

# SUMMERLAKE ELEMENTARY SCHOOL PTO

# BOARD MEETING MINUTES

## Meeting Details

Date Of meeting:	May 16, 2024
Call to Order:	7:02pm
Board Members Present:	Angel, David, Teresa, Jenny, Vanessa, Ms. Bender
Board Members Absent:	Linda, Erin, Stephanie
Guests:	

## Agenda Details

<p>Motion to approve April 25, 2024 Minutes:</p> <p>Made Motion - Teresa 2nd Motion - Vanessa</p> <p>Motion to approve minutes passed.</p>
<p>President's Report:</p> <p>Slideshow Video</p>
<p>Principal Report:</p>

Upcoming Dates

5/13-5/21-Device collection

5/16- & 5/17-2nd grade wax museum

5/17-5th grade promotion ceremony-6-7 pm Horizon HS

5/20-5th grade celebration

5/21-Water Day K-4

5/22-Last day for backpacks

5/23-Class parties

5/24-Last day of school

All lost library and textbooks must be returned or paid for by the last day of school - parents will be notified if money owed.

6/6-Report cards available in Skyward

6/15-1st Day School Supplies orders due - Agenda is included in this (\$5.00 per child) Made \$3400 on it last year and paid \$1700 back to the school.

TBD-Meet the Teacher for the 24-25 school year

Summer Activities:

Read and log minutes in Beanstack-School goal is to read 800,000 minutes!

Continue to practice math facts

Access to Chess Kids

Keep a journal of summer activities or write stories about summer adventures

Great week with Wax Museum and promotion ceremonies.

Device Turn in.

Promotion Ceremony tomorrow night for 5th graders.

## Vice President Report: David

## Treasurer Report:

### Summertake Elementary PTO Inc FY 2023

#### End of Year Income vs Actuals

PTO BOARD RESERVE FUNDS	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Amount Left in Budget Line
STEAM Lab Reserves/Previous Shade Structure Reserves	-	-	-	(\$45,000.00)	\$45,000.00
Shade Umbrellas Reserve/Previous Shade Structure Reserves	-	-	-	(\$49,440.00)	\$49,440.00
Future Outdoor Projects/Previous Shade Structure Reserve	-	-	-	(\$5,560.00)	\$5,560.00
Purchase of AR 23-24 school year	-	-	(\$6,034.84)	(\$6,034.84)	-
Professional Development Books for Teachers	-	-	(\$1,191.20)	(\$1,191.20)	-
PTO BOARD RESERVE FUNDS Totals	-	-	(\$7,226.04)	(\$107,226.04)	\$100,000.00

Fundraising	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Amount Left in Budget Line
MegaBlast	\$55,731.75	\$40,000.00	(\$513.25)	(\$1,500.00)	\$16,718.50
Spirit Days	\$2,716.31	\$4,200.00	(\$1,913.34)	-	(\$3,397.03)
Gator Spirit	\$11,933.78	\$14,000.00	(\$6,917.24)	(\$10,000.00)	\$1,016.54
1st Day School Supplies	\$3,430.00	\$3,410.00	(\$1,705.00)	(\$1,705.00)	\$20.00
Sponsorship	\$14,268.00	\$7,000.00	(\$239.79)	(\$300.00)	\$7,328.21
Passive Fundraising	\$78.66	\$1,000.00	-	-	(\$921.34)
Holiday Shop	\$13,202.30	\$2,500.00	(\$9,263.40)	(\$200.00)	\$1,638.90
Fundraising Totals	\$101,360.80	\$72,110.00	(\$20,552.02)	(\$13,705.00)	\$22,403.78

School and Staff Support	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Amount Left in Budget Line
Welcome Back Breakfast for Teachers	-	-	(\$89.65)	(\$100.00)	\$10.35
Staff and Teacher Appreciation	\$600.00	-	(\$2,832.68)	(\$3,000.00)	\$767.32
Staff Appreciation Week	-	-	(\$992.36)	(\$1,000.00)	\$7.64
Spirit Weeks	-	-	-	(\$100.00)	\$100.00
Educational Incentives	-	-	(\$2,504.45)	(\$2,500.00)	(\$4.45)
After School Educational Enrichment	\$100.00	-	(\$774.60)	(\$2,000.00)	\$1,325.40
Promotion Ceremonies and Celebrations	\$192.79	-	(\$4,999.98)	(\$8,000.00)	\$3,192.81
End of Year Parties	-	-	(\$2,137.31)	(\$2,400.00)	\$262.69
End of Year Bash	\$41.76	-	(\$1,037.99)	(\$1,000.00)	\$3.77
Swank Movie License w/ streaming	-	-	-	(\$1,200.00)	\$1,200.00
Other School Support	-	-	(\$73.21)	(\$2,274.72)	\$2,201.51
Principal Requests for Enriching School	-	-	(\$1,444.89)	(\$2,000.00)	\$555.11
Classroom Support	-	-	-	(\$2,500.00)	\$2,500.00
Class Shirts for students and staff	-	-	(\$5,530.00)	(\$5,500.00)	(\$30.00)
School and Staff Support Totals	\$934.55	-	(\$22,417.12)	(\$33,574.72)	\$12,092.15

Family and Community Engagement	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Amount Left in Budget Line
Tears or Cheers Breakfast	-	-	(\$33.34)	(\$33.34)	-
Family Fun Activities	\$4,644.88	\$3,000.00	(\$3,968.00)	(\$3,000.00)	\$676.88
Grandparent Bingo	\$175.30	-	(\$395.25)	(\$300.00)	\$80.05
Yard Cards	-	-	(\$686.40)	(\$800.00)	\$113.60
Community Outreach	-	-	(\$378.18)	(\$500.00)	\$121.82
Family Dance	\$8,010.00	\$6,700.00	(\$10,515.35)	(\$7,800.00)	(\$1,405.35)
Other FACE	-	-	-	(\$1,174.74)	\$1,174.74
Fall Festival	\$3,017.23	\$1,000.00	(\$2,773.63)	(\$3,000.00)	\$2,243.60
Family and Community Engagement Totals	\$15,847.41	\$10,700.00	(\$18,750.15)	(\$16,608.08)	\$3,005.34

Communications	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Amount Left in Budget Line
Volunteer Appreciation and Recruitment	-	-	(\$435.11)	(\$500.00)	\$64.89
Mascot Maintenance	-	-	(\$143.57)	(\$300.00)	\$156.43
Other Communication	-	-	-	(\$1,000.00)	\$1,000.00
Communications Totals	-	-	(\$578.68)	(\$1,800.00)	\$1,221.32

PTO Operations	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Amount Left in Budget Line
PTO Operations	-	-	(\$2,666.14)	(\$3,500.00)	\$833.86
Collected Taxes	\$152.14	-	(\$148.39)	-	\$3.75
Petty Cash Loan	\$820.00	-	(\$820.00)	(\$200.00)	-
Returns and Refunds	-	-	-	-	-
Misc Income	\$2,160.01	-	-	-	\$2,160.01
Bank Interest	\$543.87	\$400.00	-	-	\$143.87
PTO Operations Totals	\$3,676.02	\$600.00	(\$3,634.53)	(\$3,700.00)	\$3,141.49

\$172,364.08

**ANTICIPATED SPENDING :**

STEAM Lab	(\$45,000)
5th Grade Celebration	(\$3,400.00)
Wix Monthly Fees	(\$12.00)
Kinder Celebration	(\$50.00)
Reimbursement Checks	(\$886.83)
New Mascot Costume + fan	(\$460.00)
Teacher/Staff Lunch	(\$700.00)

**RESERVES:**

24-25 Carry Over Reserves	(\$5,000.00)
AR License Reserve	(\$8,000.00)
Future Outdoor Project	(\$4,440.00)
iReady Math	(\$13,060.00)
Shade Umbrellas Reserve/Previous Shade Structure Reserves	(\$49,440.00)
Future Outdoor Projects/Previous Shade Structure Reserve	(\$5,560.00)

**FUNDS REMAINING OVERALL**

\$36,355.25

Funds remaining overall - \$36,355.25 - Can decide to apply to something or can rollover to the future PTO.

Katie made a motion to allocate \$6000 for class shirts for next year

Discussion? No.

Sara Seconded the motion.

Motion passes.

New Mascot will be purchased. Did some research. Company highly recommended.  
\$460.00.

Teachers and staff lunch will be ordered for next week.

AR license - \$8000 - will probably be a little less since we have had it for a while.

Other suggestions?

Katie made a motion to allocate \$1,000 for teacher luncheon and breakfast  
Discussion? No.  
Amber seconds motion.  
Motion passes.

That's now \$7000 allocated.

\$29,355.25 will be rollovered.

A/R budget does need a motion.

Angel made motion to reserve A/R funds  
David Seconds  
Motion passes.

Wix is our website.

Funds to buy last day of school tshirt for Gary - David.

Katie: money given back to classes for class parties.  
This has already been spent.

Sara: Will there be an update final budget on the website? Yes.

Current doesn't show current expenditures.

Sara wants a line by line comparison to be posted on the website.

5th grade celebration on Monday.

Glow in the dark silent disco.

Fundraising Report:
Secretary Report:
Audit Report
BUSINESS
Old Business
Questions -

Teresa made motion to adjourn.

Angel 2nd.

Adjourn at 7:28pm