

SUMMERLAKE ELEMENTARY SCHOOL PTO

GENERAL MEETING MINUTES

Meeting Details

Date Of meeting:	March, 26/2026
Call to Order:	09:07 am
Board Members Present:	Rebecca, Teresa, Jenny, Sara, Verusca, Jodi, Gayle
Board Members Absent:	Jill Kestner & Ms. Bender
Attendance	11 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- President's Report- Principal's Report- Treasure's Report- VP Jenny Report- VP Teresa Report- Secretary Report- Fundraising Report- Communications Report- New Business- Open Floor- Call to Adjourn- Adjourn Meeting
<p>Approval of January meeting Minutes Motion – Teresa Second – Sara Result- Passed</p> <p>President's Report</p>

- **Thank you to our sponsors!**
- **Replenishment of clinic clothes- purchased some new clothes for the clinic**
- **PTO Closet and Storage Unit- Talked about Closet clean out, and unit being moved to another.**

Principal's Report

4/1-Early Release
 4/1-Report Cards distributed
 4/1-Paraprofessional Appreciation Day
 4/2-B.E.S.T. Writing Assessment 4th & 5th grade-specials/lunch schedule changes for some grade levels
 4/3-School Spirit-Wear Gator Gear
 4/3-PTO Party in the Park
 4/3-School Librarian Appreciation Day
 4/6-4/10-Assistant Principal Appreciation Week
 4/7-4/21-Stakeholder Survey Window
 4/8-Early Release
 4/10-School Spirit-Wear Gator Gear
 4/10-KG to Green Meadows Petting Farm
 4/15-Early Release
 4/16-SAC Meeting 4-5 pm
 4/17-School Spirit Wear Gator Gear
 4/17-Multicultural Night 5:30-7 pm
 4/19-Progress Report window closes
 4/22-Admin Professionals Day
 4/22-Earth Day
 4/22-5th grade celebration parent meeting 8:50-9:30
 4/22-Early Release
 4/23-Take Your Child to Work Day
 4/24-Student Holiday/Teacher Non-Workday
 4/29-Early Release
 4/29-Kindergarten Roundup
 4/30-Denim Day
 4/30-Progress Reports distributed
 4/30-Gator Gold Nominations due

Principal's Report-BEST Writing Assessment April 2

- The BEST Writing Assessment is scheduled for April 2nd for students in 4th and 5th grade
- Testing time is 2 hours
- Students have until the end of the day to finish
- Must be on time to school in order to start on time
- Schedule changes for some grade levels to accommodate the time to test

Principal's Report Diamond & Denim Gala Results

- The Diamonds and Denim Gala was a success!
- \$9,100 raised
- In the process of scheduling meetings with contractors to determine design
- Will submit B-14 once the design has been determined

As of March 26, 2026		25-26 Budget			25-26 Actual			Net Variance
	Income	Expense	Net	Income	Expense	Net		
2024-2025 Unpaid								
CS - Art ¹	0.00	(106.34)	(106.34)	0.00	(106.34)	(106.34)	0.00	
CS - Media Center ²	0.00	(825.60)	(825.60)	0.00	(825.60)	(825.60)	0.00	
Subtotal	0.00	(931.94)	(931.94)	0.00	(931.94)	(931.94)	0.00	
Donations								
Cash Donations	0.00	0.00	0.00	6.00	0.00	6.00	6.00	
Sponsorships	5,000.00	(250.00)	4,750.00	4,000.00	(180.61)	3,819.39	(930.61)	
Subtotal	5,000.00	(250.00)	4,750.00	4,006.00	(180.61)	3,825.39	(924.61)	
Events								
Fall Fest	0.00	(4,000.00)	(4,000.00)	990.22	(3,428.46)	(2,438.24)	1,561.76	
Family Movie Night ⁶	0.00	(1,000.00)	(1,000.00)	970.49	(918.00)	52.49	1,052.49	
Gator Gallop	1,000.00	(1,500.00)	(500.00)	978.03	(936.04)	41.99	541.99	
Grandparents Bingo	0.00	(400.00)	(400.00)	0.00	(71.81)	(71.81)	328.19	
Party in the Park	0.00	(1,500.00)	(1,500.00)	0.00	(855.59)	(855.59)	644.41	
Spring Dance	9,000.00	(10,000.00)	(4,500.00)	4,517.78	(1,271.82)	(254.04)	4,245.96	
Deposit ³	---	(3,500.00)	---	---	(3,500.00)	---	---	
Subtotal	10,000.00	(21,900.00)	(11,900.00)	7,456.52	(10,981.72)	(3,525.20)	8,374.80	
Fundraising								
1st Day School Supplies	3,000.00	(1,500.00)	1,500.00	3,500.00	(1,750.00)	1,750.00	250.00	
Event Concessions	1,200.00	(700.00)	500.00	170.93	(79.73)	91.20	(408.80)	
Gatorlympics	40,000.00	(8,000.00)	32,000.00	43,844.48	(4,925.45)	38,919.03	6,919.03	
Holiday Shop	13,000.00	(9,500.00)	3,500.00	14,536.70	(11,978.98)	2,557.72	(942.28)	
Passive Fundraising (Boxtops, etc.)	150.00	0.00	150.00	171.07	0.00	171.07	21.07	
Spirit Nights	4,200.00	0.00	4,200.00	1,556.52	0.00	1,556.52	(2,643.48)	
Spirit Wear / Gator Gear	4,300.00	(2,700.00)	1,600.00	3,679.72	(2,584.50)	1,095.22	(504.78)	
Subtotal	65,850.00	(22,400.00)	43,450.00	67,459.42	(21,318.66)	46,140.76	2,690.76	
Hospitality								
Class Shirts for Students/Teachers ^{3 6}	0.00	(5,922.50)	(5,922.50)	7.00	(5,161.77)	(5,154.77)	767.73	
Community Outreach	0.00	(500.00)	(500.00)	0.00	0.00	0.00	500.00	
Fifth Grade Yearbooks ^{3 6}	0.00	(3,750.00)	(3,750.00)	0.00	(2,175.00)	(2,175.00)	1,575.00	
Yard Cards	0.00	(1,000.00)	(1,000.00)	0.00	(291.72)	(291.72)	708.28	
Subtotal	0.00	(11,172.50)	(11,172.50)	7.00	(7,628.49)	(7,621.49)	3,551.01	
PTO Administration								
Certified Internal Auditor ⁵	0.00	(3,000.00)	(3,000.00)	0.00	0.00	0.00	3,000.00	
Insurance	0.00	(709.00)	(709.00)	0.00	(709.00)	(709.00)	0.00	
My Neighborhood Storage ⁷	0.00	(2,700.00)	(2,700.00)	0.00	(1,508.56)	(1,508.56)	1,191.44	
Office Supplies	0.00	(500.00)	(500.00)	0.00	(401.15)	(401.15)	98.85	
Operating Fees	0.00	(1,500.00)	(1,500.00)	0.00	(1,059.66)	(1,059.66)	440.34	
Taxes	0.00	(1,000.00)	(1,000.00)	0.00	(212.27)	(212.27)	787.73	
Subtotal	0.00	(9,409.00)	(9,409.00)	0.00	(3,890.64)	(3,890.64)	5,518.36	

As of March 26, 2026		25-26 Budget			25-26 Actual			Net Variance
	Income	Expense	Net	Income	Expense	Net		
Recognition & Appreciation								
Educational Incentives	0.00	(2,500.00)	(2,500.00)	0.00	(1,852.45)	(1,852.45)	647.55	
EOY Events (field and water days)	0.00	(2,000.00)	(2,000.00)	0.00	(217.58)	(217.58)	1,782.42	
Fifth Grade Celebration	0.00	(6,000.00)	(6,000.00)	0.00	(1,254.91)	(1,254.91)	4,745.09	
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	(1,065.65)	(1,777.44)	5,222.56	
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	(5,502.38)	(5,102.38)	14,897.62	
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	(202.79)	(202.79)	297.21	
In-house Field Trips	0.00	(1,500.00)	(1,500.00)	0.00	0.00	0.00	1,500.00	
Scholastic News ⁶	0.00	(577.50)	(577.50)	0.00	(577.50)	(577.50)	0.00	
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	(86,879.37)	(86,879.37)	0.00	(82,082.16)	(82,082.16)	4,797.21	
Totals	80,850.00	(188,692.81)	(107,842.81)	79,328.94	(132,516.60)	(53,187.66)	54,655.15	

As of March 26, 2026	<u>25-26 Budget</u>	<u>25-26 Actual</u>	<u>Net Variance</u>
Income Total	80,850.00	79,328.94	(1,521.06)
Expense Total	(188,692.81)	(132,516.60)	56,176.21
Surplus/(Shortfall)	(107,842.81)	(53,187.66)	54,655.15
Cash Carryover From Previous Year	126,466.93	126,466.93	-
Actual Bank Balance Carry Forward	18,624.12	73,279.27	54,655.15
Required Carryover Per Bylaws	(5,000.00)	(5,000.00)	
Available Cash	13,624.12	68,279.27	

As of March 26, 2026

FOOTNOTES

- 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.
- 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.
- 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.
- 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.
- 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.
- At the January 15, 2026 PTO general meeting, a vote was held and approved to reduce the *Class Shirts for Students/Teachers (Hospitality)* expense line by \$2077.50 to \$5922.50 then reallocate those funds to create *Family Movie Night (Events)* and *Scholastic News (School Programs & Support)* with \$1000 and \$577.50 respectively, as well as increase the *Fifth Grade Yearbooks (Hospitality)* line by \$500 to \$3750.
- At the March 6, 2026 Executive Board meeting, a vote was held and approved to upgrade the current 5'x10' storage unit to a 10'x10' storage unit at an additional cost of \$31.70 per month. In conjunction with this decision, a vote was held and approved to increase the *My Neighborhood Storage (PTO Administration)* expense line by \$400 to \$2700.

VP Jenny

Spring Dance 2026! - A Night of Fun, Music & Memories

Friday, March 27 - Orange County National Golf Center & Lodge
Dance the Night Away! 6:00 PM - 9:00 PM

WE NEED YOUR HELP! Help us transform the space into something magical!

Decorating starts at 4:00 PM

5TH GRADE CELEBRATION PLANNING MEETINGS

Time: 8:50am

Location: Cafeteria

Last Meeting:

April 22nd

Your ideas, time and support will make this celebration great! We need help planning, decorating and volunteering for the celebration. We would love to have all 5th grade parents involved!

Upcoming Spirit Night:

May 5, 2026 and May 6, 2026 - Jersey Mike's

New Business

Announcement of Candidate Slate by Nomination Committee:

President- Teresa Harris

Vice President- Jenny Aga, Verusca Alvite

Secretary- Gina Sabens

Treasurer- No Nominee

Discussion about other PTO's having a clause that if there are no nominees, that a board member at their term limit may run again for that position. Will put together a bylaw amendment. Sara Miller was willing to run again for the position.

- **Open Floor - Katie Marquies asked to replace the plants in front of the school, a motion to add a decoration campus line to the budget with \$200 was made.**
- **Motion - Teresa // Second - Katie**
- **Result- Passed**

- **Motion to Adjourn - Katie // second: Ashley**

- **Adjourn Meeting - 9:20**