

SUMMERLAKE ELEMENTARY SCHOOL PTO

GENERAL MEETING MINUTES

Meeting Details

Date Of meeting:	January 15, 2026
Call to Order:	5:32pm
Board Members Present:	Rebecca, Teresa, Jenny, Sara, Jodi, and Dr. Donaldson
Board Members Absent:	Verusca, Gayle, Jill, Ms. Bender
Attendance	14 people were present, including the board

Agenda Details

AGENDA
<ul style="list-style-type: none">- Call to Order- Roll Call- Approval of Last Meeting Minutes- Approval of November Minutes- President's Report- Principal's Report- Treasure's Report- VP Jenny Report- VP Teresa Report- Secretary Report - New Business- Call to Adjourn- Adjourn Meeting
<p>Approval of November Minutes Motion – Teresa Second - Gina Motion Passes</p>

President's Report

- Thank Sponsors
- New Students all got class shirts
- 2026-2027 Executive PTO Board - if interested in running there is a nomination committee. Self nomination process. 1 person needed to run for every position. E-mail Rebecca if interested in being on the nomination committee. Nominations in by March meeting. Explained Nomination Committee and running the election. 1-3 people in the committee. All 5 positions are open to be run for. Don't need to be at the nomination meeting if you are running.

Principal's Report

A lot of stuff going on this month.

PMA in science

Report cards home today

PTO to talk about events

3 day weekend

100 day of school

Literacy Week

Young Authors Night

3rd grade going to Kennedy Space Center

Math Night at Publix

1st grade going to Gatorland

School Crossing Guard Appreciation

School Spirit Run at Sea World

Diamond and Denim

PMA 2 Data - Mid Year Data - growth has happened. Kids are showing growth from year to year. This is for ELA.

For Math - Kids are showing growth. Plays into vertical alignment on how kids do.

Treasure's Report

Treasurer's Report January 15, 2026

The fiscal year started on July 1, 2025 with a bank balance of \$126,466.93.
As of 12:00n on January 15, 2026, our available bank balance is \$89,403.39.
The total income to date is \$73,403.97 and the total expenses to date were \$124,490.12.

Current income not included (awaiting electronic deposit):
• Spirit Wear / Gator Gear: \$20.91 (Cheddar Up)

Outstanding checks included in current spending are:
• \$11,829.52 (Holiday Shop payment)
• \$1750 (agenda reimbursement)
• \$193.00 (Gator Gallop medals)
• \$121.40 (Party in the Park reimbursement)
• \$92.56 (Holiday Shop reimbursement)
• \$36.13 (Holiday Shop reimbursement)

TOTAL = \$20.91

TOTAL = \$14,022.61

Holiday Shop Success

After payment of inventory, sales tax, and reimbursements, we netted \$2557.72.

As of January 15, 2026			<u>25-26 Budget</u>			<u>25-26 Actual</u>		
	<u>Income</u>	<u>Expense</u>	<u>Net</u>			<u>Income</u>	<u>Expense</u>	<u>Net</u>
2024-2025 Unpaid								
CS - Art ¹	0.00	(106.34)	(106.34)			0.00	(106.34)	(106.34)
CS - Media Center ²	0.00	(825.60)	(825.60)			0.00	(825.60)	(825.60)
Subtotal	0.00	(931.94)	(931.94)			0.00	(931.94)	(931.94)
Donations								
Cash Donations	0.00	0.00	0.00			6.00	0.00	6.00
Sponsorships	5,000.00	(250.00)	4,750.00			4,000.00	(20.61)	3,979.39
Subtotal	5,000.00	(250.00)	4,750.00			4,006.00	(20.61)	3,985.39
Events								
Fall Fest	0.00	(4,000.00)	(4,000.00)			990.22	(3,428.46)	(2,438.24)
Gator Gallop	1,000.00	(1,500.00)	(500.00)			883.37	(393.00)	490.37
Grandparents Bingo	0.00	(400.00)	(400.00)			0.00	(71.81)	(71.81)
Party in the Park	0.00	(1,500.00)	(1,500.00)			0.00	(484.76)	(484.76)
Spring Dance	9,000.00	(10,000.00)	(4,500.00)			0.00	(400.00)	(3,900.00)
Deposit ³	---	(3,500.00)	---			---	(3,500.00)	---
Subtotal	10,000.00	(20,900.00)	(10,900.00)			1,873.59	(8,278.03)	(6,404.44)
Fundraising								
1st Day School Supplies	3,000.00	(1,500.00)	1,500.00			3,500.00	(1,750.00)	1,750.00
Event Concessions	1,200.00	(700.00)	500.00			170.93	(79.73)	91.20
Gatorlympics	40,000.00	(8,000.00)	32,000.00			43,819.48	(4,925.45)	38,894.03
Holiday Shop	13,000.00	(9,500.00)	3,500.00			14,536.70	(11,978.98)	2,557.72
Passive Fundraising (Boxtops, etc.)	150.00	0.00	150.00			165.37	0.00	165.37
Spirit Nights	4,200.00	0.00	4,200.00			1,252.18	0.00	1,252.18
Spirit Wear / Gator Gear	4,300.00	(2,700.00)	1,600.00			3,679.72	(2,584.50)	1,095.22
Subtotal	65,850.00	(22,400.00)	43,450.00			67,124.38	(21,318.66)	45,805.72
Hospitality								
Class Shirts for Students/Teachers ³	0.00	(8,000.00)	(8,000.00)			0.00	(5,153.86)	(5,153.86)
Community Outreach	0.00	(500.00)	(500.00)			0.00	0.00	0.00
Fifth Grade Yearbooks ³	0.00	(3,250.00)	(3,250.00)			0.00	0.00	0.00
Yard Cards	0.00	(1,000.00)	(1,000.00)			0.00	(291.72)	(291.72)
Subtotal	0.00	(12,750.00)	(12,750.00)			0.00	(5,445.58)	(5,445.58)
PTO Administration								
Certified Internal Auditor ⁵	0.00	(3,000.00)	(3,000.00)			0.00	0.00	0.00
Insurance	0.00	(709.00)	(709.00)			0.00	(709.00)	(709.00)
My Neighborhood Storage	0.00	(2,300.00)	(2,300.00)			0.00	(1,155.37)	(1,155.37)
Office Supplies	0.00	(500.00)	(500.00)			0.00	(401.15)	(401.15)
Operating Fees	0.00	(1,500.00)	(1,500.00)			0.00	(1,010.66)	(1,010.66)
Taxes	0.00	(1,000.00)	(1,000.00)			0.00	(212.27)	(212.27)
Subtotal	0.00	(9,009.00)	(9,009.00)			0.00	(3,488.45)	(3,488.45)

As of January 15, 2026		<u>25-26 Budget</u>			<u>25-26 Actual</u>			<u>Net Variance</u>
		<u>Income</u>	<u>Expense</u>	<u>Net</u>	<u>Income</u>	<u>Expense</u>	<u>Net</u>	
Recognition & Appreciation								
Educational Incentives	0.00	(2,500.00)	(2,500.00)		0.00	(1,698.03)	(1,698.03)	801.97
EOY Events (field and water days)	0.00	(2,000.00)	(2,000.00)		0.00	0.00	0.00	2,000.00
Fifth Grade Celebration	0.00	(6,000.00)	(6,000.00)		0.00	0.00	0.00	6,000.00
Kindergarten Celebration	0.00	(2,000.00)	(2,000.00)		0.00	0.00	0.00	2,000.00
Staff Appreciation	0.00	(5,800.00)	(7,000.00)		400.00	(895.16)	(1,606.95)	5,393.05
MTT/Pre-planning meals ³	---	(1,200.00)	---		---	(1,111.79)	---	---
Volunteer Appreciation	0.00	(500.00)	(500.00)		0.00	0.00	0.00	500.00
Subtotal	0.00	(20,000.00)	(20,000.00)		400.00	(3,704.98)	(3,304.98)	16,695.02
Classroom Support								
CS - Kindergarten ⁴	0.00	(1,000.00)	(1,000.00)		0.00	0.00	0.00	1,000.00
CS - 1st Grade ⁴	0.00	(1,000.00)	(1,000.00)		0.00	0.00	0.00	1,000.00
CS - 2nd Grade ⁴	0.00	(1,400.00)	(1,400.00)		0.00	0.00	0.00	1,400.00
CS - 3rd Grade ⁴	0.00	(1,400.00)	(1,400.00)		0.00	0.00	0.00	1,400.00
CS - 4th Grade ⁴	0.00	(1,200.00)	(1,200.00)		0.00	0.00	0.00	1,200.00
CS - 5th Grade ⁴	0.00	(1,400.00)	(1,400.00)		0.00	0.00	0.00	1,400.00
CS - ESE	0.00	(750.00)	(750.00)		0.00	0.00	0.00	750.00
CS - Art	0.00	(2,000.00)	(2,000.00)		0.00	0.00	0.00	2,000.00
CS - Media Center	0.00	(2,000.00)	(2,000.00)		0.00	0.00	0.00	2,000.00
CS - Music	0.00	(2,000.00)	(2,000.00)		0.00	0.00	0.00	2,000.00
CS - PE	0.00	(2,000.00)	(2,000.00)		0.00	0.00	0.00	2,000.00
Subtotal	0.00	(16,150.00)	(16,150.00)		0.00	0.00	0.00	16,150.00
School Programs & Support								
AR/STAR License Renewals ³	0.00	(1,459.50)	(1,459.50)		0.00	(1,459.50)	(1,459.50)	0.00
Clinic Supplies	0.00	(500.00)	(500.00)		0.00	0.00	0.00	500.00
In-house Field Trips	0.00	(1,500.00)	(1,500.00)		0.00	0.00	0.00	1,500.00
STEAM Lab ³	0.00	(3,000.00)	(3,000.00)		0.00	0.00	0.00	3,000.00
Summerlake Foundation ³	---	(79,842.37)	(79,842.37)		---	(79,842.37)	(79,842.37)	0.00
Subtotal	0.00	(86,301.87)	(86,301.87)		0.00	(81,301.87)	(81,301.87)	5,000.00
Totals	80,850.00	(188,692.81)	(107,842.81)		73,403.97	(124,490.12)	(51,086.15)	56,756.66

As of January 15, 2026		<u>25-26 Budget</u>	<u>25-26 Actual</u>	<u>Net Variance</u>
Income Total	80,850.00		73,403.97	(7,446.03)
Expense Total	(188,692.81)		(124,490.12)	64,202.69
Surplus/(Shortfall)	(107,842.81)		(51,086.15)	56,756.66
Cash Carryover From Previous Year	126,466.93		126,466.93	-
Actual Bank Balance Carry Forward	18,624.12		75,380.78	56,756.66
Required Carryover Per Bylaws	(5,000.00)		(5,000.00)	
Available Cash	13,624.12		70,380.78	

As of January 15, 2026

FOOTNOTES

- ¹ Some items purchased for the art room during the 2024-2025 school year were not paid for until July 24, 2025 due to a backorder. Blick Art Materials' policy is to not charge the customer until an item ships.
- ² In April 2025, the PTO purchased shelving units for the Media Center. On May 20, 2025, after the final PTO meeting, we learned a mistake with the order resulted in missing shelves. This line covers the received quote for eight (8) shelves.
- ³ The amounts for these lines were voted on and reserved at the May 15, 2025 PTO general meeting. Also included in the reserves was \$6000 to cover expenses that would need to be completed prior to budget approval, such as but not limited to deposits and supplies, for line items such as but not limited to those listed under Events, Hospitality, and PTO Administration.
- ⁴ The amount is based on \$200 per grade-level classroom, subject to change if or when grade-level classrooms are added and/or removed.
 - Original (August 13, 2025): K=5, 1st=5, 2nd=7, 3rd=7, 4th=6, 5th=6.
 - Addition to 5th Grade (August 21, 2025): K=5, 1st=5, 2nd=7, 3rd=7, 4th=6, 5th=7.
- ⁵ A new OCPS mandate requires all PTAs and PTOs to have a paid or volunteer certified auditor review financial records at the close of the fiscal year by August 31st.

VP Jenny

1.Spring Dance is coming up on March 27th
Will be held at Orange County National
Tickets will go on sale in February - \$25/person

2.5th Grade Celebration Parent Meeting was yesterday. Every portion of the celebration has a chair and committee. The next meetings are: (8:50am in the cafeteria)

February 18th
March - tbd
April 22nd

3.Next spirit night is February 4th at Abbotts from 3-7pm

<p>VP Teresa</p> <p>Staff appreciation Joy by the Dozen - well received</p> <p>Family Movie Night - March 12th - Studio Movie Grill - \$10/person. No school the next day.</p>
<p>Fundraising – Jodi</p>
<p>Audit Report</p> <p>Shannon Kelly - 2024/2025 Audit</p> <p>Financial Audit.</p> <p>Last years PTO did a great job.</p> <p>Meeting minutes were amazing.</p> <p>Everything legal and by the book.</p> <p>1 minor thing - bylaw says all members fill out conflict of interest form. 1 was missing.</p> <p>Cash deposits - need formal forms. Just need proof.</p> <p>Sara did a great job. Everything detailed.</p> <p>9 charges - missing receipts. It is important to have receipts.</p> <p>All 9 by the same person. If we don't get receipts from the same person in future we can vote to take away their debit card.</p> <p>Every check needs 2 signatures. Knows Sara was doing it. Just need documentation in the future.</p> <p>Questions:</p> <p>Teresa: take picture of check and upload in money minder? Yes.</p>
<p>Secretary Report</p> <p>Gator Gallop - January 24th. Free to participate. Registration is still open.</p>

Run around Summerlake Park back by the townhomes and back to the bus loop.

2 sponsors this year - Pure Barre and OBGYN & Aesthetics

New Business:

1.Movie Night

Charged \$9 we sell for \$10

Teresa Made Motion to add budget line for Family Movie Night for \$1000 for the deposit, with funds being reallocated from the Class Shirts budget line.

Layne 2nd

**Discussion? Change to \$1,000 to cover ticket sales? Yes,
Motion passes**

2. Scholastic Readers for 3rd Grade budget addition.

Teresa made motion: Motion to add a budget line for Scholastic News resource for 3rd Grade in the amount of \$577.50, with funds being re-allocated from the Class Shirts budget line.

2nd - Jenny

Discussion? Ms. Bender wants for the 3rd graders. 7 third grade classes. This would be for the remainder of this year.

Discussion amongst group on what Scholastic News was.

Motion passed

3. Motion to adjust reserve budget line for 5th Grade Yearbooks

We don't have enough in the budget line to cover the current number of 5th graders.

Need a motion to adjust. Increase by \$500.

Layne made the motion to increase the budget line an additional \$500, with the funds being reallocated from Class Shirts budget line.

2nd: Katie

Discussion: Shevy - suggestion on avoiding extra yearbooks.

Motions pass

Student Council:

Annie - Student Council President

Gaga Ball

Why we need it?

\$600 from Boo Grams

Wants to do a Gaga Ball Pit

Rules of the game explained.

Other elementary school in our area has it.

Student Council voted on it.

Pictures of what it looks like.

20 feet

Turf

**\$3,026 - asking for.
Planning to host another fundraiser
Already have \$600.**

Will be in the recess area.

Permanent? It can come down. Will stay up until it needs to come down. Can talk to Ms. Bender about. Can take down if there is a storm.

Drainage can be an issue according to Shannon.

Can be an incentive in addition to recess.

**Teresa - Allocated \$79,000 to the foundation for outside classroom, future projects, etc.
Why not coming from that reserve? Thats a Ms. Bender question.**

A lot of ideas for future fundraisers.

Applauded Annie on a great presentation.

B14 process needed?

Can do a special meeting if needed.

Wheel chair accessible? Not sure

Full or half swing door?

Can get more answers.

Layne asked if it was possible to move forward whether foundation or pto before student council has additional fundraiser to help them start the project sooner, and they can donate their additional funds to either pto/foundation.

1/29 - Young Authors Event. Special Meeting prior?

Hoping to get before the year ends.

Rebecca said that the board has a meeting with Ms. Bender tomorrow, and can get the answers. If it needs to come back to a PTO vote, can arrange a special meeting within this month, so they can get the ball rolling on the project.

Young Authors Night - what is it? Keep an eye out in the communigator. Rebecca will ask Ms. Bender.

Tickets available for Diamonds and Demin. Adults only. Silent auction available now, and don't need to attend to participate.

Open cafeteria to watch kids? Liability issues

- Motion to Adjourn**
- First - Teresa**
- Second - Layne**

Call to Close: 6:38pm