

SUMMERLAKE ELEMENTARY SCHOOL PTO

BOARD MEETING MINUTES

Meeting Details

Date Of meeting:	January 18, 2024
Call to Order:	7:02pm
Board Members Present:	Linda, Angel, Teresa, Jenny, Vanessa, Stephanie, Ms. Bender, Erin
Board Members Absent:	David
Guests:	

Agenda Details

AGENDA
<p>Move to approve board minutes from October 19, 2023 Meeting:</p> <p>Motion Made: Teresa made motion 2nd Motion: Stephanie 2nd</p> <p>Motion Passed.</p>
<p>President's Report</p> <p>Next years board. Lots of openings. Nominations coming up. Elections in April.</p>

Principal's Report

B14 application submitted. Reviewed. District will install in all schools in 2 to 3 years. They take care of the maintenance. If PTO installs, PTO is responsible for maintenance.

District has more buying power. Will do for all schools. Huge bid/contract. Would rather district take care of the maintenance.

Ms. Bender's vision for the school:

New ipads and laptops this year.

Don't have needs for technology and instructional material.

Maybe smart boards/tvs - should last 10 years.

No needs right now.

Thinks we need more outdoor play space for kids. Need more structure.

Would like to see another basketball court. Use for recess and PE.

Pickle ball court, 4 square.

Peaceful Playground.

Hop scotch.

Make similar to park. Outdoor picnic areas. Outdoor classrooms.

Could be enjoyed for many years to come.

Question about Sunshade: how much protection? Not sure what entails. Would have to work with Coach Sims.

Would like an architect to help lay out in phases.

First have to have the money. Then get bids and quotes. Have to abide by OCPS guidelines. Submit to facility liaison. School board reviews and approves. Then can work with contractor and pull permits. Would maybe have to do during springbreak or summer.

Probably takes a year in process and then construction.

For the shade structure the district will install - we don't have to do anything. District will handle.

Not sure how it works with the rubber mat. Don't know how we could add on to it.

Could add another playground, but then the shade structure is on us.

Ms. Bender would like to see more court space. Where the portables currently are.

Veronica: Will share with school community? Yes.

Ms. Bender doesn't want to be responsible for the maintenance.

Mention those ideas when share with the school community.

Earned an A grade from the state. 3rd highest scoring school in the district overall. Top 10 in other counties.

82% proficiency in ELA; 88% in math and 87% in science.

School grade encompasses a lot of other things.

**Learning gains. Have to have 2 years worth of scores. 4th and 5th grade counted.
Making a years worth of growth.**

Lowest 25% were a level 3.

Adding another component this year. 3rd grade proficiency only.

Goal: working plans to ensure that happens. Want to continue to get an A.

PMA Scores Data:

PMA 1

5th grade science - 94% scored 50%plus and 87% scored 70%plus

PMA 2

5th grade science - 97% scored 50%plus and 90% scored 70%plus

Literacy Week next week

Access testing on 1/23 and 1/25

1/25 Math night at Publix

2/1 - Vision/Hearing screening

2/ 3 - School Fun Run

2/17 - Seaworld School Spirit Run

2/22 - Mini Chess Tournament - Water Spring ES

2/23 - Spring Class Picture Day

Chess Club:

6.5 - Panther Lake scored

35.5 points - Summerlake scored

Treasurer's Report

Summerlake Elementary PTO Inc FY 2023

Treasurer's Report

07/01/2023 - 06/30/2024

PTO BOARD RESERVE FUNDS	Income	Expenses	Year to Date	Net Budget	More/-Less
21-22 Board RFs for Shade Structure Phase 1/3	-	-	-	-\$50,000.00	\$50,000.00
22-23 Board RFs for Shade Structure Phase 2/3	-	-	-	-\$50,000.00	\$50,000.00
Purchase of AR 23-24 school year	-	\$6,034.84	-\$6,034.84	-\$6,034.84	-
Professional Development Books for Teachers	-	\$1,191.20	-\$1,191.20	-\$1,191.20	-
PTO BOARD RESERVE FUNDS Totals	-	-\$7,226.04	-\$7,226.04	-\$107,226.04	\$100,000.00

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
MegaBlast	\$55,731.75	\$513.25	\$55,218.50	\$38,500.00	\$16,718.50
Spirit Days	\$1,438.16	-	\$1,438.16	\$4,200.00	-\$2,761.84
Gator Spirit	\$9,877.43	\$6,050.48	\$3,826.95	\$4,000.00	-\$173.05
1st Day School Supplies	\$3,430.00	\$1,705.00	\$1,725.00	\$1,705.00	\$20.00
Sponsorship	\$14,268.00	-	\$14,268.00	\$6,700.00	\$7,568.00
Passive Fundraising	-	-	-	\$1,000.00	-\$1,000.00
Holiday Shop	\$13,202.30	\$9,263.40	\$3,938.90	\$2,300.00	\$1,638.90
Fundraising Totals	\$97,947.64	-\$17,532.13	\$80,415.51	\$58,405.00	\$22,010.51

PTO Operations	Income	Expenses	Year to Date	Net Budget	More/-Less
PTO Operations	-	\$1,996.70	-\$1,996.70	-\$3,500.00	\$1,503.30
Collected Taxes	\$152.14	-	\$152.14	-	\$152.14
Petty Cash Loan	\$620.00	\$620.00	-	-	-
Returns and Refunds	-	-	-	-	-
Misc Income	\$707.91	-	\$707.91	-	\$707.91
Bank Interest	\$269.47	-	\$269.47	\$400.00	-\$130.53
PTO Operations Totals	\$1,749.52	-\$2,616.70	-\$867.18	-\$3,100.00	\$2,232.82

Communications	Income	Expenses	Year to Date	Net Budget	More/-Less
Volunteer Appreciation and Recruitment	-	-	-	-\$500.00	\$500.00
Mascot Maintenance	-	\$143.57	-\$143.57	-\$300.00	\$156.43
Other Communication	-	-	-	-\$1,000.00	\$1,000.00
Communications Totals	-	-\$143.57	-\$143.57	-\$1,800.00	\$1,656.43

School and Staff Support	Income	Expenses	Year to Date	Net Budget	More/-Less
Welcome Back Breakfast for Teachers	-	\$89.65	-\$89.65	-\$100.00	\$10.35
Staff and Teacher Appreciation	\$300.00	\$1,577.99	-\$1,277.99	-\$3,000.00	\$1,722.01
Staff Appreciation Week	-	-	-	-\$1,000.00	\$1,000.00

Spirit Weeks	-	-	-	-\$100.00	\$100.00
Educational Incentives	-	\$251.40	-\$251.40	-\$2,500.00	\$2,248.60
After School Educational Enrichment	\$100.00	\$731.40	-\$631.40	-\$2,000.00	\$1,368.60
Promotion Ceremonies and Celebrations	-	\$35.89	-\$35.89	-\$8,000.00	\$7,964.11
End of Year Parties	-	-	-	-\$2,400.00	\$2,400.00
End of Year Bash	-	-	-	-\$1,000.00	\$1,000.00
Swank Movie License w/ streaming	-	-	-	-\$1,200.00	\$1,200.00
Other School Support	-	\$20.74	-\$20.74	-\$2,274.72	\$2,253.98
Principal Requests for Enriching School	-	\$1,074.00	-\$1,074.00	-\$2,000.00	\$926.00
Classroom Support	-	-	-	-\$2,500.00	\$2,500.00
Class Shirts for students and staff	-	\$5,530.00	-\$5,530.00	-\$5,500.00	-\$30.00
School and Staff Support Totals	\$400.00	-\$9,311.07	-\$8,911.07	-\$33,574.72	\$24,663.65

Family and Community Engagement	Income	Expenses	Year to Date	Net Budget	More/-Less
Tears or Cheers Breakfast	-	\$33.34	-\$33.34	-\$33.34	-
Family Fun Activities	\$1,274.88	\$1,152.00	\$122.88	-	\$122.88
Grandparent Bingo	\$175.30	\$395.25	-\$219.95	-\$300.00	\$80.05
Yard Cards	-	\$603.20	-\$603.20	-\$800.00	\$196.80
Community Outreach	-	\$59.96	-\$59.96	-\$500.00	\$440.04
Family Dance	-	-	-	-\$2,200.00	\$2,200.00

\$356 spent on BRAGG tags. Not just AR. Educational incentives.

Ms. Bender - requested Book Binding System.
\$1,074

Teacher appreciation budget - spent \$1500. Have \$1200 left. Not including staff appreciation week.

MegaBlast - \$513 spent. \$54,731.75 - proceeds.

Fall Festival: - Broke even.

Have money in reserves to figure out what to do with.

Right now \$117,000 in reserves. \$184,539 - current balance.

Holiday Shop - \$3938.90 proceeds.

VP Angel

VP David

Upcoming Solar Bears game

**March 28th or April 5th. \$20/ticket. Seated in the same section.
Mascot to meet kids - possibility.**

Secretary Report:

- . **1/24 - Burgerfi - 4th grade**
- . **2/7 - Abbott's - PTO**
- . **2/21 - Huey Magoo's- 3rd grade**
- . **3/6 - Abbott's - PTO**
- . **3/27 - Tijuana Flats - kindergarten**
- . **4/3 - Abbott's - PTO**
- . **4/16 - Gators Dockside - PTO**
- . **5/1 - Abbott's - PTO**
- . **5/6 - Huey Magoo's - PTO**

Gator Gallop:

February 3, 2024

We need more volunteers

Extending registration till Monday. 81 participants.

FAQ will go in the communigator.

Off campus/on campus.

2K is the distance.

PTO sponsors will be there.

Raffle for a free week for Hamlin All Star Sports Camp.

Need 7 more volunteers.

Will also get a free tshirt if you volunteer.

Prizes for different groups.

Do not have to run.

Summerlake Dance: February 23, 2024

Ticket Price - \$25

350 max participants

Orange County National Golf Course

Sign ups open soon...

Decorating opportunities

6-8pm

DJ

Wanted to keep price point similar. Food price increased.

Will request more for the dance budget.

Shelly: tickets for each person.

Mrs. Coulombe: how will you communicate? Communicator, Social Media and will get out to room parent leads and e-mail to the teachers to get info to parents.

Last year were able to accommodate most people. Had a cancellation list.

All bodies need to have a ticket.

It's not a fundraiser. Hope to break even.

Fundraising Report

Mega Blast:
Great success.
No issues.

First Place Spirit Wear:

SALE

- Sweatpants - \$10 OFF Right Now (1/21)
- 1/22: 1/4 Zips
- 1/29: Crewneck Sweatshirts
- 2/5: Pajama Pants

Each sale goes for a week.

14 days turnaround on Spiritwear.

Plan a pajama day?

Audit Report

Inventory Monitoring

I. Inventory Records Maintenance

A. Exception 1: Incomplete Inventory Logs

1. Detailed list of required inventory logs
2. Need for regular audits of inventory for accuracy
 - i.e. Gary the Gator Costume, Spirit Wear, Donated Class Shirts

B. Exception 2: Lack of Cross-Referenced Inventory Lists

1. Absence of 2022-2023 inventory list
2. Importance of cross-referencing counts and associated values to receipts

C. Exception 3: Incomplete Logging of Transactions -Check in Check out procedures

1. Requirement for logs showing dates, authorized persons, and changes
2. Examples: Gary the Gator outfits, Spirit Wear, Donated Class Shirts

D. Exception 4: Lack of Detailed Inventory Transfer Process Surplus and Unused Item Control

1. Need for logging surplus items as a type of inventory
2. Specific requirements for the transfer of items between outgoing and incoming Boards
3. Involvement of Treasurer in detailed listing and sign-off at sign off

II. Recommendations

- Proposals for improving inventory management processes
- Suggestions for maintaining accurate and up-to-date inventory records

- Note: All other exceptions have been resolved

All exceptions have to deal with inventory handling.

Ryan developing inventory procedures.

Need to know where everything is.

Have to have everything noted.

Transfer to new board - Teresa will sign off on.

Need to lock stuff up safely.

Rough draft sent to Erin and Linda from Ryan - procedures.

Need to get inventory taken care of.

Ryan looked at PTO closet.

Once policy and procedures are put together will inventory shirts.

BUSINESS

Old Business

New Business

1. Vote to rename the Shade Structure Reserves
Ryan motions to rename the Shade Structure Reserves. Reserves for Future Projects.
Vote to rename to Future Projects Reserves.
Teresa 2nds.
Motion is approved. Will now be renamed to Future Project Reserves.
2. Vote to increase the budget for Summerlake Dance by \$1100 to keep ticket price at \$25
Teresa makes motion to increase budget by \$1100 to keep tickets at \$25.
Vanessa 2nds.
Motion is approved.

Kindness Week coming out in February. Information will be sent home.

Upcoming Potential Dates and Events:

January 25 - Math Night at Publix

February 3 - Fun Run

February 5-9 - Valentine Grams

February 12-16 - Kindness Week

February 23 - Stars of Summerlake

March 4-8 - Book Fair

March 14 - Field Day

March 28 - PTO meeting/Art and Multicultural Showcase

April 14-20 - Additions Appreciation Breakfast

April 22-26 - Teacher Appreciation Week

May 16 - PTO meeting

May dates to be determined:

Kindergarten Promotion

5th Grade Promotion

Water Day (k-4)

5th Grade Celebration

Class Parties

Spirit Nights:

- . 1/24 - Burgerfi - 4th grade
- . 2/7 - Abbott's - PTO
- . 2/21 - Huey Magoo's- 3rd grade
- . 3/6 - Abbott's - PTO
- . 3/27 - Tijuana Flats - kindergarten
- . 4/3 - Abbott's - PTO
- . 4/16 - Gators Dockside - PTO
- . 5/1 - Abbott's - PTO
- . 5/6 - Huey Magoo's - PTO

Questions -

Teresa made motion to adjourn

Stephanie 2nds.

Adjourn at 8:04pm