

Summerlake PTO General Meeting

Date: 4/17/2025

Time: 6:03p

Location: Summerlake Elementary Media Center

Board Roll Call: Amber, Maggie, Sara, Katie, Delaine

Not in attendance: Summer, Cate

Number of Members in attendance: 19

I. Welcome and Opening Remarks

- Move to accept the minutes from the meeting on 2/21

Motion 1: Maggie: Move to accept minutes from 3/27

Second: Rebecca

consent

motions carries

President's Report

• Volunteer Breakfast

Tomorrow 4/18 9-9:45 we would love to see you

• Staff appreciation

Thank you so much to Kristy for all your hard work! We have 5 full days of awesome things planned. If you're looking around the school, you'll see bottles decorating the walls. Those are for messages from students to teachers and staff. We just want to full up the bottles!

Will there be some tomorrow night? Yes, Delaine and some teachers will have them. You can also print them via social media

2. Principal's Report

See important dates at the end of the minutes

May 7th is NOT an early release due to testing

FAST testing is coming up. Beginning of May is very busy with testing and makeup testing. We choose the early testing dates because 5th grade has lots of testing. Schedules change for testing and new this year science will be adaptive testing. There are field tests and

chooses a path for the rest of the test. Not every test will be the same and works similarly to diagnostic testing. K-2 will have the same type of testing, but they can go back and check answers.

Beanstack celebration:

Awarding 500+ minutes

Reading celebration for AR and Beanstack

April 30th: Kindergarten Round-up

3. Treasurer's Report

2024-2025 has been challenging, but we remain fiscally strong.

The fiscal year was started with a bank balance of \$163,303.71.

As of April 17, 2025, our available bank balance is \$148,821.12.

The total income to date was \$84,298.31 and the total expenses to date were \$108,856.05.

The highest net-income sources were:

- Boosterthon: \$48,120.46
- Silent Auction: \$5646.56
- Holiday Shop: \$3845.15
- Sponsorships: \$3682.10
- Spirit Nights: \$1871.54

The highest areas of spending were:

- STEAM Lab: \$32,157.63
- Classroom Support: \$19,605.71
- AR License Renewal: \$6034.84
- Class Shirts: \$4841.71
- Staff Appreciation: \$4759.98

We are currently waiting for payments totaling at least \$2869.17 from:

- Promotion yard signs from CheddarUp: \$1018.48
- Membership fees from CheddarUp: \$773.59 to date (staying open for the rest of the year)
- Overstock spirit wear from CheddarUp: \$567.91 to date
- Silent Auction ticket sales from Zeffy: \$500.00
- Magnet purchases from CheddarUp: \$9.19 to date
- Abbots (spirit night March 5th, upcoming May 7th): unknown

We are currently making purchases totaling up to \$16,895.44 for:

- Fifth Grade Celebration: \$4830.03 remaining in budget
- Classroom Support: \$4694.29 remaining in budget
- Kindergarten Celebration: \$2500.00 remaining in budget
- Staff Appreciation: \$1240.02 remaining in budget
- Party in the Park: \$950.77 remaining in budget
- My Neighborhood Storage: \$334.78 will exceed \$319.63 remaining in budget due to price increase

There are 7 outstanding checks total \$2234.80

Future Requests from Admin totaling approximately \$22,850 include:

- iReady purchase: unknown, pending OCPS approval, \$13,000 reserved in 2024, actual \$0 not purchased **Delaine confirmed this is not allowed by OCPS**
- AR license renewal: unknown, \$8000 reserved in 2024, actual cost \$6035
- 50 traffic cones: \$1836.29, pending approval of tax-exempt status (Undeclared Outdoor Project)

Future Requests from Incoming Board totaling approximately \$34,317 include:

- STEAM Lab: \$12,842.37 remaining funds from original budget for supplies and maintenance
- Offset pyramid umbrellas: ~\$11,273.21 remaining funds from original budget for maintenance
- Class shirts: \$9000
- Pre-budget approval staff meals: \$1200

---Party in the Park---

Kona Ice coming for the

Teresa: How many class shirts do we have?

Maggie: A final inventory will be done shortly prior to kindergarten round up

Teresa: Do we have any more signs

Maggie: Yes

Bri: Do we have any more other spirit wear?

Maggie: There may be a few but not many

New Business

Motion 2: Maggie: Move to elect the following members to the 2025-2026 school year PTO as listed in the approved slate:

- President: Rebecca Adams
- Vice Presidents: Teresa Harris, Jennifer Aga
- Treasurer: Sara Miller
- Secretary: Verusca Garcia

Second : Katie

Voice vote

Motion carries

Motion 3: Move to allocate \$18,000 for a Vinyl application project which includes adding vinyl to the outdoor windows and doors around the cafeteria, the doors around the administrative offices, front door and the 4 staircases in the school.

second: Rebecca

Breakdown:

1 Admin Door 1 \$614.08
2 Entrance Door 1 \$974.83
3 Cafeteria Door 2 \$721.90
4 Cafeteria Windows 9 \$287.32
Subtotal: \$5,618.62
Taxes: \$0.00

Grand Total: \$5,618.62

Deposit Required: \$3,371.17

Staircases only have an informal estimated quote of \$12,000

Delaine: This is really for the beautification of the school. It provides safety from people looking in. It would replace the blinds. And for the stairs it would be math facts and inspirational quotes. I don't have this in the budget. OCPS has taken 8900 from us to pay for IOUs for other schools. There's just no extra

Amber: is this the same company

Bri: What does this look like?

Delaine: We would be leaning towards full color design

Delaine: OCPS won't pay. It has come from discretionary funds.

Bri: is this something that we could

Teresa: Could we do paint instead of vinyl in the stairways?

Maggie: The company could do larger a vinyl design for the hallways and staircases

Motion 4: Move to amend the move the motion to only include windows and door totaling \$5,618.62

second: Maggie

all in favor

motion carries

Teresa: What is the lead time?

Delaine: We have to submit a B14 for this project so that takes time

Katie: The company said that after designs we approved it would be about 2 weeks to completed projects

Motion 3 continued...

All in favor

motion carries

***NOTE: There is a motion in to amend the original motion since it had to change. Both motions passed all in favor*

Motion 5: Maggie: Move to create a line item to the budget for Outdoor classroom, including teaching space and play areas, which will receive all funds raised by the auction/gala fundraiser.

second: Katie

- This is required due to the solicitation of donations. See attached letter of request for clarification
- This is estimated at \$5646.56 pending final settlement of auctioned goods

Delaine: The vision is that once the portables are gone, we would build a pavilion, picnic tables, play spaces, pickleball, four square etc.

Teresa: Is there a plan for this? Or is it being held in reserve?

Meggie: there's not an immediate plan

In favor: 18

Opposed:1

Motion carries

Open Forum

Maggie: Umbrella project is still ongoing. We are working with the district and the B14 has been filed.

Teresa: last year the intention for the umbrellas was to buy time for the shade structure. Since our shade structure is not going up can we move these funds towards the outdoor classroom?

Bri: can this project be done in stages?

Delaine: yes

Teresa: I spoke casually with Aaron Lake and he estimated 70k with poured concrete

Maggie: currently, we have 50k allocated for umbrellas

General conversation about how outdoor space is used and how a pavilion and concrete pad would be beneficial, and the phased project would be beneficial so we can get going on it sooner

Delaine: We could draw up a plan and start a phased project. Each item must have a B14 submitted. There's a whole process that is involved. But we can have a phased plan to continue to fundraise for including maintenance. The school would have to find the contractor and get the quotes. PTO has more flexibility. And dependent on removal of portables

Motion 6: Maggie: Move to reallocate \$50,000 that is currently under offset umbrellas (3) to Outdoor Classroom and play space

second: Bri

see above discussion

all in favor

motion carries

Maggie: Should we have a May meeting so that we can do spending with accurate numbers. Discussion about this commenced.

Delaine: Have all the staff finished spending? Can we give them a deadline to get this finished?

Sara: Final deadline for spending is May 9th

Motion 7: Maggie: Move to add a special meeting on Thursday May 15 for spending
second: Teresa
consent
motions carries

Amber: review dates and mentioned Staff Appreciation Week

Bri: Lunch. A few days this week my son came home saying there were not enough options for lunch. The cool pack was not available.

Delaine: I'll talk to the cafeteria staff

Kristy: We could use help Monday morning (regarding SAW). Meeting at Walmart for Starbucks running. Email Amber or sign up online.

Other day we could use help is Friday. We need help delivering lunches. Each team is choosing a restaurant so you're not running all over

Teresa: What about staff? Are they included?

Amber: We have lots of options for everyone. On Friday each staff member will be getting a gift and supply kit. It's really staff appreciation even though we keep saying teacher appreciation week

Delaine: Fill out the form in the communicator for thanking staff. It's different than the message in the bottle

Ms. Pinckney: Thank you for the gifts this week, they were wonderful

Kim: Can we get the buddy benches fixed?

Amber: Yes, we are working on it. It's a matter of finding the right screw.

Teresa: Can we move the soccer goals for the 5th grade celebration?

Maggie/Delaine: Yes

Motion 8: Maggie: Move to Adjourn
Second: Teresa

consent
motion carries

Meeting Adjourned at 7:30p

Upcoming Dates:

April:

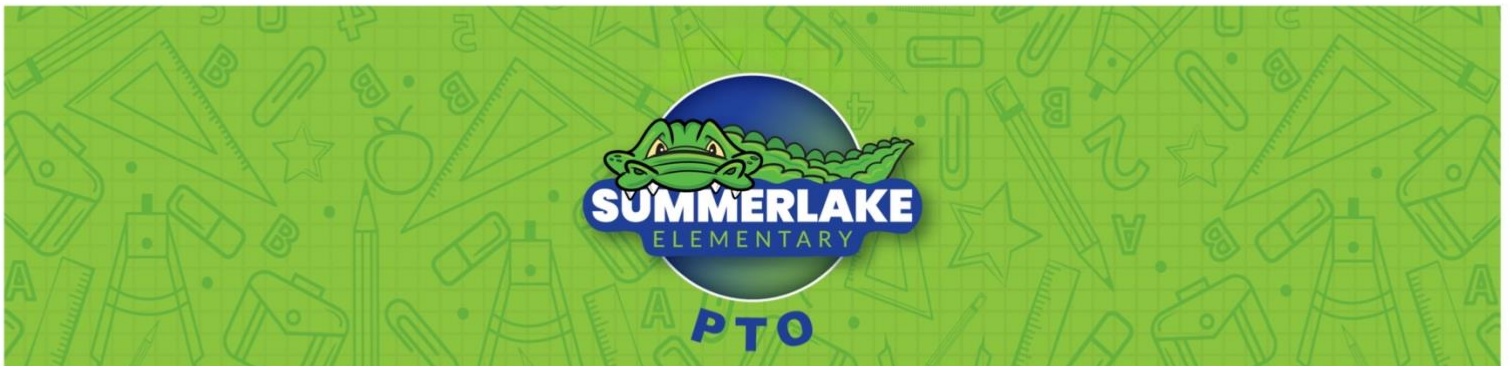
4/18 – Volunteer Breakfast 9-9:45 in cafeteria
4/18 – Multicultural Night 5:30-7
4/21-4/25 – Teacher Appreciation Week
4/21-4/25 – Afterschool Professional Appreciation Week
4/22 – Earth Day
4/23 – Administrative Professional Appreciation week
4/23 – Author visit Rae Marsh (3rd and 4th)
4/24 – NEHS Induction ceremony 6:30-7:30 in cafeteria
4/30 – Last day to log minutes for Beanstack challenge
4/30 – Kindergarten Roundup 3:00p or 4:00p

May

5/1-FAST ELA 3-5
5/1-Progress Reports Available
5/2-School Lunch Hero Day
5/2-Party in the Park 3-5 pm
5/5-FASTELA K-2
5/6-FAST Math 3-5
5/7-Long Wednesday
5/7-School Nurse Appreciation Day
5/9-Beanstack Challenge Celebration
5/13-State Science test
5/14-EOY Reading Celebration
5/15-CFE-Art
5/15-2nd Grade Wax Museum
5/15-SAC Meeting
5.15- PTO special meeting 6p
5/16-CFE-Music,
2nd Grade Wax Museum
5/19-CFE-P.E.
5/20-CFE Health
5/20-Kindergarten Promotion

5/21-Kindergarten Promotion
5/21-Summer Slide Parent Workshop
5/22-5th grade celebration
5/23-Water Day
5/23-Last Day for backpacks
5/27-Class Parties
5/28-Last day of school

****NOTE: Auction solicitation letter for reference to Motion 5****



Hello SeaWorld,

I hope this message finds you well. I'm reaching out on behalf of Summerlake Elementary School with an exciting opportunity for you to make a meaningful impact on our students' learning experience.

We are thrilled to announce our upcoming Silent Auction, scheduled for April 5, 2025. This event aims to raise funds to enhance and expand our outdoor classrooms and play areas. These spaces are crucial for fostering creativity, collaboration, and a love for nature among our students. Your support will help us create enriching environments where children can learn and play outside the traditional classroom setting.

To make this event a success, we are seeking generous donations of items or services that can be featured in our auction. Here are a few ideas to inspire you:

- Gift certificates for local restaurants, shops, or services
- Unique experiences, such as guided tours, workshops, or lessons
- Tickets to events or entertainment venues
- Bottles of wine for our "win a wine vault" raffle

Every contribution, big or small, will help us reach our goal and provide valuable educational experiences for our students. If you are interested in donating or have any questions, please contact us by email katie@marquissfamily.net or hello@summerlakepto.com.

Thank you for considering this opportunity to support Summerlake Elementary School.
Together, we can make a significant difference in our children's education and play experiences.

We are looking forward to working with you

Warmly,

Katie Marquiss

Summerlake Elementary PTO
Secretary