTES

Date: January 6, 2025

Time: 6:00pm

Location: Genet Conference Room

Contact information: genetpto@gmail.com



1. Attendance
 - a. Officers present – Kayla Smith, Paige Wood, Caitlin Heeg, Deanine Lena, Jessica Sweeney, Kim Tuttle
2. No update from the external agency investigating last year's finances.
3. PTO property was inventoried and organized today. The PTO and Mr. Grignon will be discussing where the physically big items can be stored.
4. Principal Report
 - a. Back to school for the new year has been going well.
 - b. The students had indoor recess today due to the outdoor temperatures. The cafeteria with two grade levels for lunch and indoor recess is extremely loud. On Wednesday, Thursday and Friday indoor recess can be held in the auditorium with movies and drawing but the music program uses the auditorium on Monday and Tuesdays for rehearsals and lessons.
 - c. Santa's Magical Express was a good event and enjoyed by many families.
 - d. The Genet community was pleased with the Spiritwear sold by the PTO.
 - e. The staff breakfast was very much enjoyed and appreciated by the staff.
 - f. The June Farm Author visit went well and the kids had a great time.
 - g. The water and presentation of refreshments provided by the PTO at the December Board of Education meeting held at Genet was appreciated.
 - h. The 4th and 5th grade winter concert will be on January 14th
 - i. School community wide Winterfest will be held on January 18th and 19th. Mr. Grignon will be flipping pancakes Saturday morning and the Genet PTO will have a Kona Ice Truck.
 - j. The 5th grade maturation talk will be held in January instead of June because students are developing earlier in recent years.
 - k. Middle of the year student assessments will be taking place this month. The students will participate in Renaissance Math and Reading tests as part of this assessment.
 - l. All NYS testing for 3rd – 5th grade will be done on their chromebooks this year. Luckily there were no issues when the 5th graders took their NYS tests on the chromebooks last year. The students will be taking NYS simulation practice tests this month approximately January 22nd – January 31st.
 - m. Mandatory safety drills will resume in 2 weeks. These will mostly or all be the indoor type safety drills.
 - n. Teachers are currently in the process of doing a lot of Professional Developments and curriculum development and may be in and out of the classroom.
 - o. Mr. Grignon is currently finalizing his budget for the 2025-2026 school year. He will meet with the Superintendent at the end of the month to present his proposed Genet budget.

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- p. Congratulations to PTO Officer, Kim Tuttle who has been hired by EGCS D at Green Meadow Elementary School.
 - q. The new Genet nurse, Maria Mancino is off to a great start at Genet. Her first day was Thursday. She lives in EGCS D, has many connections and is making the nurses office into a Jungle theme.
5. Secretary Report
- a. Caitlin Heeg motions to approve the November 4th PTO Meeting Minutes.
 - i. Deanine Lena seconds the motion.
 - ii. Jessica Sweeney abstains because she did not attend the meeting.
 - iii. Everyone else in favor, meeting minutes approved
 - b. Caitlin Heeg motions to approve the December 2nd PTO Meeting Minutes
 - i. Deanine Lena seconds the motion
 - ii. All in favor, meeting minutes approved.
6. Treasurer Report –
- a. Santa’s Magical Express should bring in \$480 but the PTO has not received the check yet.
 - b. Spiritwear brought in \$423
 - c. \$14.45 was spent on Board of Education meeting water
 - d. \$40 was spent on Fun Friday popcorn (significantly discounted rate)
 - e. \$128.30 was spent on staff waffle breakfast
 - f. It was noted that there are a lot of PTO budgeted expenses coming up in the second half of the year that we do not currently have money to cover. If fundraising is unable to cover the cost of the originally proposed budget then items from the budget will need to be cut. The PTO is considering many fundraising options to help meet the proposed budget.
 - g. Possible spring fundraiser – Color Run
 - h. The PTO is looking for a receipt or invoice from Author Brian Yanish from last school year. Mr. Grignon will look to see if he has it.
7. Summer Reading Books
- a. As discussed above, the PTO may be looking to cut expenses. While the PTO thinks it is very important to get books into the hands of kids, there are some families that have a lot of books and don’t need duplicates. Mrs. Wagner suggested putting an online form out to the Genet Community with the titles of the free book being offered at each grade and have the parents ‘sign-up’ or ‘opt-in’ to receive the free book.
8. Bylaws and Policies/Procedure status:
- a. The PTO has been informed that the Genet PTO is not incorporated but this does not change the Genet PTO’s 501c3 status. This investigation has put a small hold on the bylaw finalization.
 - b. New financial and event forms have been created, reviewed by the PTO and distributed at this meeting to all in attendance. These are to help create a clear paper trail for all financial transaction.
 - c. Financial forms need to be submitted at least one week prior to a PTO meeting and will be voted on at the PTO meeting.
 - d. Two financial forms were presented for PTO officer vote this evening:
 - i. Kayla motions to reimburse Caitlin for the Board of Education waters.
 - 1. Jessica seconds

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2. All in favor, approved
 - ii. Caitlin motions to approve Kayla Glow Dance event and budget proposal
 1. Deanine seconds
 2. All in favor, approved
9. 16 Handles fundraiser will be held on January 16th. Jen Leto and Karen LaFrank will distribute flyers on Tuesday. (Post meeting note: the flyers were sent out on 1/7/25)
 - a. Jessica Sweeney will be putting together raffle baskets with new items from the PTO closet. Every person that purchases a fro-yo will get a free raffle ticket to be entered in to win one of these baskets.
10. Fun Friday – Next one is January 31st and will be freeze pops. Mr. Grignon will provide dye-free alternatives for allergy students.
11. Glow Dance will be February 7th 6pm-8pm
 - a. \$5 admission per child ages 2-12. No charge for parents.
 - b. Glow Dance will have DJ Ernie, dancing, movie in auditorium, concession stand, face painting, some glow items for sale and limited décor.
 - c. Pre-Admission sales will utilize Zeffy with wristbands to be sent home and will ask parents to give an idea how much pizza they may want to consume.
 - d. Tickets will be available at the door but with the disclaimer the wait in the line could be long.
 - e. Adult volunteers will get 2 free admission tickets. A discount code can be provided for Zeffy.
 - f. A volunteer sign-up genius will be sent to parents and high school students.
 - g. Caution Tape will be needed to tape off the stairs to the second floor and the stairs on either side of the stage and movie projector.
 - h. If there are enough adult volunteers, we will consider having an old spiritwear sale.
12. Yearbook
 - a. There will be a cover design contest and information will be coming out soon.
 - b. 5th grade baby photos will be \$5 and that information will be coming out soon.
13. 5th Grade t-shirts need to be done and provided to the students by early May.
14. Explore and Grow – Mr. Siver has agreed to do Project Adventure for 5th graders. There will only be 2-3 sessions and only 10 students at a time.
 - a. Dates thrown out as options: session 1 – March 18 and March 20, session 2 – April 1 and April 3. Jessica will check the gym availability with Jen Leto
15. Lip Sync
 - a. Rehearsal April 3rd
 - b. Event April 4th
 - c. DJ Ernie will be there.
 - d. The only expenses for lip sync are DJ and possibly a photographer. The plan is for the concession stand to cover the expense of the DJ and to find a photographer willing to donate their time.
16. The PTO asked Mr. Grignon if he has a list of who will be retiring at the end of this school year. He said he should have the list on February 1st.
17. STEM Fair will be March 6th. Kim Tuttle will organize pizza and water concession stand/table.
18. Movie Night – March 21st
 - a. 'March Minion Madness' day

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- b. Get classes to dress up Minion related and the class that has the most number of people who dress up will get a banana split party.
 - c. Movie for the night is the latest Minion movie.
- 19. Calendar fundraiser will be the month of May and tickets will be on sale April 7th
- 20. PTO Field Trip Money
 - a. Does PTO still have field trip money in the budget? At least 2nd grade and kindergarten are interested in using those funds.
- 21. State Testing Ice Cream will be on May 16th. The PTO normally provides this but the PTO will work with Mr. Grignon to get Stewarts ice cream donated.
- 22. In order for the Genet PTO to become incorporated, the PTO needs to spend money to do a name check on our organization. This is important because the Genet PTO can be protected once incorporated.
 - a. Deanine motions to spend the money to become incorporated.
 - b. Kayla seconds the motion.
 - c. All present approves (Paige left the meeting early and did not vote)
- 23. 5th grade field trip to Great Escape – June 12th 8am-4:30pm
- 24. 5th grade mixer – June 16th
- 25. 5th grade picnic at the Town Park – Mr. Grignon and Mrs. VanSkiver will get back to the PTO
- 26. There are a lot of Genet PTO updates, Kayla and Jess will work on sending out a newsletter instead of numerous flyers.
- 27. Upcoming Events:
 - a. January 14th – 4th/5th Grade concert
 - b. January 17th – 19th East Greenbush Winterfest
 - c. February 3rd – PTO Meeting
 - d. February 7th – Half Day and Glow Dance
 - e. February 17th – February 21st – NO SCHOOL
 - f. March 3rd – PTO Meeting
 - g. March 6th – STEM Fair
 - h. March 14th – No School
 - i. March 21st – Movie Night
 - j. March 27th – Half Day
 - k. March 29th – Guptills Event
 - l. March 31st – No School
 - m. April 3rd – Lip Sync Rehearsal
 - n. April 4th – Lip Sync
 - o. April 7th – PTO Meeting
 - p. April 14th – 18th – No School
 - q. April 23rd – Spring photos
 - r. May 5th – PTO Meeting
 - s. May 6th – 4th/5th grade concert
 - t. May 7th – BOE Meeting at Genet
 - u. May 16th – Spring Fling
 - v. June 2nd – PTO Meeting
 - w. June 4th (raindate June 5th) – School wide picnic and fun day
 - x. June 12th – 5th grade field trip

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- y. June 16th – 5th grade mixer
- 28. Questions, comments or to volunteer
 - a. Email: genetpto@gmail.com