

GENET ELEMENTARY SCHOOL PTO MEETING MINUTES

Date: October 7, 2024

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. Mrs. Carraher spoke about the Elementary Bilingual Achievement Project.
 - a. By obtaining the Elementary Bilingual Achievement Award, students are encouraged and empowered to continue their studies beyond elementary school to pursue the New York State Seal of Biliteracy in high school.
 - b. This is a trial program at Genet before they open it up to all 5 elementary schools in East Greenbush.
 - c. They are looking for a logo designed by students for the program. The logo winner does not need to be a participant in the program.
 - d. The program hopes to have high school native speaking student mentor the elementary students.
 - e. For more information or to register your child for participation, visit the Elementary Bilingual Achievement Project website ([Bilingual Achievement Program \(google.com\)](https://www.google.com)) or reach out to the project managers Jennifer Carraher (carraherje@egcsd.org) and Kelly Aldinger (aldingerke@egcsd.org)
3. Principal's Report
 - a. The PTO will have increased transparency of finances and where the funds went moving forward. The PTO financial reports will be presented tonight.
 - b. Picture Day went well but was a jam-packed schedule.
 - i. Mr. Grignon would like the PTO to look into switching school photos to Lifetouch for the future due to professionalism and costs.
 - ii. The volunteers and Genet staff were very disappointed that Adirondack did not have student sticker labels organized by class, it was one large group organized by last name only. It took a lot of time to sort through names at check-in.
 - iii. 44 students were out of school today and will need to do the make-up photos on November 12th.
 - iv. Thank you to parent volunteers for helping with the busy morning; Jessica Sweeney, Paige Wood, Caralynn Holland, Karen Bickel, Julie Crossman and Dennis Recore.
 - c. Mr. Grignon would like the PTO to consider doing spring photos with Lifetouch but ask Lifetouch what the process is to order photos. For example, in previous years, there was not a photo pre-order form, Lifetouch would send prints of the students in the spring and parents needed to pay for the prints or send back the prints. Jessica Sweeney said that parents complained about this process but it sounds like Lifetouch may have a new

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- process with possible online digital proofs. Once the PTO gets the Lifetouch contact from Mr. Grignon, Jessica Sweeney will reach out to Lifetouch.
- d. Book Fair is going on this week. If your child was sick for their class's timeslot, there are other openings to come to the fair later in the week.
 - i. New this year, if families sign up for the e-wallet, there is an option to donate to less fortunate students. The social worker, Mr. Grignon and the teachers will create a list of students that would qualify for these donations.
 - ii. More than 25 volunteers signed up to assist in the library during Book Fair! Thank you to all of these volunteers. Thank you to Caitlin Heeg and Amy Pirrotta for doing a great job organizing this big week-long event.
 - iii. Teacher comment: In the past, teachers would be able to create wish lists which was helpful for new teachers. The PTO should consider bringing this back.
 - iv. Teacher comment: In the past, students would not attend Book Fair during library time because only kids that brought in money would go to the Book Fair. This will decrease the number of student tears because they are missing out. The PTO and Mr. Grignon will look into holding the Spring Book Fair in the conference room and not have Book Fair during the library special.
 - e. This week and next week the 5th grade classes will be going with their kindergarten buddies to the Bell Top Apple Cider Barn
 - i. Jessica Sweeney requested that all photos from these field trips be sent to her for Yearbook. Caren Sager has the list of students that cannot be published online but all students can have their photos in the yearbook, candid and non-candid.
 - f. Morning Program from last week's sickness outbreak will be re-scheduled for this Friday.
 - g. The next Board of Education meeting is October 16th at Green Meadow
 - h. Fall Fun Run is October 17th with rain date of October 18th.
 - i. Please adhere to parking rules, do not park in the parking lot for the Englewood Ave apartments or blocking their driveway.
 - ii. The schedule should be done on Wednesday.
 - iii. Thank you to Beckers Farm for donating the pumpkin prizes.
 - i. Movie Night moved to October 18th due to the holiday weekend it was originally scheduled for. It will be hosted by the 5th grade class in order to raise funds for their end of year activities.
 - i. The movie will be Hocus Pocus 2
 - j. Veterans Day Salute will take place on November 8th.
 - k. Emergency Go-Home Early drill will take place on November 8th. All students will be dismissed 15 minutes early to parent pick-up or their buses. Students are encouraged to take the bus home and not do parent pickup so that they learn the process.
 - l. Halloween parades will take place on October 31st but the committee is looking at trying a different time and route.
 - i. Post meeting note: The Halloween parade will take place in the morning. Classroom parties will take place in the afternoon.
 - m. November 1st – no school, it is a professional development day.
 - n. October 25th – Trunk or Treat

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4. Secretary's Report: Approval of Meeting Minutes from September 9, 2024
 - a. Motion to approve: Kayla, Second: Caitlin, All in favor: Approved
5. New Business:
 - a. Jen Crewell has resigned from the PTO
 - b. Motion to make Kayla Smith the Acting President: Jessica Sweeney, Second: Deanine, All in Favor: Approved
 - i. Post Meeting Note: The PTO Officers approved Kayla Smith to be the President of the PTO on October 9, 2024. Motion: Caitlin Heeg, Second: Jessica Sweeney, All in favor: approved
 - c. The 5th grade class still has an account at the 6-cent redemption center in East Greenbush for can and bottle recycling to benefit their end of year activities. Anyone can drop off their recyclables to the facility and just let the Redemption Center know it is for Genet Elementary 5th Grade class and the redemption center will count the recyclables and put the funds into the Genet 5th grade account.
6. Treasurer Reports:
 - a. 2023-2024 Overview
 - b. Jaguar Jog Breakdown
 - c. Presentation of 2024-2025 Budget options
 - d. Parent made a comment that these reports are not as transparent as the families would like to see and gave some examples. The PTO agreed with Parent and said they will make the suggested changes to the reports. Parent said that steps need to be taken to reconcile the 2023-2024 budget such as involving a third party to maintain the integrity of the PTO and transparency with the Genet families. The PTO agreed and will be taking immediate action based on Parent suggestions.
 - e. Parent mentioned that there are rumors going around about the financial status of the PTO and the PTO needs to make a public statement to set the record straight. The PTO agreed and will draft a statement this evening. Mr. Grignon said that any statement that goes to the Genet community must be approved by him and the Superintendent. The PTO will have this statement to Mr. Grignon tomorrow.
 - i. Post meeting note: The statement was sent to Mr. Grignon on October 8th. Mr. Grignon met with Superintendent on October 10th.
 - ii. Superintendent denied PTO from issuing statement on school platforms at this time. PTO will continue to discuss issuing a statement in the near future.
 - f. Parent advised the PTO to never have cash withdrawals from the PTO bank account. The PTO officers listed on the bank account should write a check to the person responsible for the event for things such as cash for concession stand, DJ or whatever cash is needed so that there is documentation and a paper trail. The PTO was really appreciative of this advice and will be adding that to their procedures.
 - g. The PTO will work on an updated budget for the 2024-2025 school year and present it at the November PTO meeting. Mr. Grignon is willing to meet with the PTO officers before this meeting to hash out any budget items.
7. Trunk or Treat
 - a. Mr. Grignon said that the PTO can proceed with planning and organizing the Trunk or Treat.

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- b. The PTO needs financial help to make the Trunk or Treat happen, Mr. Grignon said that the PTO can request candy donations and utilize the Candy Monster. The PTO would like to make this an allergy friendly event. Therefore, the flyer advertising the Candy Monster should include a list of candy that are allergy friendly and kindly ask families to provide candy from this list.
 - c. Mr. Grignon would like the PTO not to charge admission to the Trunk or Treat. Instead, admission will include a food donation for the Genet Backpack Program. The PTO will be in touch with the social worker to see what kind of items they need the most.
8. Fundraising
- a. Due to the fact that the Jaguar Jog will not be happening this fall, the PTO will need to do fundraisers to cover costs. A jaguar jog or color run may be possible in the spring but, the funds would probably not be available for many events until the fall. Some possible fundraisers are:
 - i. Spiritwear
 - ii. Guptills
 - iii. Usbourne cards
 - iv. Yankee Candle
9. Staff Updates
- a. What is the status on Field Trip funds? Previously the PTO would provide each grade with \$500 towards their field trips.
 - i. The PTO is still reviewing this. Thoughts that were discussed include; one, we don't know yet where the money is coming from and two, the field trip money did not seem fairly allocated last year so, the PTO is considering bringing in some field trip type experiences with the field trip money that all Genet students will benefit from.
10. Veterans Day Salute – The PTO is responsible for food refreshments
11. Upcoming Events:
- a. October 17th – School Fall Fun Run (10/18 rain date)
 - b. October 18th – Movie Night hosted by 5th grade families
 - c. October 25th – Trunk or Treat
 - d. October 31st – School Halloween Parades
 - e. November 1st – No school
 - f. November 4th – PTO Meeting
 - g. November 8th – Veterans Day salute
 - h. November 8th – Emergency Go-Home Early drill
 - i. November 12th – Make-up Picture Day
 - j. November 15th – Rescheduled Fire Prevention Presentation
 - k. November 16th – Guptills Event
 - l. December 2nd – PTO Meeting
 - m. December 6th – Movie Night hosted by 5th grade families
12. Questions, comments or to volunteer
- a. Email: genetpto@gmail.com