

# SUMMERLAKE ELEMENTARY SCHOOL PTO

## GENERAL MEETING MINUTES

### Meeting Details

Date Of meeting:	August 28, 2025
Call to Order:	09:06 am
Board Members Present:	Rebecca, Teresa, Jenny, Sara, Verusca, Jodi, Gayle and Ms. Bender
Board Members Absent:	Jill Kestner
Attendance	18 people were present, including the board

### Agenda Details

AGENDA
<ul style="list-style-type: none"><li>- Welcome</li><li>- Call to Order</li><li>- Roll Call</li><li>- Approval of Last Meeting Minutes</li><li>- Approval of May Minutes</li><li>- President's Update</li><li>- Principal's Report</li><li>- Treasure's Report</li><li>- VP Jenny Report</li><li>- VP Teresa Report</li><li>- Secretary Report</li><li>- New Business<ul style="list-style-type: none"><li>Motion 1 – Voting on Budget</li><li>Welcome to our Fundraising, Audit, and Communication Chairs</li></ul></li><li>- Call to Adjourn</li><li>- Adjourn Meeting</li></ul>

**Approval of May Minutes****Motion – Teresa****Second - Cristen****Approval of Last Meeting Minutes****Motion – Teresa****Second - Amber****President's Report**

- **Welcome**
  - **Membership: 131 Families/Teachers**
- **Meet the Teacher**
- **Tears and Cheers**
  - **Thank you Sammi Jo and Brian Warren**
  - **Thank you to Starbucks Hamlin**
  - **Thank you to Dunkin' Donuts**
- **Class Shirts - Will be available end of September**
- **Gator Gear: First Sales at Meeting the Teacher and Abbots Spirit Night**

**President's Update**

- **Gatorlympics Fall Fundraiser – September 17<sup>th</sup> – 26<sup>th</sup>**
- **Ends with our Fun Filled event Day – Gatorlympics, with inflatables, DJ, Ice Pops and Lots of Fun!**

**Rebecca introduced Joddi – Fundrasing Chair**

**Joddi introduced herself, talked about her experience, explained some ideas about the Fall Fundraising, showed the flyer and talked about the prizes.**

**Rebecca talked about the new platform and explained that this was the best option to retained as much money as possible to the school.**

**Principal's Report**

- **Fast Tests happing this week for kindergarten and 1<sup>st</sup>. First time of kindergarten testing in small groups looking forward for better results.**
- **Next week 2<sup>nd</sup> and 3<sup>rd</sup> grade testing**
- **Explained about FAST test.**
- **Reminder about be on time.**
- **Reminder about Party in the Park and Grandparents Bing, happing on September 5<sup>Th</sup>**
- **Reminder about SAC meeting tonight.**

## Treasurer's Report August 28, 2025

**We're looking forward to a great 2025-2026.**

The fiscal year started on July 1, 2025 with a bank balance of \$126,466.93.  
As of 6:00p on August 27, 2025, our available bank balance is \$39,200.32.  
The total income to date is \$78.00 and the total expenses to date were \$88,846.45.

The net-income sources were:

- Passive Fundraising: \$6.00
- Spirit Wear / Gator Gear: \$72.00

We have received the following undeposited funds from:

- Sponsorships: \$1000.00
- Passive Fundraising: \$26.60
- Spirit Wear / Gator Gear: \$255.96

Outstanding checks included in current spending are:

- Gatorlympics: \$1470.25
- Gatorlympics: \$55.88

The pre-approval areas of spending were:

- Summerlake Foundation: \$79,842.37
- Spring Dance: \$3500.00
- MTT/Preplanning meals: \$1087.50
- Sunbiz & Wix: \$649.25
- My Neighborhood Storage: \$334.78
- Spirit Wear / Gator Gear: \$662.00
- Yard Cards: \$291.72
- Gatorlympics: \$1888.53
- Camp Chairs: \$230.00
- Fall Festival: \$200.00
- 2024-2025 CS - Art: \$106.34
- Grandparent Bingo: \$53.96

## 2025-2026 BUDGET PROPOSAL 1/2



PROPOSED for 2025-2026 School Year			
	25-26 Budget		
	Income	Expense	Net
<b>2024-2025 Unpaid</b>			
CS - Art <sup>1</sup>	0.00	(106.34)	(106.34)
CS - Media Center <sup>2</sup>	0.00	(825.60)	(825.60)
<b>Subtotal</b>	<b>0.00</b>	<b>(931.94)</b>	<b>(931.94)</b>
<b>Donations</b>			
Cash Donations	0.00	0.00	0.00
Sponsorships	5,000.00	(250.00)	4,750.00
<b>Subtotal</b>	<b>5,000.00</b>	<b>(250.00)</b>	<b>4,750.00</b>
<b>Events</b>			
Fall Fest	0.00	(4,000.00)	(4,000.00)
Gator Gallop	1,000.00	(1,500.00)	(500.00)
Grandparents Bingo	0.00	(400.00)	(400.00)
Party in the Park	0.00	(1,500.00)	(1,500.00)
Spring Dance	9,000.00	(10,000.00)	(4,500.00)
Deposit <sup>3</sup>	---	(3,500.00)	---
<b>Subtotal</b>	<b>10,000.00</b>	<b>(20,900.00)</b>	<b>(10,900.00)</b>
<b>Fundraising</b>			
1st Day School Supplies	3,000.00	(1,500.00)	1,500.00
Event Concessions	1,200.00	(700.00)	500.00
Gatorlympics	40,000.00	(8,000.00)	32,000.00
Holiday Shop	13,000.00	(9,500.00)	3,500.00
Passive Fundraising (Boxtops, etc.)	150.00	0.00	150.00
Spirit Nights	4,200.00	0.00	4,200.00
Spirit Wear / Gator Gear	4,300.00	(2,700.00)	1,600.00
<b>Subtotal</b>	<b>65,850.00</b>	<b>(22,400.00)</b>	<b>43,450.00</b>
<b>Hospitality</b>			
Class Shirts for Students/Teachers <sup>4</sup>	0.00	(8,000.00)	(8,000.00)
Community Outreach	0.00	(500.00)	(500.00)
Fifth Grade Yearbooks <sup>5</sup>	0.00	(3,250.00)	(3,250.00)
Yard Cards	0.00	(1,000.00)	(1,000.00)
<b>Subtotal</b>	<b>0.00</b>	<b>(12,750.00)</b>	<b>(12,750.00)</b>
<b>PTO Administration</b>			
Required Carryover per Bylaws	0.00	(5,000.00)	(5,000.00)
Certified Internal Auditor <sup>6</sup>	0.00	(3,000.00)	(3,000.00)
Insurance	0.00	(709.00)	(709.00)
My Neighborhood Storage	0.00	(2,300.00)	(2,300.00)
Office Supplies	0.00	(500.00)	(500.00)
Operating Fees	0.00	(2,300.00)	(2,300.00)
Taxes	0.00	(1,000.00)	(1,000.00)
<b>Subtotal</b>	<b>0.00</b>	<b>(14,809.00)</b>	<b>(14,809.00)</b>
<b>Recognition &amp; Appreciation</b>			
Educational Incentives	0.00	(2,500.00)	(2,500.00)
EOY Events (field and water days)	0.00	(2,000.00)	(2,000.00)
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	(5,800.00)	(7,000.00)
MTT/Pre-planning meals <sup>3</sup>	---	(1,200.00)	---
Volunteer Appreciation	0.00	(500.00)	(500.00)
<b>Subtotal</b>	<b>0.00</b>	<b>(20,000.00)</b>	<b>(20,000.00)</b>

# 2025-2026 BUDGET PROPOSAL 2/2



PROPOSED for 2025-2026 School Year				25-26 Budget	
	Income	Expense	Net		
<b>Classroom Support</b>					
CS - Kindergarten <sup>4</sup>	0.00	(1,000.00)	(1,000.00)		
CS - 1st Grade <sup>4</sup>	0.00	(1,000.00)	(1,000.00)		
CS - 2nd Grade <sup>4</sup>	0.00	(1,400.00)	(1,400.00)		
CS - 3rd Grade <sup>4</sup>	0.00	(1,400.00)	(1,400.00)		
CS - 4th Grade <sup>4</sup>	0.00	(1,200.00)	(1,200.00)		
CS - 5th Grade <sup>4</sup>	0.00	(1,400.00)	(1,400.00)		
CS - ESE	0.00	(750.00)	(750.00)		
CS - Art	0.00	(2,000.00)	(2,000.00)		
CS - Media Center	0.00	(2,000.00)	(2,000.00)		
CS - Music	0.00	(2,000.00)	(2,000.00)		
CS - PE	0.00	(2,000.00)	(2,000.00)		
<b>Subtotal</b>	<b>0.00</b>	<b>(16,150.00)</b>	<b>(16,150.00)</b>		
<b>School Programs &amp; Support</b>					
AR/STAR License Renewals <sup>3</sup>	0.00	(1,459.50)	(1,459.50)		
Clinic Supplies	0.00	(500.00)	(500.00)		
In-house Field Trips	0.00	(1,500.00)	(1,500.00)		
STEAM Lab <sup>3</sup>	0.00	(3,000.00)	(3,000.00)		
Summerlake Foundation <sup>3</sup>	---	(79,842.37)	(79,842.37)		
<b>Subtotal</b>	<b>0.00</b>	<b>(86,301.87)</b>	<b>(86,301.87)</b>		
<b>Totals</b>	<b>80,850.00</b>	<b>(194,492.81)</b>	<b>(113,642.81)</b>		

PROPOSED for 2025-2026 School Year		25-26 Budget
Income Total		80,850.00
Expense Total		(194,492.81)
Surplus/(Shortfall)		(113,642.81)
Cash Carryover From Previous Year		126,466.93
Cash Carry Forward		12,824.12

- <sup>1</sup> 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.
- <sup>2</sup> 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.
- <sup>3</sup> 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.
- <sup>4</sup> 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.
- <sup>5</sup> 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

- Grandparents Bingo – September 5<sup>th</sup> – spots are filling fast – only 25 spots available
- Next Spirit Night – September 10<sup>th</sup> – Huey Magoo's – Contest with most participation wins a free meal coupon for every student
- All Spirit Nights already Scheduled! **Upcoming Spirit Nights:**
- September 10, 2025 - Huey Magoo's
- October 1, 2025 - Abbott's
- November 5, 2025 - Dominoes
- December 3, 2025 - Abbott's
- January 7, 2026 - Huey Magoo's
- January 12, 2026 - Hamlette Fitness
- February 4, 2026 - Abbott's
- March 11, 2026 - Torchy's Tacos
- April 1, 2026 - Abbott's
- May 5, 2026 and May 6, 2026 - Jersey Mike's
- Spring Dance – March 25<sup>th</sup>, 2026 – Orange County National Golf Center & Lodge

## VP Teresa

- Staff Appreciation is in full swing for the 2025-26 school year. PTO has provided meals for pre-planning and MTT luncheon. Families donated items to Stock the Lounge for the first day back to school. The committee has already started working on the other fun things we will be doing this year, including starting to plan Staff Appreciation Week.

If you would like to JOIN us on the committee please speak to Teresa Harris ([vpTERESA@summerlakepto.com](mailto:vpTERESA@summerlakepto.com))

- Fall Festival - October 24, 2025 - 4:30-6:30pm

If you would like to join the planning committee, please speak to Teresa Harris [vpTERESA@summerlakepto.com](mailto:vpTERESA@summerlakepto.com)

### **New Business**

- **Motion 1 - Adjust “Operating Fees” budget line from \$2300 to \$1500**  
First – Teresa  
Second – Amber
  
- **Motion 2 - Voting on Budget**  
First - Sara  
Second - Jenny

### **Final Questions:**

- 1) **When meetings will happen? Alternating mornings and afternoons, trying to engage as much families as possible**
- 2) **Do we have a Facebook page? No, only the Facebook group for safety purposes.**

**Adjourn at 9:37am**  
**First – Joddy**  
**Second - Jenny**