

Benjamin D. Foullois PTO | SY25–26
General Body Meeting Minutes – October 7, 2025

Meeting called to order: 6:05 PM by Christopher Randolph, President

Attendance: [Not recorded]

Location: Zoom (recorded audio/video)

Recording: [Fathom Recording — 69 mins](#)

Opening

- The meeting was called to order at 6:05 PM.
- Reminder that General Body Meetings are recorded for accuracy and archival purposes.
- Administrative update: PTO Gmail access updated; Secretary confirmed access (specific credentials omitted for security).

Approval of Previous Minutes

- **September 2, 2025** General Body Minutes presented and screen-shared.
- Motion to approve as read.
- **Vote:** Approved (no corrections noted).

Finance Committee / Treasurer Report

(Read by President)

- **Operating Account Balance:** \$19,756.77 (includes Book Fair cash deposits).
- **Principal's Account Balance:** \$4,385.04.
- Transition to **QuickBooks Online** underway with *Chazin Nonprofit Solutions* to improve financial detail, budget tracking, and historical reporting.

President's Administrative Update

- Confirmed receipt of **Federal 501(c)(3)** designation.
- Developing a **three-part strategy** to leverage status:
 - Grant applications,
 - Corporate donations,
 - Community partnerships.
- Comprehensive plan and communications to follow.
- Volunteers with relevant expertise invited to participate.

Committee Reports

Events Committee (VP Operations & Events — Courtney Shorter)

- **“Boots on the Ground”** Welcome Event:
 - Budget: \$5,000 | Actual: \$4,168
 - 27 volunteers; 23 new PTO members joined.
- **Upcoming Events:**
 - *Ugly Sweater Movie Night* (December — pending school date).
 - *K–8 Dances* and *Field Day* planned for 2026.
- Post-event financial breakdowns will continue for transparency.
- **Action:** Request December date from school; begin volunteer/supplies planning.

Fundraising Committee (VP Fundraising — Janay Brown)

- **Scholastic Book Fair (Sept 24–Oct 3):**
 1. Strong turnout and volunteer engagement.
 2. 196 e-wallets created; ~\$600 raised for teacher/student wish lists.
 3. Final reconciliation after Scholastic pickup (Fri, Oct 10).
 4. **Estimated Gross Revenue:** ~\$7,000 (PTO net ≈ \$2,000 pending report).
 5. **Improvement Areas:** Earlier volunteer recruitment (8–9 per block) and early e-wallet promotion.
- **Read-a-Thon:**
 1. Current earnings: ~\$35–36K (PTO share: 70%).
 2. Middle school participation lagging, particularly 8th grade.
 3. **Next Steps:**
 - Launch 72-hour “last-mile” push (leaderboards, teacher shout-outs, grade captains).
 - Corporate match outreach email campaign.
- **Actions:**
 1. Finalize Book Fair reconciliation and report.
 2. Launch Read-a-Thon sprint campaign by Oct 13.
 3. Draft early volunteer sign-up and e-wallet communication kit.

Membership Committee (Chairs: LaPonda – Elementary; Lynn Frasier – Middle)

- Conducted introductory meeting.
- Attended both Back-to-School Nights; distributed flyers and recruited members.
- Continuing to staff membership tables and maintain communication via GroupMe.

- **Action:** Confirm and report total paid membership count.

Appreciation Committee

(Report read by President)

- **September Activities:**
 - Snack Cart for *Better Breakfast Month* (~\$300).
 - *Custodian Appreciation Day* — gift cards and lunch provided.
- **Upcoming:** *National Chocolate Day* treat cart for staff.

Delegate / Programs & Partnerships (Valencia Higgins)

- Developing **TAG enrichment partnerships** (STEM focus).
- Gathering educational resources (e.g., AHA, Fire Safety Month) for teachers.
- Working on a PTO newsletter for ongoing updates.
- Building **Academic Resources page** and exploring peer tutoring opportunities.

Actions:

1. Distribute first PTO newsletter to staff (target Oct 15).
2. Launch sign-up for parent-led TAG Committee and resource repository.

Principal's Report – Dr. Keshia Hogue

- Expressed gratitude for strong **Boots on the Ground** and **Book Fair** turnout.
- Encouraged more **in-building volunteers** (ensure applications/fingerprints current).
- **Eighth Grade Meeting:** Scheduled Oct 8 (in-person, mandatory).
- **Specialty Program Applications:** Oct 1–Dec 12 (siblings noted).
- **ParentVUE:** Grade display glitch under review by IT.
- **Read-a-Thon:** \$35–36K total; 8th-grade participation low—suggested incentives tied to grade participation.
- **Parent Conferences:** Nov 11 (systemic) and alternative team-offered dates; all virtual.
- **SPED Family Meeting:** Invitations mailed; dinner included.
- **Field Trips (Baltimore Aquarium, Nov–Dec):**
 - Admissions covered; transportation costs are the main burden (~\$4,360 per group / ~\$17,440 total).
 - Kenny Smith offered to share vetted bus vendor contacts.

Action: Kenny Smith to coordinate with Principal Hogue and Ms. Gorham on transportation vendor pricing and reporting back October 15.