

General PTO Meeting Minutes August 16, 2018

1. The meeting was called to order at 7:04 pm. Kerry Conover (President) asked that everyone sign in for our records.
2. Welcome. Kerry Conover introduced herself as President; Megan McCain as Treasurer; Diane Denholm and Natalie Densmore as VP Business Partnerships; Katherine Loper as VP Communications. Kerry Conover asked that those in attendance quickly introduce themselves. All in attendance gave their name and the grades of their kids at JCE.
3. Treasurer's Report. Megan McCain gave the report that we have approximately \$80,000 in the checking account. Major expenses over the summer included purchases for student planners and the butterfly garden. All purchases were budgeted. The detailed budget to actual report was handed out to those in attendance.
4. Membership. Kerry Conover gave the report that we are still accepting membership. Those who sign up will receive a magnet, spirit stick and discounts at local businesses who support us. Membership fees are \$25 per family and support our operating budget.
5. Communication. Katherine Loper stated that one major focus of the PTO is that we want everyone to be able to get connected. We will be using Facebook to keep you informed. We will be very active on our page. Katherine brought to us a new program called Remind 101 – a text ap. We will be using it to remind those who opt in of upcoming deadlines, events and meetings rather than going through room parents. Katherine asked that those in attendance please spread the word and sign up for Remind 101. We will also be using our website to keep you informed of other events and activities.
6. Business Partners. Natalie Densmore and Diane Denholm gave a brief summary of our partnership levels, our breakdown of partners, and a description of the benefits that business partners bring to our school. Natalie stated to be on the lookout on Facebook and Remind 101 of upcoming dates for Spirit Nights. We want to use Spirit Nights as another opportunity for you to meet other parents and get to know your children's teachers and friends. Diane discussed the discount program. A

discount sheet is given with every membership and listed on our website. Show your key fobs at these businesses to redeem your discounts.

7. Other Items. Kerry mentioned that we collect box tops all year long and the funds support the library and teachers reading book sets. We have almost 100 people signed up for volunteer. Please turn in box tops unattached.

Kerry also discussed our spirit sticks program. She stated that we use spirit sticks as way to reward students by means other than candy and junk. Kindergarten parents will be receiving spirit sticks forms and their first spirit sticks in the next few weeks. We give them for rewards as reading and classroom incentives. We sell others to help fund the program. Profit made gives 100% of the ones back to be used as rewards.

Kerry also mentioned that art and the media center is also looking for help during Kindergarten Resource (12:15 to 1:00 pm). Kerry told parents that you will not see art come home throughout the year because Mrs. Mac saves artwork and has it matted and displayed at art night. She needs help with kindergarten kids getting them smocked and cleaning up afterwards. She also needs help matting artwork, which can be done from home.

8. Changes this year. Kerry told all present that anyone who wants to come into the school for any reason must sign up on keepin track - the school access form - in order to come into the school past the office. It usually only takes a few days to be approved. Grandma and Grandpa or aunts and uncles must sign up and anyone who wants to go on a field trip, even parent conferences during before and after school hours. It's good for 3 years and once you're signed up, it's easy for Mrs. Higbea in the front office to renew you.

Kerry also discussed rainy day dismissal. If your child is a biker walker, you must send a note to your child's teacher and provide a rainy-day backup plan so that your teacher already knows what the rainy-day dismissal plan is. The gate will remain open until 10pm so you can go back later and get your child's bike.

Kerry also discussed changes to gate access and front office access that are new this year. The back gate will remain closed and locked until about 2:45 each day. If the carline has backed up and is blocking the main entrance, they will come out and unlock the back gate. The front office access is now locked with bulletproof glass due to a state requirement that the front offices of all schools be locked. Kerry mentioned that

Officer Rivera introduced himself to parents at the watch us grow breakfast and stated that he is committed to ensuring the safety of our students.

9. Kerry stated that there is a section of our bylaws that we would like to amend. Kerry proposed an amendment to Article 6 Section 1 of the Bylaws to lower the frequency of the executive meetings from 8 required meetings per year to 4. Linda Piscatella made a motion to approve. It was seconded and all in attendance were in favor. None opposed. The Bylaws will be amended as follows:

Article VI – Meetings

Section 1: Board Meetings. Board meetings of the Executive Board (Executive Committee, Committee Chairs, and Principal) shall be held four (4) times during the school year, preferably on the same day and the same time each month, to be determined by the board. Only members of the Executive Board are eligible to vote at Board Meetings.

10. A list of upcoming dates was provided to all in attendance. People were encouraged to join and attend SAC meetings as a way to better understand school curriculum and to be engaged in the School Improvement Plan.
11. The floor was opened to parents to ask questions or express concerns. A parent asked for information about the Jaguar challenge. Kerry stated that it is our school's largest fundraiser – a fun run. She mentioned that we used to use Boosterthon, but it is now fully run in-house. Much conversation was had about how the fundraiser works and what the money gets used for. That decision will be discussed at the October 21st meeting.

Another question was asked about volunteering. Kerry said that they can sign up for a day on sign up genius but just show up at the date and time you want and start helping in the art room or media center.

A question was asked about girl scouts. Diane stated that she would take down her name and number and get them information. Kerry suggested visiting the Residents of JCP page as an additional resource.

No additional questions were asked, and the meeting was adjourned at 7:56 pm.

General PTO Meeting 2018-2019

Meeting Set for October 18th, 2018

1. Welcome (Kerry Conover): Kerry called the meeting to order at 7:01 pm. Kerry quickly introduced herself and asked that everyone in attendance introduce themselves. Linda made a motion to approve. Cindy Magloff second. All in favor, none opposed.
2. Treasurer's Report (Megan McCain): discussed bills paid for BINGO, spirit sticks, and classroom appropriations. \$71 in the bank. Copies of the budget are available for anyone interested and she will make herself available for any questions.
3. Jaguar Challenge
 - a. Kick-Off (Moon Dog) Oct. 24th 5pm – 8pm (Natalie and Diane): Natalie gave the details about Moon Dog – Halloween theme, kids can wear Halloween costumes, take pictures with Jazzy, trick or treating, raffles, trunk or treating at Play Today Toys, Moon Dog Pie House, Poppin Box.
 - b. Pep Rally- Nov. 1st (Kathleen Druda): Kerry gave the report about the pep rally. David will be the MC again this year. Prize levels will be revealed – school-wide and overall prizes. Fruit Cove cheerleaders will be there, Jazzy and Coach M will be having a dance-off. Prizes are classroom level and school-wide incentives rather than an individual.
 - c. Jag Challenge Run- Nov. 15th (Rain make up Nov. 16th)/Help Needed: Natalie gave a summary of what JC is, how it is run, what it is for, the history of it and the week's events and days of. One suggestion was made to have a rainy-day sign-up. Another

suggestion was made to make sure that the day is run smoother than past years, that volunteers are appropriately utilized and that the teachers know where to send their kids. Another suggestion was made to do a competition and incentive to receive from all 50 states. Much discussion was had regarding the event and improvement suggestions.

i. K:1 8:45-10:00 am

ii. 3:5 10:10-11:25

iii. 2:4 1:00-2:15

1. Kerry shared the times for running, gave a brief description of the day's events, and stated the need for volunteers. A sign-up genius will be sent out via email and Facebook. We will need help filling water jugs and water cups.

d. Celebration Party- Nov. 26th 3-5th @1: 15 pm/ K-2 1:50 pm: Jaxon Deville, bubble dance party outside, and a snow party if they raise \$65k. Parents are welcome to attend – just have to be approved through keeping track.

e. Funds/Survey: Much discussion was had regarding what to raise the JC money for. We made the proposal to raise money as follows: 1st to fund the cafeteria sound system, 2nd a minimum of \$25k towards a 2-year fundraiser for the 3-5 playground equipment, next for minimum 2 water fountains, and the remainder to STEM. Katherine Loper made the motion, Linda P. second, all were in favor, none were opposed.

4. Spirit Sticks

a. First sale complete Cindy gave the report that we took in \$1,638 in the first sale.

Next sale December and Winter Wonderland. 2nd quarter reading sticks purchased.

5. Box Tops – Help count and sort box tops October 25th @ 9 am (Cafeteria)
6. Next PTO Meeting November 15th @3:30 pm. A demonstration of HAC will be presented by Mrs. Murphy and Heidi Karl. The only way to get the email is from HAC.
7. Questions and/or Concerns. A question was made regarding whether anyone was a notary. Kerry notified everyone about the teachers' emails being removed.

General PTO Meeting Minutes

Meeting Set for November 15th, 2018

1. Kerry Conover welcomed everyone to the meeting at 3:34 pm
2. Treasurer's Report - Megan McCain gave a brief run down of finances. Still waiting on some Jaguar Challenge pledges to come in.
3. Jaguar Challenge
 - a. Celebration Party was set for Nov. 26th 3-5th @1:15pm / K-2 1:50 pm
 - b. Snow Party is to be held on Dec. 4th
4. Spirit Sticks
 - a. Cindy Magloff shared fliers for December sales. There will be two, one at Winter Wonderland and one in the cafeteria on December 14th.
5. Spirit Night
 - a. Brucci's will be holding a spirit night on Wednesday, November 28th 4 pm to 9 pm. They are giving us 20% of sales that night.
6. Winter Wonderland
 - a. WW is on December 6th. It will begin with the Kindergarten concert at 6 pm. Parents are to drop their children off in their classrooms and pick them up from the 4th grade pod. The book fair will also be going on. To attend that enter through the 1st grade hallway. At 6:30 pm the remainder of the school will open for teacher story time, business partners, as well as chorus.
7. Next PTO Meeting January 17th @ 7 pm
8. Meeting adjourned at 4:22pm

Meeting Minutes 2018-2019

Meeting Set for January 22nd, 2019

1. Welcome (Kerry Conover called meeting to order at 7:02 pm)
2. Treasurer's Report (Megan McCain gave treasurer report. Teacher Spend Jag Challenge \$, bought new fence cups, money for teacher/staff of year)
3. Jaguar Challenge
 - a. Bubble party pushed to FFD
 - b. Snow Party had to be pushed back, but was a success
 - c. Total Brought in
 - d. Mrs. Murphy's Proposal and Spending Jag Challenge Funds
 - i. Already putting in new soccer field/new goal nets, new kick ball field with new bases. Adding a 2nd gaga ball pit for the playground. She also has been buying pieces for a camera room for morning show. Her goal for laptops would be 4 for each classroom, most have 2. Last year she purchased 7 interactive boards. SAC funded one for Mrs. Pierce this year. Mrs. Pierce will train in house personnel.
 - ii. She doesn't feel we need \$25K for a playground. What she would like is 4 laptops for K-3, 55 laptops to spread throughout grade levels, 13 aver boards, and 6 ipads.
 - iii. Murphy commented that the sound system and playground will be funded through capital campaign. She wants Jag Challenge money for technology.

- iv. Kerry gave information on an anonymous survey that teachers took regarding their thoughts on aver boards.
- v. Open up to questions
 - 1. Separation between playgrounds.
 - 2. Kids want more climbing equipment- debate the issue of social vs. play
 - 3. Shouldn't county pay for technology? Why is it that parents are paying year after year, instead of funding other wants and needs at the school?
 - 4. School wants 6 laptops and 1 aver board per class, each laptop is about \$219.
- vi. Member participants want the sounds system and 2 additional water fountains with water bottle refills.
- vii. Working with \$51K Vote is as follows
 - 1. \$5K for water fountains
 - 2. \$14K for the cafeteria sound system
 - 3. \$300.00 for rug for Mrs. Pierce
 - 4. \$2K to go towards playground equipment
 - 5. \$30K for laptops, aver boards, Ipads
 - 6. All Approved

4. Hearts for Teachers – Room Parents look for sign up email, due February 6th
5. Family Fun Day (FFD)
 - a. Friday Event- Mrs. Murphy is going to go to teachers and see if they want to take this over. Last year was the last year for Carabbas to donate.
 - b. Class Baskets- Info coming soon
 - c. FFD Saturday, April 6th 11-4
 - d. Volunteers will be needed
 - e. Gaming computer- \$5 tickets for Mrs. Mac and Mrs. Isabelle
6. No further Questions and/or Concerns
7. Meeting adjourned at 8:47 pm

IN ATTENDANCE ON JANUARY 22nd...

Kerry Conover

Cindy Magloff

Jeanette Murphy

Samantha Feenburg

Natasha Griswold

Srey Schall

Megan McCain

Heather Hinkel

Natalie Densmore

Bryan Lawlar

Teresa Mendoza

Lisa Lewis

Brandie Andreoli

Melissa DeNigris

Kristal LaBelle

Tracie Boudreau

Katherine Loper

Susan Foster

General PTO Meeting Minutes

Meeting Set for February 21, 2019

1. The meeting was called to order at 3:32 pm. Kerry Conover(president) welcomed everyone. Prior minutes were not available for approval, they will be voted on in the next meeting.
2. Megan McCain(Treasurer) gave the Treasurer's report. Mrs. McCain stated that checks written were to reimburse teachers for expenses. The bank balance is \$125k, expenses \$7.5k and deposits of \$3k.
3. Natalie Densmore(VP Business Partners) gave updates about business partnership and asked if anyone would like to volunteer for the position for the next school year.
4. Cindy Magloff gave an update on spirit sticks sales and how the Valentine's Day spirit stick fundraiser went.
5. Mrs. McCain and Mrs. Densmore both had budget increase proposals:
 - a. Mrs. McCain proposed increasing the Spirit stick fundraiser expense line by \$2500 due to adding in a Valentine's Day spirit stick sale that was not originally budgeted. This proposal was approved.
 - b. Mrs. Densmore proposed increasing Business Partnership expense line by \$500 since Jag Challenge t-shirts were more expensive than budgeted and PTO purchased a sign for the school lobby that was not budgeted. This proposal was approved.
6. Hearts for Teachers was successful and thanks were given to Mrs. Conover for coordinating this for the teachers.
7. Mrs. Conover spoke about Mrs. Mac needing help matting and labeling artwork for the school's art night. She is double-checking dates.
8. Mrs. Conover and Tee'ha Carroll spoke about the upcoming Family Fun day event. There will not be a pasta night on Friday, but the teachers will hold a Ticket Blitz instead. Parents are

welcome to come to look at the baskets and purchase tickets. Mrs. Conover asked for volunteers and spoke about the donation of a gaming computer. Funds are to be used to benefit art and music programs.

9. Next meeting is March 7th at 7 pm and we will make any amendments to the bylaws as needed.

10. The meeting was adjourned at 3:59 pm.

General Assembly PTO Meeting 2018-2019

Meeting Set for March 7th, 2019

1. Welcome

- Meeting called to order 7:01 pm by Kerry Conover

2. Treasurer's Report

- No changes in treasurer's report; waiting on school board approval for the \$51,000; money from jag challenge going to teachers

3. Bylaws

- Discuss options that may need to be made to bylaws. Executive board will discuss changes and bring suggested amendments to the next meeting.
- Bylaws have to be discussed every three years
- Anything voted on over \$5000 will only hold if admin approves and then school board approves
- Setting a cap on discussion time
- Kerry Conover read through the current bylaws and identified which bylaws will be amended.
 - I. No amendments to Article I
 - II. No amendments to Article II
 - III. Need to amend section 2 of Article III - hard to fill positions so difficult to hold elections, difficult to get members to volunteer; no other changes to Article III
 - IV. No amendments to Article IV: Do we need to adjust definitions of different types of Vice Presidents?
 - V. Recommendation to amend Section 1 to clarify specific members of the Executive Board and their voting roles. Proposed changes to read "The Executive Board of the PTO shall consist of the Executive Committee and the principal and/or assistant principal. Each executive board member holds one vote. The principal and/or assistant principal of Julington Creek Elementary shall serve as a non-voting member of the executive board."
 - VI. Article VI, Section 1 amendment to the statement "Only members of the Executive Board are eligible to vote at Board meetings" to "Only members of the Executive committee are eligible to vote at Board meetings."
Section 4 amendment: must be present at meeting to vote; No other changes to Article VI
 - VII.No amendments to Article VII; Section 6 was amended two years ago.
 - VIII.No amendments to Article VIII
 - IX. No amendments to Article IX

X. No amendments to Article X

XI. No amendments to Article XI

XII.No amendments to Article XII

- Natalie Densmore clarified the \$5000 rule; any amount over \$5000 must be approved by administration

4. Family Fun Day (FFD)

- a. Friday Ticket Blitz: Friday, April 5 3-8; teachers will be hosting in the media center
- b. Class Baskets: Melissa DeNegris mentioned that Sam has not received all the themes; teachers are supposed to send email to room mom; there is a theme sign up sheet in the front office; Need clarification: baskets are not required from each class; some parents have not heard anything about the basket; teachers can do a teacher time if they want - will be placed by class basket
- c. FFD Saturday, April 6th 11-4: Tee'ha Carrol working on flyer since there are multiple pieces to include (ticket blitz, ticket orders for FFD); Landon coordinating ticket blitz - teachers will volunteer for short sessions. FFD raises about \$21000 - helps pay for operating budget...especially teacher appropriations; goal is \$21000; Heather coordinating the inflatables with Celebrations - no bounce houses, just slides/obstacle courses; possibly use playground again; Sam and Melissa coordinating the FFD class baskets; we need volunteers so Tee'ha working on signup genius; not going to keep track of every family and what they purchased this year; streamlining processes this year; moving baskets to cafeteria after ticket blitz; baskets in media center during the week; not coinciding with soccer schedule and after spring break; once flyers are printed Tee'ha will get out before spring break; volunteers can be students for community hours; check with schools to see if clubs need volunteer hours
- d. Volunteers needed: signup genius; students and parents needed; students can earn community service hours for volunteering
- e. Gaming computer- \$1: has to be within law; Mrs Pierce thought the gaming computer was offered to her to raise funds for STEM - thankful for PTO contributions and helping to keep cost down; Pierce explained what her goal is with providing enough materials for students - "we have the best program in the district"; Pierce still has technology fund started two years ago; sell a specific spirit stick just for stem; FPL has grant program to help fund STEM programs; Pierce "STEM to Hub" student of the week going to be at JCE will hopefully fund larger ticket items; wants \$1000 budget each year to help supply consumables; Melissa DeNigris: who is getting the funds from gaming computer raffle - funds will go to art and music; easier for Pierce to go through PTO then Sandy/School; motion to increase STEM program budget line "checking account" by \$1000. Approved by majority.

5. Questions and/or Concerns - none

6. Meeting adjourned by Kerry Conover at 7:48pm

General Assembly PTO Meeting 2018-2019

Meeting Set for April 18th, 2019

1. Welcome

- Kerry Conover called meeting to order 3:29 pm

2. Approve Minutes

- Minutes approved by quorum

3. Treasurer's Report

- Megan McCain reported the PTO account contained \$119,000 at end of March
- Since the beginning of March PTO has \$5000 in expenses, donated \$51000 from the Jaguar Challenge to Julington Creek Elementary School, and put \$5000 towards the outdoor water fountains
- Megan requested that any individuals needing reimbursement turn in receipts
- Megan will present budget for 2019-2020 school year at the next PTO meeting

4. Changes to Bylaws

- Article III, Section 2: Removed the requirement for a nominating committee when electing individuals for office; only a ballot vote if more than one person is running for a specific office.
- Article V, Section 1: Clarified the definition of the 'Executive Board' to: "The Executive Board of the PTO shall consist of the Executive Committee and the principal and/or assistant principal. Each executive board member holds one vote. The principal and/or assistant principal of Julington Creek Elementary shall serve as a non-voting member of the executive board."
- Article V, Section 3: Removed "except the nominating committee" from bylaw.
- Article VI, Section 1 amendment to the statement "Only members of the Executive Board are eligible to vote at Board meetings" to "Only members of the Executive committee are eligible to vote at Board meetings."
- Article VII, Section 4: Addition of "Also, amounts over \$5000 must be approved by administration."
- Article VII, Section 4: Addition of "Expenses over \$5000 also must be approved any administration." Mrs. Murphy (principal) indicated that we need to lower the amount of \$5000 to \$3000 for school expenditures. The district has to look at and approve what PTO purchases for the school due to liability (whoever purchases the item ultimately has to be responsible for the item, which is hard to do when an entity makes the purchase or a person makes the purchase). Since JCE PTO is providing the "donation" to fund projects (refer to Jaguar Challenge donation and monies for water fountains), the purchases have to be approved by the district first.
- Changes to bylaws approved by majority

5. Teacher Appreciation Week- May 6th - 10th

- FSAS and Fifth grade testing are the same week so this year's celebrations are more low key and all-inclusive (to include Staff too)
- Katherine Loper has shared the themes for each day via Remind, FB and School Messenger
- Mrs. Murphy suggested moving teacher appreciation week next year so it does not interfere with testing or the Jaguar Challenge;
- Mrs. Pierce and Linda Piscatella indicated that Teacher Appreciation Week use to be the same week as Hearts for Teachers. Kerry Conover indicated she will not be in charge of Teacher Appreciation Week next year so general assembly will need to address once a new committee chair is in place.

6. Spirit Stick Sale May 10th

- during lunches, last sale of the year.
- PTO is in search of a new committee chair person for spirit sticks

7. Open committees for next year

- a. Do teachers know of parents that want to help?
- b. Some committees in need of chairpersons: Spirit Sticks, Bulletin Board (could teachers/grades rotate), Hearts for Teachers, and Teacher Appreciation Week.
- c. About 5 hours total for most committees;
- d. PTO will send list of committees to teachers to send out to parents. Mrs. Murphy mentioned that people tend to read texts so that may be a way to look for volunteers.

8. Questions and/or Concerns

- a. Kerry repeated the need for committee members
- b. Mrs. Foster (4th Grade): Is there a last day for teachers to submit reimbursements? Megan McCain gave the date May 15th so she has enough time to get checks back to teachers.

9. Meeting adjourned by Kerry Conover at 3:48 pm

General Assembly PTO Meeting 2018-2019

Meeting Set for May 16th, 2019

1. Welcome

- Kerry Conover (KC) called meeting to order at 6:18 pm
- Reviewing that we are approving minutes and agenda

2. Floor open for candidates

- Lisa Lewis (LL) running for VP position (uncontested)
- Brandie Andreoli (BA) and Linda McAnarney (LM) are running for secretary. B.Andreoli in attendance, L. McAnarney is not in attendance. Both candidates were given the opportunity to speak about why they wanted to run for the position. Jeanette Murphy (JM) decided to take the floor to speak on L.McAnarney's behalf, while KC read the email LM sent to her for the meeting.
- Kerry made sure membership list and bylaws were followed during this ballot

3. Silent vote

- KC indicated this is a silent vote then proceeded to pass out the ballot for a silent vote
- Linda Piscatella (LP), KC, and Diane Denholm (DD) collected votes.
- LP and KC proceeded to count ballots while meeting continued for Budget Vote

4. Budget vote

- Car line hang tags - revenue \$3000, loss \$1500
- Technology supplies line budget requested from Mrs. Lara Pierce. Currently have a line budget item of \$700 for tech conferences that she is not attending. She asked to roll the \$700 into the technology/STEM budget line.
- \$600 in grade rewards will remain
- Increased BP Expense by \$1000
- Increased Jag Teacher share by \$1000
- Increase spirit stick fundraising by \$2000 - need to decide if we are doing the valentines bag again
- Gilbert and Foster (5th grade) starting robotics club next year; Foster requested maybe the \$700 stay as a tech conf line to use for robotics competition; Linda Piscatella requested we leave them separate; will address robotics club funds over the summer

5. Approve Minutes

- Linda motioned to approve minutes from April 18, 2019 general meeting; Natasha Griswold and Megan McCain seconded motion.

6. Silent Vote Results

- Lisa Lewis is the Vice President for 2019-2020 school year
- By a vote of 20-6, Brandie Andreoli is the secretary for the 2019-2020 school year

7. Questions

- Mrs Grimm thanked us all for the support and things we do to show our appreciation
- Kerry reciprocated the sentiments towards the teachers in attendance
- Mrs. Foster (5th) thanked everyone for the pop tab donations –filled 5 cans and two large garbage
- Heather Hinkel stepped up to run the butterfly garden for the 2019-2020 school year. Mrs. Murphy adding a sprinkle head to water the plants automatically; donate a plant and get a spirit stick (idea from Kerry Conover); Heather (degree in human development) wrote a grant for butterfly garden during her masters program and has already found two grants we could write to get funding
- Introduced Caroline and Michael McCarthy who are taking over business partnership 2019-2020 year
- Mrs. Pierce and Jessica DeSanto will help with spirit sticks
- Sparks and Hillebrand will help with Teacher Appreciation Week in February (with Hearts)
- Jillian and Aaron Tweet will continue to do fence cups

8. Meeting adjourned at 6:44 pm by Kerry Conover