

**Mary G. Porter PTO
Meeting Minutes
Thursday September 12th, 2024**

- I. Meeting called to order at 6:04 PM
- II. Board Introductions: Introduction of Board Members and Chair Committees.
- III. Meeting Minutes from the May 12th, 2024, meeting was reviewed and approved.
- IV. **Officer Reports**
 - a. **President's Report** – Ms. Stephany Stewart
 - i. Looking forward to a great year.
 - ii. Please support PTO sponsored events by donating goods and your time.
 - b. **Treasurer's Report** – Ms. Stephany Stewart
 - i. The current balance is \$3,180 after beginning of the year charge for teacher gifts.
 - ii. There is also a pending spirit wear order for approx. \$2,500
 - c. **Principal's Report** –Ms. Foor
 - i. Welcome and expressed teachers were grateful for the gifts
 - ii. Volunteer opportunities – Explained the school hopes to have service projects (once per month) the 1st being the African Book Project (NJHS and Ambassadors are leading the project. In October, Porter Gives Back will be led by the PTO – your support is appreciated.
 - iii. Update on the new school year – Everyone is transitioning well
 - iv. Field Trips – There will be no cost to parents this year. The school will take on this commitment
 - v. Introduced the new Assistant Principal – Mr. Wood
 - d. **Parent Liaison** – Ms. Johnson
 - i. African book project discussed during Principal's report.
- V. **Committee Reports**
 - i. **Membership** –
 - 1. Ms. Jennifer Ledbetter will continue to manage the membership.
 - 2. We currently have 78 members currently signed up.
 - ii. **Spirit Wear** –
 - 1. Ms. Danielle Henderson was announced as the new chair.
 - 2. Navy hoodies and black short sleeve tshirts are being added to the spirit wear collection this year. Order will be in by the Elementary Back to School night.
 - iii. **Fundraisers** – No chair at present – If interested please let the board know by sending an email to PorterPatriotsPTO@gmail.com. The position will work with local organizations to set up fundraisers.

VI. New Business

- a. PTO Meeting attendance protocol/requirements
 - i. Remaining meetings this year will be virtual only on the second Thursday of the month.
 - ii. Registration is required.
 - iii. Must log on within the first 10 minutes of the meeting to receive credit for attendance.
 - iv. Meetings are limited to 100 participants.
- b. Treasurer election: Nominations are due September 19th
 - i. Ballots will be distributed via email on September 23rd. Voting ends October 6th.

VII. Announcements/Updates

- a. Sweet and Social: tonight 6:30-8PM
- b. Sweet Frog Fundraiser: September 19th 3:30PM-8:30PM
13796 Smoketown Rd. (Physical or electronic flyer is required)
- c. Double Good Popcorn Fundraiser: October 11th – 14th
 - i. The funds raised will be used to fund the beautification project.
- d. Porter Gives Back (school beautification project): October 19
- e. Elementary Fall Dance: October 25th 6:30PM-8:30PM

VIII. Next Meeting: October 10th, 2024, virtually at 7pm. Must register to attend. Must sign in within the first 10 minutes to receive volunteer hour.

IX. Meeting Adjourned at 6:25 pm

**Mary G. Porter PTO
Meeting Minutes
Thursday October 10th, 2024**

I. Meeting called to order at 7:00 PM

II. Meeting Minutes from the September 12th, 2024, meeting were reviewed and approved.

III. Officer Reports

A. President's Report – Ms. Stephany Stewart

- i. Looking forward to a great year.
- ii. Please support PTO sponsored events by donating goods and your time.

B. Treasurer's Report – Ms. Stephany Stewart

- i. Introduction of new treasurer – Ms. Amber Christopher
- ii. Raised \$286.00 from Sweet Frog and \$250 for African Library Project
- iii. Expenses \$2,479.00 from Spirit Wear (so far \$4600 raised for the year), \$300.00 for liability insurance, and 167.90 Zoom subscription
- iv. Ending balance as of September 23rd - \$3791.94

C. Principal's Report –Ms. Foor

- i. Parents encouraged to log in to Parentvue to check grades. Reach out to teachers if there are questions or concerns. Parent/Teacher Conferences are on November 4th.
- ii. September Service project – Over 1,000 books received. Student Ambassadors and Ms. Johnson are organizing for shipment to Kenya. Appreciate donations for help with shipment cost.
- iii. Check school website for updates on parent volunteer hours, student clubs and volunteer opportunities. Encouraged to read eUpdate emails.
- iv. Expressed appreciation for taking parent surveys. The responses have been helpful and valuable.
- v. Please fill out Impact Aid form in ParentVue. Grants are given to schools based on the number of military affiliation and federal workers who work in Virginia.
- vi. Porter is again designated for its 3rd Purple Star Award for serving military families.
- vii. Announced opportunity for 7th graders overnight field trip to Nature Bridge Project

viii. Thomas Jefferson Info night was last night. Reach out to Mr. Lockamy if you have any questions.

D. Parent Liaison – Ms. Johnson

- i. Expressed thank you for books donated for African Library project.
- ii. Support will be needed for 20th year celebration of Porter on May 10th and Multicultural night is November 13th

IV. Committee Reports

A. Membership

- i. Ms. Jennifer Ledbetter will continue to manage the membership.
- ii. We currently have 78 members signed up.

B. Spirit Wear

- i. Several youth sizes of hoodies and fleece jackets are out of stock. Monies are used to fund activities during the year. Please check with homeroom teacher or your child's backpack for spirit wear orders. All pending orders have been fulfilled.

C. Fundraisers

- i. Looking for someone to help schedule fundraisers.
 - a. Double Good starts Oct 11th - 14th, link to donate is on the flyer, create a popup store, top elementary class wins a pizza party. Funds received will fund Porter Gives Back Beautification project.
 - b. Porter Gives Back – Oct 19th – Spruce up the school, join us bring tools activities include trimming, mulching, weeding, planting flowers, vegetable garden cleanup and painting.
 - c. Elementary Fall Dance – Oct 25th – please use the sign-up genius to volunteer. Parents must stay, it is not a drop off event.
 - d. November fundraiser Honey Baked Ham gift card fundraiser. PTO will receive 20% of profits from Nov 1st to 26th.

V. New Business

i. PTO Meeting attendance protocol/requirements

- a. Meetings this year will be virtual only on the second Thursday of the month.
- b. Registration is required.
- c. Must log on within the first 10 minutes of the meeting to receive credit for attending.
- d. Meetings are limited to 100 participants.

- ii. At the end of this year (Spring), positions for President, Vice President, Secretary will be OPEN

VI. Announcements/Updates

- i. Double Good Popcorn Fundraiser: October 11th – 14th
- ii. Porter Gives Back (school beautification project): October 19
- iii. Elementary Fall Dance: October 25th 6:30PM-8:30PM

VII. Next Meeting: November 14th, 2024, virtually at 7pm. Must register to attend. Must sign in within the first 10 minutes to receive volunteer hour.

VIII. Meeting Adjourned at 7:48 pm

Mary G. Porter PTO
Meeting Minutes
Thursday November 14th, 2024

I. Meeting called to order at 7:00 PM

II. Meeting Minutes from the October 10th, 2024 reviewed and approved.

III. Officer Reports

a. President's Report – Ms. Stephany Stewart

- i. Thankful for support (donations and onsite) for the Porter Gives Back event.
- ii. Please continue to support PTO sponsored events by donating goods and your time.

b. Treasurer's Report – Ms. Stephany Stewart

- i. Reintroduction of new treasurer – Ms. Amber Christopher – expressed excitement for the role and happy to serve for the next 2 years
- ii. \$3,042.52 from double good fundraiser, received \$777.68 in donations for the African Library project, we also stayed within our budget for the elementary school dance and under budget for the Porter Gives Back project, remaining funds will be used for future beautification projects.
Account balance for October was \$5,935.13

c. Principal's Report –Ms. Foor

- i. Thanked parents and students for their participation in another successful multicultural night
- ii. Reminder that Application process is now open for 2025-2026 school year. Deadline is Feb. 1, 2025.
- iii. Expressed gratitude to the PTO for hosting the Porter Gives Back event.
- iv. Reminder for our upcoming concerts in December.
- v. Report Cards are out on Parentvue, check for students grades

d. Parent Liaison – Ms. Johnson

- i. Reminder to support will be needed for 20th year celebration of Porter – May 10th. Mark your calendars.

V. Old Business

a. Spirit Wear

- i. All Black hoodies are in stock except for youth medium and youth large
- ii. Fleece jackets are available in sizes youth, extra large through adult 2XL

b. PTO Meeting attendance protocol/requirements

- i. Remaining meetings this year will be virtually only on the second Thursday of the month.
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c. Volunteers for Rock Garden completion will be needed soon.

VI. New Business

a. Again new treasurer elected – Amber Christopher. At the end of this year (Spring) positions for President, Vice President, Secretary will be OPEN

b. Fundraiser chair position filled – Welcome Latosha Brown

c. Upcoming volunteer and donation:

i. Middle School Winter Dance Dec. 12th

ii. Holiday Staff Luncheon Dec 18th

iii. Day of the Arts Dec. 19th

d. Winners of the Double Good pizza party – 1st Grade (Ms. Fofanah) and Middle School (Ms. Wenzel)

e. Honey Baked Ham fundraiser going on Nov 1st – 26th. Porter receives 20% of every purchase.

VII. Announcements/Updates

a. Middle School Winter School Dance – Dec. 6th (6:30-8:30)

b. Dec. PTO cancelled

VIII. Next Meeting: January 16th, 2025, virtually at 7pm. Must register to attend. Must sign in within the first 10 minutes to receive volunteer hour.

IX. Meeting Adjourned at 7:29 pm

Mary G. Porter PTO

Meeting Minutes

Thursday January 9th, 2024

Board Members: Stephany Stewart (President), Antwanette Daniels (Vice President), Amber Christopher (Treasurer), Nila Ali Sultan (Secretary)

I. Call to Order: PTO President at 7:02

II. Meeting Minutes: Review and approval of minutes from last meeting on November 14th, 2024

III. Officer Reports

a. President's Report – Stephany Stewart

Greetings for the New Year. Expressed how busy the PTO has been especially in Dec. Recapped events and thanked those who participated, volunteered and supported.

b. Treasurer's Report – Amber Christopher

Expressed New Year's Greeting. Here's a breakdown of the finances since the last meeting:

- Earnings – \$160.00 from Honey Baked Ham Fundraiser
- Expenses – \$574.00 on Middle School Dance, \$731.00 on December Staff Luncheon and \$319 on the Day of the Arts
- December ending balance - \$4,486.40

c. Principal's Report – Ms. Engelmeier-Foor

-Expressed excitement to have students back for the New Year.

-Expressed gratitude for the PTO's support in December

-Update on school events – SEL Night -Feb. 4th, Parent Advisory Council – Jan 16th @ 6:30- attend if you want to provide feedback on how students will be recognized for academic achievement and attendance.

- House System Initiative – Unity had the most points in December. Open house opportunity to gain rewards and elementary school students will participate.

- Reminder to log in to Parentvue to check grades. Parent Conferences coming up, reach out to teachers if you have concerns about your child's performance.

- Please complete parent survey

d. Teacher's Representative – Ms. Beverly Johnson

- Not in attendance. Ms. Johnson had a recent loss in her family so please keep her in your thoughts and prayers

IV. New Business

a. Upcoming Elections – President, Vice President, Secretary

- President shared insights into roles and request that if there is interest or questions please reach out to the PTO Board. More information to come.

b. Talent Show Coordinator wanted – President gave insight into the role expectations and her willingness to guide and work with interested person(s).

c. Upcoming Volunteer Opportunities :

i. Ice Skate Spirit Event – PW Ice Center

Date: 1/21 Time: 11:30a – 1p

ii. Used Uniform Sale

Date: 1/21 – Sorting Time: 6-8p

Date: 1/22 – Set up Time: 9a-12p; Sale Time: 12-4p

iii. Concessions at basketball games

1. Date: 1/16 – Time: 6:30-9p

2. Date: 1/22 – Time: 6:30-9p

3. Date: 1/29 – Time: 6:30-9p

iv. Concessions at SEL Night

Date: 2/4 – Time: 5:30-8p

Please use the sign up genius for opportunities

iv. Spirit Wear Order

There's an order for hoodies and fleece coming in at the end of the month, you can pre-order and you'll have it in by the end of the month

V. Old Business

a. Reminder: PTO Meeting attendance protocol/requirements

- i. Remaining meetings this year will be virtual only on the second Thursday of the month.
- ii. Registration is required.
- iii. Must log on within the first 10 minutes of the meeting to receive credit for attendance.
- iv. Meetings are limited to 100 participants.

b. Volunteer Etiquette

- i. School events rely on volunteers
- ii. Signing up = Commitment
- iii. Expected to remain for full allotted time

VI. Announcements

a. Ice Skate Spirit Event – PW Ice Center

Date: 1/21 Time: 11:50a – 1:20p

b. Used Uniform Sale

1/21-Sorting 6-8p

1/22 – Set up 9a-12p; Sale 12-4p

c. Texas Roadhouse Spirit Night

Date: 1/30 Time: 3-10p

VII. Next Meeting: Thursday, February 13th, 2025.....7:00PM (virtual only)

VIII. Adjournment – 7:37 pm

Mary G. Porter PTO General Business

Meeting Minutes For

Thursday, February 13th, 2025

I. Call to Order: PTO President @ 7:02

II. Meeting Minutes: Review and approval of minutes from last meeting on Jan 9, 2025

III. Officer Reports

a. President's Report – Stephany Stewart

Expressed appreciation for all who continue to engage in our activities. Later will talk about getting more folks involved. Busy month in January with Texas Roadhouse Fundraiser, used uniform sale, and ice skate day.

b. Treasurer's Report – Amber Christopher

Received - \$53.00 Texas Roadhouse, \$185.00 uniform sales, \$81.00 from ice skate day. Ending balance for January - \$4,151.24

c. Principal's Report – Ms. E-Foor

-Principal and Assistant Principal expressed gratitude for being recognized during Principal Appreciation week in January

-SEL night was a great success in early Feb.

-Brag tags being given for academic achievement (honor role) in quarter two.

-Upcoming volunteer opportunities – Black History month reading to classes, and assembly to come. Parent tech night coming soon

-Ms. Whitehead will be sitting in principal for the next two weeks

-Carline procedures reminder especially not blocking driveways of neighbors

-Volunteers are reminded to stay committed to what they signed up for and stay for the entire duration, notifications will be sent if you do not fulfill your obligation.

- Looking forward to STEAM night off March 19th to show of different types of technology , check volunteer opportunities on webpage

-Applications have concluded with 1,312 applications received and only 10 openings in Grade 2-8, and 81 openings in first grade.

d. Teacher's Representative – Ms. Beverly Johnson

- 20th Anniversary reminder -volunteer forms will go home and an invite at the end of the month

IV. New Business

a. Talent Show – Tryouts March 11th, at least one rehearsal attendance required, show time – April 25th – volunteers needed, students can also volunteer for several roles

b. Upcoming Elections – President, Vice President, Secretary – Please contact the PTO via email for questions or nominations

i. Accepting nominations through April 11th

c. New Spirit Wear is in! – Especially fleece or hoodies, order forms have been updated.

d. Upcoming Volunteer Opportunities:

i. Chick egg pick up in Manassas brought to the school

Date: 2/25 Time: 9a – 12p

ii. Talent Show

Tryouts: 3/11 Time: 3:45 – 6p

Rehearsal: 4/8 Time: 3:45 – 6p

Dress Rehearsal: 4/24 Time: 3:45 – 6p

Show: 4/25 Time: 6:30

iii. Elementary Dance Chairperson(s) – if interested please email PTO

e. Fundraiser engagement – Floor open for discussion, you can email PTO if you have ideas you want to share

V. Old Business

a. Reminder: PTO Meeting attendance protocol/requirements

- i.** All meetings this year will be virtual only on the second Thursday of the month.
- ii.** Registration is required.
- iii.** Must log on within the first 10 minutes of the meeting to receive credit for attendance.
- iv.** Meetings are limited to 100 participants.

b. Volunteer Etiquette

- i.** School events rely on volunteers
- ii.** Signing up = Commitment
- iii.** Expected to remain for full allotted time

VI. Announcements

a. Ihop Spirit Night

Date: 4/20 Time: 4-9p

VII. Next Meeting: Thursday, March 13th, 2025 at 7:00PM (virtual only)

VIII. Adjournment – 7:53pm

Mary G. Porter PTO General Business

Meeting Minutes

Thursday, March 13th, 2025

I. Call to Order – 7:02 pm

II. Meeting Minutes: Review and approval of minutes from last meeting on February 13th, 2025 completed

III. Officer Reports

a. President's Report – Stephany Stewart

Thanked everyone for continued support and reminder that being a part of the Porter family is indeed a treasure. Highlighted above and beyond activities and initiatives offered at Porter. Talked about the challenge of the 10-hour commitment per child for parent volunteering. Encouraged members to get involved and engage in school activities.

b. Treasurer's Report for February – Amber Christopher

SEL Night - \$70.00,

Basketball concessions - \$164.75,

Spirit wear sales - \$403.96,

PTO membership-\$10.

Spent \$1700 to replenish spirit wear inventory.

Feb 28th balance = \$3995.54.

c. Principal's Report – Ms. E-Foor

Expressed excitement to complete the 3rd quarter, encouraged parents to visit Parent Vue to check grades and reach out to teachers with concerns. House system updates given. SOL calendar is being finalized and will be published soon. Tutoring program ending March 27th. Boot camp will start soon after. End of Year activities are being planned and put on the calendar. Upcoming engagement nights include – STEAM night- March 19th, Parent Tech Night – March 27th, Literacy Week – First week of April, 8th Grade Formal Dinner/Middle School Dance – June 6th. Asked for parent support in planning committee. Milers program progresses with different incentives. Congratulations to the VEX Robotics for going to the State Championships. Battle of the Books Team in the Finals Championships. The Chess Club is representing the county. Upcoming Block

Party – 20th Anniversary May 10th 10am-2pm. April 22nd Pancakes with Patriots – support for military families, please contact Ms. Johnson.

d. Teacher’s Representative – Ms. Beverly Johnson

Not in attendance

IV. New Business

a. Upcoming Events:

- i. March 27 – Nando Spirit Night 4-9p
- ii. April 4th - Elementary School Dance 630-830p
- iii. April 25th – Talent Show 630-830p
- iv. April 26th - Porter Gives Back – School Beautification Project II
- v. April 29th – ChickFilA Spirit Night 5-8p

b. Upcoming Volunteer/Donation Opportunities:

- i. April 4th - Elementary School Dance
- ii. April 25th – Talent Show
- iii. April 26th - Porter Gives Back
- iv. May 5th-9th – Teacher Appreciation Week!

V. Old Business

a. Upcoming Elections – President, Vice President, Secretary

- i. Accepting nominations through April 11th

b. Talent Show – Kudos to Beatric Kearney for supporting!

- i. Rehearsal: 4/8 Time: 3:45 – 6p
- ii. Dress Rehearsal: 4/24 Time: 3:45 – 6p
- iii. Show: 4/25 Time: 6:30

b. Reminder: PTO Meeting attendance protocol/requirements

- i. Remaining meetings this year will be virtual only on the second Thursday

of the month.

ii. Registration is required.

iii. Must log on within the first 10 minutes of the meeting to receive credit for attendance.

iv. Meetings are limited to 100 participants.

c. Volunteer Etiquette

i. School events rely on volunteers

ii. Signing up = Commitment

iii. Expected to remain for full allotted time

VI. **Next Meeting:** Thursday, May 8th, 2025.....7:00PM (virtual only)

VII. **Special Guest** – Mackenzie Blevins, NatureBridge

VIII. **Adjournment** – 7:40pm

Mary G. Porter PTO General Business

Meeting Minutes

Thursday, May 8th, 2025

Board Members: Stephany Stewart (President), Antwanette Daniels (Vice President),
Treasurer (Amber Christopher), Nila Ali Sultan (Secretary)

I. Call to Order: PTO President at 7:05

II. Meeting Minutes: Review and approval of minutes from last meeting on March 13, 2025 will be sent out via email for approval since documents were emailed out late.

III. Officer Reports

a. President's Report – Stephany Stewart

Expressed thank you for support throughout the year and encouraged members to continue to show up and support all activities planned for the remaining of the year.

b. Treasurer's Report – Amber Christopher

Covered March and April budget – Over \$1,600 from basketball, literacy night, Steam night, ES dance, and talent show concessions. \$719.64 from Nando's Spirit Night and \$190 from chick FilA, April 30th ending balance \$5,333.02

c. Principal's Report – Ms. E-Foor

Thanked the PTO for all teacher appreciation for the week in the form of cards, flowers, lunch

20th Anniversary Block Party 10am lots of personalities will be there. Everyone's encouraged to come out and enjoy the day as a Porter family.

Plans for end of year activities – 5th and 8th Grade promotions June 11th. No restrictions on attendees.

June 10th House Challenge Day rising 6th graders will be inducted into their houses

June 6th – 8th Grade formal and MS dance 5:30pm

Information will be sent to the upcoming 1st Graders on May 9th

Thank you expressed for supporting students through the SOL period. Students will be receiving scores. Overall scores look really good.

d. Parent Liaison – Ms. Beverly Johnson – Not in attendance

IV. New Business

a. Introduction of New Board Members

Congratulations Antwanette Daniels returning as Vice President, Nicole Adkins as the new Secretary and Amber Christopher as the treasurer in her 2nd year. Stephany Stewart returns as President as no nominees were received for that position.

b. Volunteer/Donation Opportunities – Please check signup genius and support final events of the year.

c. Teacher Luncheon tomorrow – Desserts needed. Drop off by 10am.

d. 20th Anniversary Block party Saturday

e. 8th grand formal / Middle School Dance -June 6th – Volunteers and donations needed

f. Sponsorship opportunity – Eagle Scout Project support in monetary \$250.00. Poll taken from members.

V. Old Business

a. Elementary school dance on April 25th

b. Talent Show, April 26th – 44 acts, encourage performers to rehearse over the next month as they will have an opportunity to perform again on the last day of school.

c. ChickFILA Spirit Night, April 29th – Thank you for all supporters

VI. Announcements

a. 20 Anniversary Block Party, this Saturday

b. Chipotle Spirit Night TBD

c. 8th Grade formal/MS Dance, June 6th

VIII. Next Meeting: TBD

Adjournment: 7:40