

**J.B. Watkins Elementary PTA
General Membership Meeting Minutes
Oct 21, 2025 - 6:30pm
Virtual Meeting via Zoom**

Brittany called meeting to order at 6:31pm.
In attendance were:

Officers:

Brittany Heare, President
Diana Perazzo, VP Ways and Means (not present)
Nadira Asghar, Treasurer
Kira Koon, Interim Secretary

Debbie McGonigle, Principal
Brenda Myers, Assistant Principal
Amy Lott, Assistant Principal

Committee Chairs and Guests:

Allan Melly, Amanda Rice, Amber Rhodes, Angela Shifflett, Arielle Greene, Beth Hines, Cameron Baskerville, Candy Walker, Chris Mallory, Dianna Yolango, Erin Mallory, Jenni Grunden, Jennifer Fazar, Jennike Duignam, Kalie Owen, Kori Matteson, Laura Hunt, Lindy Moraca, Michael Goodwyn, Sarah Saunders, Shannan Edwards, Sopahna Kwok, Tiffany Wright, Wendy Wender

Quorum Certification

A quorum was established.

Approval of Minutes

See secretary report.

Officer Reports

Presidents's Welcome - Brittany Heare

Brittany welcomed everyone to the meeting.

Treasurer's Report - Nadira Asghar

- September + Recent Spends
 - Balance is \$24,200 at end of Sept
 - Recent spends include teacher reimbursements, teacher appreciation, refrigerator, and prep for Fall Fest
 - Planning for an upcoming expense of \$4,500 for software
 - APEX final update and spend discussion: Brittany Heare
 - Past couple years netted around \$45k
 - This year netted \$53.5k. Breakdown is as followed:
 - Total Collected: \$90,668.77
 - JB Watkins Elementary PTA Net (59%): \$53,494.57
 - 5% retainage: \$2,673.55 (held for 30 days for possible requested refunds)
 - First ACH of \$50,781.02
 - Apex will deposit \$50k at first and then the remaining in the coming weeks to account for any refund requests, etc.
 - Apex funds will go to:
 - PTA operating budget
 - Resource teachers – PTA will give \$1k to each resource department

- Playground enhancements – PTA will give \$25k. Trying to get additional funding from the county to supplement
- Apex donated a sound system because Watkins met the fundraising goal

VP of Ways and Means Report - Brittany Heare for Diana Perazzo

- Upcoming Spirit Nights
 - 11/20- Skate-a-way. This was a change from 11/12 due to Math Night
- Enrichment Opportunities we are working on:
 - Dianna working on Bricks 4 Kids
 - CREATE Pottery Shop will have a craft at Fall Fest

Secretary's Report - Kira Koon

- The minutes from the September 30, 2025 PTA meeting were previously emailed to the Board for approval. There were no corrections and the minutes stand as presented. They are available online on the PTA website.

Committee Reports

Fall Fest Update & Pumpkin Lighting – Brittany Heare

- Tickets sales will be cut off at 10/26
- Wrist bands will be put in teacher mailboxes
- On-site sales will be available – cash encouraged
- All activities included with the \$15 family ticket
- Working on having spiritwear shirts available to sell onsite

Staff Appreciation – Beth Hines for Sophana Kwok

- Treats and surprises coming for upcoming Team Chesterfield Week

Reflections – Brittany Heare for Michelle Roberts

- Low amount of entries so far. 11/21 is deadline for digital entries.
- Mrs. Duignam promoting it in art class and giving time in art class to work on it. She is also reinforcing the digital entry process instead of hard copy.

Playground Improvements – Arielle Greene

- In conversations with Chesterfield County, deemed that from an equity perspective, JBW does have enough play structures for students, so likely will not get additional funding from the county.
- Still trying to pursue an ECSE playground and to have play set replaced with structures that are ADA compliant. Still asking for the \$10k originally quoted by Mark Miller and asking for additional. Waiting for response from county on funding and way ahead.
- Musical structure would be about \$4,600 with labor. Hoping to be installed by January.
- Cost savings if we do all playground enhancements at once.
- Conversation surrounding fencing in Kindergarten playground
 - Kindergarten structure is appropriate for ECSE and would just need to be contained in order for ECSE students to use it– Wendy Wender expressed this could be a good solution
 - Mrs. McGonigle brought up issue of student safety and her preference to use the more confined area where the current ECSE play area is.
- Brittany emphasized that if anyone has any additional questions/feedback, they can email her at president@jbwpta.com

Birthday Rock – Brittany Heare for Emma Swann

- Brittany and Emma picked out rock at Luck Stone. Working with Watkins Nurseries on transportation for the rock
- Rock will be a PTA Fundraiser where parents can rent the rock and pay to decorate it for birthdays, etc.

House Committee/Breakfasts – Amber Rhodes

- Topaz breakfast went well. Planning the same for the November breakfast.
- Sponsor secured for Nov - Richmond Pediatric Dentistry and Orthodontics
- Sponsors secured for Dec, Jan, Feb
- Will continue pushing for volunteers for the breakfasts

Room Parents / pumpkins – Amber Rhodes

- Nothing to add from previous Fall Festival conversation

Yearbook – Missy Hill

- Sold 389 yearbooks so far
- 11/15 is last day to purchase for \$20. Price changes to \$25 on 11/16

International Night – Brittany Heare

- Need committee leader
- Last year's committee leader will provide all information to the new committee head
- Anyone interested can email Brittany at president@jbwpta.com

Representative Reports

Principal Report – Debbie McGonigle

- First House Breakfast was amazing and Apex was a huge hit.
- Thanked the PTA for their continued support and work.

Teacher Report – None

New Business / Announcements

- Local Business Sponsors – thank you to C&F (volunteer time), Watkins Nurseries, Thurston & Heare Insurance, Retex, Sugar Shack, Candela's, Luck Stone, RPDO
- 11/1 – Fall Fest from 3-5pm – tickets on sale now!
- 11/6 – Peridot Breakfast
- 11/20 – Skate-a-way Spirit Night

Adjournment

With no further business, the PTA meeting was adjourned at 7:05 pm.

Authentication of the Minutes

Respectfully submitted to the Board for approval this November 5, 2025 by Kira Koon.