

# GENERAL MEETING MINUTES

## General Meeting

8/22/2024

**Call to order:** 5:00p

Role Call: Veronica, Delaine, Maggie, Amber, Sara, Katie, Cate

Not in attendance: Kelly

\*Quick introduction of board members and titles

5<sup>th</sup> year focus is bringing the community together. More events and outreach and volunteer opportunities.  
We want feedback

Number of Members in attendance: 13

## Previous Meeting's Minutes

Any changes to the minutes? No.

Maggie: Move to accept the minutes as written from May 24

Shelly: Second

Consent called

Motion carries

## President's Report

Current Membership: 72

Just a reminder that joining the FB page is not the same as joining the PTO. You must register on the website.

## Committee chair needs:

Audit, Décor Committee, spiritwear.

Please know you are never alone and we will help build teams!

Please email [hello@summerlakepto.com](mailto:hello@summerlakepto.com) for any questions and visit the website and FB Insta

## What have we done so far?

-Welcome back teacher breakfast

-Meet the Teacher luncheon for the teachers from Ellie Lou's BBQ

-Tears and Cheers Coffee Bar. Good change from the traditional breakfast

-Gary was BACK! Lots of parent hugs

-New fence design, looks great Thanks so much for all our volunteers for coming out and making it happen

## **Principal's Report**

Last minute change to tears and cheers because there is a new safety procedure, and we must be extra vigilant and follow the new rules.

Anytime there are students on campus all doors must be locked. Inside and outside doors. Our doors have a shade that protects from being seen. We've already had an active assailant drill. Kids must be quiet. There are a lot of reasons. Please understand that there are extra requirements that we **MUST** follow. Listen for the click when going in and out of doors and please be where you are supposed to be. This procedure will save lives and hopefully nothing happens here, but we must practice for our own safety. Enforcing the rules creates a muscle memory of safety. We don't want to scare the kids, but we must enforce the seriousness of these drills. Don't be offended if someone asks for ID we are just focusing on safety. Spread the word please. More info to come in the newsletter. You **MUST** be **ADDITIONS** approved. It's the only way we know that you've been vetted. It must be worn on your shirt in a visible place. All staff has been trained.

We need everyone's help to keep everyone safe.

## **FAST PM 1 Assessments (getting a baseline) this is testing what kids learned at the end of last year**

### **K-2**

ELA-August 28th

Math-August 29th

### **3-5**

ELA-September 3rd

Math-September 5<sup>th</sup>

Unit assessments will not be printed anymore. They will be practicing this way (on the computer). Some kinder classes might be different.

## **New programs**

Lexia (K-2) foundational skills

Reading Plus (3-5) really strengthens comprehension. Goal of passing 80-100 lessons a year. Lots of incentives. Tests can be taken at home. Evaluations are happening now. We don't send computers home because we want kids to play and be kids, but these reading foundations are important

AR and Beanstack for promoting literacy

## **Upcoming Dates**

8/28-Early Release

8/29-SAC meeting 4-5 pm-media center

8/30-School Spirit Wear Gator Gear

8/30-College Colors Day-wear your College Alma Mater Colors

9/2-Labor Day-No School

9/4-Early Release

9/5-Grandparents Bingo-6:00-7:30

9/6-School Spirit-Wear Gator Gear

9/6-PTO Party in the Park-3-4 pm  
9/9-9/13-Book Fair  
9/11-Early Release  
9/11-Patriot's Day-Wear Red, White, & Blue  
9/12-SAC Meeting-4-5 pm  
9/12-Open House-5:30-7:00 pm  
9/13-School Spirit-Wear Gator Gear  
9/13-Book Fair closes

Volunteers needed for Book fair. It will be open during Open House hours. Volunteer opportunities will be posted on PTO website

### **VP report: Maggie**

#### **Volunteering**

In order to volunteer at the school ADDITIONS must be submitted. GO to the ADDITIONS website [https://ocps.samaritan.com/custom/503/opp\\_search?udf734=Volunteers](https://ocps.samaritan.com/custom/503/opp_search?udf734=Volunteers) this must be done every year. This MUST be done before you can volunteer for any opportunity. If there is a video, you have to watch it or you won't get approved. We don't want to have to turn anyone away because you're not registered. This year you need to sign in at the computers in the office. Login and log out.

We know that not all volunteering can happen in the school. Some things can be off campus but can be counted as hours. It's important to log the hours. It looks good for the school and the community. Login to the ADDITIONS and log bulk hours.

This applies for field trips.

Maggie is happy to answer questions and Leah in the front office.

Kristin: Sometimes your company will match volunteer hours. Check with HR or spouses HR that will match time and financial

Opportunities: Website has all the volunteer opportunities. There are some opportunities that are limited. We are trying to communicate through as many avenues as possible. Look to Communicator.

#### **Class Shirts: coming soon**

All students get a free shirt. Heathered colors. Parents will be able to purchase adult sizes to match class colors. You will know your child's class color but you are free to buy any colors you'd like. More info to come very soon. Make sure you've filled out the necessary paperwork=k

#### **Treasurer Report**

Our fiscal year runs from July 1- June 30

In June 2024, the previous PTO Board identified fraudulent charges on the Axiom bank account. Since we were made aware, the current PTO Board has been working closely with the previous board and Axiom Bank to resolve the issue. The account was secured, and funds were moved to a new account at Chase Bank. We have also implemented enhanced financial oversight and internal controls to prevent future occurrences.

The current PTO board is actively working to recover a refund from a vendor for services that were not delivered as agreed. We are committed to resolving this issue promptly and ensuring that our funds are managed responsibly. We will keep membership updated on any developments as we move forward.

The bank has said everything will be sorted out by the end of September

**Review of the 2023-2024 Fiscal Year:**

- The year was started with a bank balance of \$120,403.84 and ended with \$550.94.
  - This low balance is due to \$163,303.71 being moved to a new account at a different bank by the new board following fraudulent activity in June 2024.
- The total income was \$122,669.93 and the total expenses were \$79,219.12.
- The highest income-generating activities were:
  - MegaBlast: \$55,731.75
  - Sponsorships: \$14,268.00
  - Holiday Shop: \$13,202.30
  - Gator Spirit: \$11,933.78
  - Family Dance: \$ 8,010.00
- The highest areas of spending were:
  - Family Dance: \$10,515.35
  - Holiday Shop: \$ 9,263.40
  - Promotions: \$ 7,986.57
  - Gator Spirit: \$ 6,917.24
  - AR License: \$ 6,034.84

**Looking ahead to the 2024-2025 Fiscal Year:**

- We have set the following fundraising net goals for this year:
  - Boosterthon: \$40,000.00
  - Silent Auction: \$ 6,000.00
  - Spirit Wear: \$ 6,000.00
  - Spirit Nights: \$ 4,200.00
  - Papa John's: \$ 1,500.00



**2024-2025 Proposed Budget**  
**August 22, 2024**

- We began this fiscal year with \$163,303.71 and as of today, the bank balance is \$157,307.45.
- Summer income totaled \$2,275.90 and included:
  - \$ 275.90 – undeposited checks from 23-24
  - \$1,000.00 – Sponsorship from Sakowitz Smiles Orthodontics
  - \$1,000.00 – Sponsorship from JSI European Specialist, Inc.
- Summer expenses totaled \$8218.01 and included:
  - \$ 26.62 – new checkbook for Chase Bank account
  - \$ 36.19 – helium tank
  - \$ 129.47 – Florida State Q2 Sales & Use taxes
  - \$ 144.13 – storage unit
  - \$ 161.46 – stock the lounge for August 23rd
  - \$ 343.20 – yard cards for first week of school
  - \$ 696.10 – Ellie Lou’s Brew (Pre-Budget Staff Meals)
  - \$1,000.00 – deposit for Boosterthon
  - \$1,212.28 – fence cups
  - \$4,522.71 – Demco (STEAM Lab)

The Board reviewed last year’s budget-to-actual report and discussed planned activities, events, and fundraisers for the coming year. The 2024-2025 budget was created after this review.

The estimated total projected income for the 2024-2025 school year is \$86,987.44 and the estimated total projected expense is \$214,999.00. This will result in an estimated shortfall of \$128,461.56. This shortfall will be covered by the carry-forward balance from the 2023-2024 school year of \$163,303.71 for a projected remaining balance of \$34,842.15.

If estimated income is higher or lower than projected, the Board will reevaluate the planned spending and present any changes to the PTO General Membership.

\*\* Full proposed budget attached at the end of the minutes\*\*

**Umbrellas update:**

B-14 form. This means it must be approved by the school board. The umbrellas must be installed when the students are in school so they can only do it during extended break. OCPS is providing the larger shade structure over the playground

Shelly: Where are they going? Will there be any near the pick-up and drop off areas?

Delaine: They will be in the field so that the kids and the teachers have relief for PE and recess.

Veronica: We can brainstorm some ideas for creating shade in other areas

Sara: We need to add a line in the budget for membership dues.

Veronica: We want to support the individual classrooms

**Fundraising report**

**Upcoming Spirit Nights: Trying to make some new connections and get some new places**

Abbotts first Wednesday of every other month starting 9/4/2024

Burgerfi 8/26/2024 20% comes back to the school

Playa Pizza 9/17/2024 20% comes back to the school

Torchy's Tacos 10/8/2024 – TACO TUESDAY!

Huey Magoos 11/12/2024

### **Future Potential Spirit Nights:**

New York Beer Project, Ellie Lou's BBQ, Jeremiah's (closer to spring)

### **Passive fundraising:**

*-Walmart*

In your WalMart account:

\*Manage Account

\*Select "Giving & Impact"

\*Search for Summerlake PTO

\*Round your purchases to the nearest dollar

*-Box Tops*

\*Download the Box Tops App

\*Select Summerlake Elementary School PTO

\*Scan your shopping receipts

### **Gatorlympics – Boosterthon**

Registration opens soon 9/2.

Fundraising begins 9/19

Celebration event 9/27

We're excited to introduce this year's main fundraiser, the Gatorlympics.

Our goal this year is to raise **\$35,000** to continue to enhance our school including outdoor recess and outdoor learning opportunities, outdoor benches, fans for the PE pavilion, and supporting events such as Fall Fest, Science Night, and the school dance to benefit ALL students at Summerlake Elementary not only this year but for our future Gators to enjoy as well.

Volunteers are needed in all aspects. Please email [hello@summerlakepto.com](mailto:hello@summerlakepto.com) or sign up on the website [summerlakepto.com](http://summerlakepto.com)

Kid's getting lanyards instead of paper

Partnering with Dude Perfect so all prizes are things that will help get kids involved and play outside

### **Upcoming Events and Volunteer Opportunities**

**Party in the Park:** We have a great park near the school. A low key way to let the kids play and the parents socialize. The first one will just be free play and popsicles.

Each month and different theme

**Grandparents BINGO:** Very successful last year and so we are doing it again. Already 131 people registered with a limit of 200. If you want to register, please register soon.

Our cap is because of fire code. We are trying to get as many people as possible into events. Sign ups start early but will also fill early

**Fall Fest:** Bringing back trunk or treat. Like last year but with a few modifications. Food Trucks, inflatables. Please join the team. Pumpkin decorating contest. More info to come soon.

**Other events:** Solar Bears. 2 games of the season. Stay tuned it was really fun last year.

**Family Movie night:** planning on 2 events this year. This was successful last year at Studio Movie Grille.

### **Old Business**

none

### **New Business**

Maggie: Move to accept 2024-2025 budget as presented

Amber: second

Consent

Motion carries

Sara: Move to reallocate the \$13,060 that was reserved last year for iReady Math to the general budget

Maggie: second

Consent

Motion carries

### **Open Floor**

Kristin: If you have a small business please reach out to Kristin for donations for the silent auction. My favorite one that we have right now is a boat ride at Disney Springs. We will take all donations. Please join my committee. I need lots of help. We will be asking room parents for help as well. Contact fundraising@summerlakepto.com

Veronica: the auction is an adult's night out, secure your babysitters now. It's going to be a great night.

Katie: What was the recent construction for?

Delaine: water pipes, it was supposed to happen 2 years ago. Bigger pipes installed for better water flow.

\*Next PTO meeting is Nov 21

-We cut down on meetings so that we can focus getting things done by upping our communications

Maggie: SAC will try and coincide with PTO meetings. SAC is at 4 PTO is at 5.

Delaine: Is there anyone that has a business that can come to SAC? We need a business owner/community member to be a part of it. We get school recognition funds and SAC helps with those funds

Maggie: Move to adjourn

Cate: second

Consent

Motion carries

Meeting adjourned at 6:08



PROPOSED for 2024-2025 School Year	24-25 Budget		
	Income	Expense	Net
<b>2024-2025 Reserves</b>			
Required Carryover per Bylaws	0.00	(5,000.00)	(5,000.00)
AR License Renewal	0.00	(8,000.00)	(8,000.00)
Class Shirts for Students/Teachers	0.00	(6,000.00)	(6,000.00)
iReady Math <sup>1</sup>	0.00	(13,060.00)	(13,060.00)
Pre-budget Staff Meals <sup>2</sup>	0.00	(1,000.00)	(1,000.00)
Undeclared Outdoor Project	0.00	(4,440.00)	(4,440.00)
<b>Subtotal</b>	<b>0.00</b>	<b>(37,500.00)</b>	<b>(37,500.00)</b>
<b>Axiom Bank Balance</b>			
Available Balance <sup>4</sup>	587.34	-	587.34
Provisional Credit (EventBrite) <sup>5</sup>	1,070.76	-	1,070.76
Provisional Credit (Skiplagged) <sup>5</sup>	10.00	-	10.00
Provisional Credit (Walmart.com) <sup>5</sup>	169.34	-	169.34
<b>Subtotal</b>	<b>1,837.44</b>	<b>0.00</b>	<b>1,837.44</b>
<b>Donations</b>			
Cash Donations	0.00	0.00	0.00
Sponsorships	7,000.00	(300.00)	6,700.00
<b>Subtotal</b>	<b>7,000.00</b>	<b>(300.00)</b>	<b>6,700.00</b>
<b>Events</b>			
Fall Fest w/ Trunk-or-Treat	4,000.00	(4,000.00)	0.00
Family Movie Night	1,300.00	(1,300.00)	0.00
Grandparents Bingo	150.00	(400.00)	(250.00)
Spring Carnival	3,000.00	(3,000.00)	0.00
Spring Dance	8,000.00	(11,000.00)	(3,000.00)
<b>Subtotal</b>	<b>16,450.00</b>	<b>(19,700.00)</b>	<b>(3,250.00)</b>
<b>Fundraising</b>			
1st Day School Supplies	3,000.00	(1,000.00)	2,000.00
Boosterthon <sup>6</sup>	40,000.00	(8,000.00)	32,000.00
Papa John's Nifty Fifty Cards	1,500.00	(500.00)	1,000.00
Passive Fundraising (Boxtops, etc.)	1,000.00	0.00	1,000.00
Silent Auction	6,000.00	(3,000.00)	3,000.00
Spirit Nights	4,200.00	0.00	4,000.00
Grade Competition Incentive	-	(200.00)	-
Spirit Wear	6,000.00	-	2,800.00
General Apparel	-	(1,500.00)	-
Magnets	-	(1,000.00)	-
PTO Shirts	-	(700.00)	-
<b>Subtotal</b>	<b>61,700.00</b>	<b>(15,900.00)</b>	<b>45,800.00</b>



PROPOSED for 2024-2025 School Year	24-25 Budget		
	Income	Expense	Net
<b>Hospitality</b>			
Community Outreach	0.00	(500.00)	(500.00)
Party in the Park	0.00	(1,500.00)	(1,500.00)
Tears & Cheers	0.00	(100.00)	(100.00)
Yard Cards	0.00	(1,000.00)	(1,000.00)
<b>Subtotal</b>	<b>0.00</b>	<b>(3,100.00)</b>	<b>(3,100.00)</b>
<b>PTO Administration</b>			
Insurance	0.00	(699.00)	(699.00)
Mascot Maintenance	0.00	(200.00)	(200.00)
My Neighborhood Storage	0.00	(450.00)	(450.00)
Office Supplies	0.00	(500.00)	(500.00)
Operating Fees	0.00	(1,000.00)	(1,000.00)
Taxes	0.00	(1,000.00)	(1,000.00)
<b>Subtotal</b>	<b>0.00</b>	<b>(3,849.00)</b>	<b>(3,849.00)</b>
<b>Recognition &amp; Appreciation</b>			
Educational Incentives	0.00	(2,500.00)	(2,500.00)
End-of-Year Celebration	0.00	(2,900.00)	(2,900.00)
Fifth Grade Celebration	0.00	(6,000.00)	(6,000.00)
Kindergarten Celebration	0.00	(2,000.00)	(2,000.00)
Staff Appreciation	0.00	(5,000.00)	(5,000.00)
Volunteer Appreciation	0.00	(500.00)	(500.00)
<b>Subtotal</b>	<b>0.00</b>	<b>(18,900.00)</b>	<b>(18,900.00)</b>
<b>Classroom Support</b>			
CS - Kindergarten <sup>3</sup>	0.00	(700.00)	(700.00)
CS - Grade One <sup>3</sup>	0.00	(700.00)	(700.00)
CS - Grade Two <sup>3</sup>	0.00	(700.00)	(700.00)
CS - Grade Three <sup>3</sup>	0.00	(800.00)	(800.00)
CS - Grade Four <sup>3</sup>	0.00	(700.00)	(700.00)
CS - Grade Five <sup>3</sup>	0.00	(600.00)	(600.00)
CS - ESE	0.00	(500.00)	(500.00)
CS - Art	0.00	(1,000.00)	(1,000.00)
CS - Media Center	0.00	(1,000.00)	(1,000.00)
CS - Music	0.00	(1,000.00)	(1,000.00)
CS - PE	0.00	(1,000.00)	(1,000.00)
Professional Development	0.00	(5,000.00)	(5,000.00)
Teacher Supply Store	0.00	(500.00)	(500.00)
<b>Subtotal</b>	<b>0.00</b>	<b>(14,200.00)</b>	<b>(14,200.00)</b>

PROPOSED for 2024-2025 School Year	24-25 Budget		
	Income	Expense	Net
<b>School Programs &amp; Support</b>			
Campus Improvements	0.00	(55,000.00)	(55,000.00)
Buddy Benches	-	(1,000.00)	-
Fence Cups	-	(1,300.00)	-
Offset Pyramid Umbrellas (3)	-	(50,000.00)	-
Undeclared Future Projects	-	(2,700.00)	-
Clinic Supplies	0.00	(500.00)	(500.00)
In-house Field Trips	0.00	(1,500.00)	(1,500.00)
STEAM Lab	0.00	(45,000.00)	(45,000.00)
<b>Subtotal</b>	<b>0.00</b>	<b>(102,000.00)</b>	<b>(102,000.00)</b>
<b>Totals</b>	<b>86,987.44</b>	<b>(215,449.00)</b>	<b>(128,461.56)</b>

PROPOSED for 2024-2025 School Year	24-25 Budget
<b>Income Total</b>	<b>86,987.44</b>
<b>Expense Total</b>	<b>(215,449.00)</b>
<b>Surplus/(Shortfall)</b>	<b>(128,461.56)</b>
<b>Cash Carryover From Previous Year</b>	<b>163,303.71</b>
<b>Cash Carry Forward</b>	<b>34,842.15</b>

<sup>1</sup> OCPS did not approve use of iReady Math for the 2024-2025 school year. This amount will be reallocated at the August 22, 2024 PTO general membership meeting.

<sup>2</sup> Reserved at May 16, 2024 PTO meeting to purchase planning day breakfast and Meet the Teacher lunch prior to August 22, 2024 budget approval meeting.

<sup>3</sup> Amount is based on \$100 per classroom, subject to change if classrooms are added/removed or as specified in <sup>6</sup>.

Original (August 15, 2024): K=7, 1st=7, 2nd=7, 3rd=8, 4th=7, 5th=6.

<sup>4</sup> Per documentation supplied by Teresa Harris (2023-2024 Treasurer) on August 18, 2024.

<sup>5</sup> Provisional credits due to fraudulent charges in June 2024 were applied by Axiom Bank on July 5, 2024. An outcome letter is expected on/by September 26, 2024, at which time, the credits should be fully available.

<sup>6</sup> While we are anticipating \$40,000 income from Boosterthon, if that income meets or exceeds \$50,000, the Board would like to add an additional \$50 per classroom to the grade level CS expense lines.