



Julington Creek Elementary School PTO

General Meeting Agenda

Tuesday, October 4, 2022

7 pm

1. Welcome & Call to Order

2. Principal & Board Reports

- a. Principal - Mrs. Murphy
- b. President - Brandie Andreoli
- c. Treasurer - Lynn Bestafka

3. Committee Reports

- a. Membership - Brandie Andreoli
- b. Boo Grams - Ariella Stallcup & Kelsey Langenfeld
- c. Fall Family Night - Perri Martin & Megan Lathinghouse

4. Old Business

5. New Business

- a. Financial Review Committee Members needed
- b. PTO Debit Card
- c. PTO Amazon Business Account
- d. School Spirit Days - Elizabeth Lynn
- e. Honor Roll Program - Lashawn Li
- f. Teacher Appropriations
- g. Boo Grams Expense Line - \$1200
- h. Fall Family Night Expense Line - \$1000
- i. ESE Classrooms Expense Line - \$1000
- j. Fence Cups Expense Line - \$1000
- k. Jazzy Costume Expense Line - \$2000
- l. Winter Family Event Expense Line - \$2000
- m. Family Fun Day Expense Line - \$8000

6. Questions

7. Adjournment

Upcoming Events

Boo Gram Sales: October 7 - October 14

PTO General Meeting: November 8 @ 7:00 pm

Fall Family Night at Skate Station: November 11, 5:30 - 8:30 pm

Feather Your Turkey for Charity: November 14 - 18

JCE PTO GENERAL ASSEMBLY MEETING

October 4, 2022 MINUTES

CALL TO ORDER

Brandie Andreoli called the meeting to order at 7:04 pm. See the attached attendance sheet.

WELCOME & EXECUTIVE COMMITTEE INTRODUCTIONS

2022-23 JCE PTO Executive Committee members introduced themselves to the assembly.

PRINCIPAL'S REPORT

Mrs. Murphy thanked everyone for the great turn-out. She reported that the school is finishing the first round of the new FAST testing this week (week of 10/3); Kindergarten-2nd grade reports will be sent from the teachers within approximately 2 weeks of the test, while the scores for grades 3-5 will be emailed in 2-3 weeks. Parents can contact their child's teacher with any questions. Thankfully JCE's campus/facilities came through Hurricane Ian without damage. The Kindergarten Halloween parade is back this year and will be on 10/31. Families should stay tuned for more info from their grade-level teams on Halloween activities. The PE department will be hosting a Turkey Trot this November (in lieu of the Jack-O-Lantern Jubilee); more info will be sent home later in the month.

PRESIDENT'S REPORT

Brandie Andreoli reported that PTO is off to a very strong start this school year; our committees and volunteer sign-ups are full, we had terrific attendance at our PTO 101 sessions and the Room Parent meeting (30-40 people at each), and we are excited to offer more family-oriented events this year. When we do need extra help for an activity, we will send requests in GroupMe, so please make sure you are plugged in there.

Our annual Back to School Breakfast was hosted by the PTO executive team in August and was enjoyed by our teachers and staff; we also provided donuts and coffee for staff on Meet and Greet day. We partnered with EPI this year and sold 363 school supply kits (up from 258 last year); we are considering new vendors this year and are looking for a chair or chairs to take this on. The Jaguar Rock is now open to all for reservations, and guidelines can be found online. It does book quickly; also, there is an artist many families use, and her contact info is on our website. A few reminders: no acrylic paint, spray paint or glitter, and please be mindful of safety when taking photos—only before morning carline or after school.

Back to School Bingo hosted about 300 people (50 more than last year); we had great prizes and lots of fun. Heron Real Estate sponsored a beautiful gift basket for a final raffle (everyone received an entry). Speaking of business partnerships, Dan Brown, Jenny Salgado, and Jessica Gallison have brought in around \$18,000 (we budgeted \$10,000)! These funds will allow us to do some 'extras'.

TREASURER'S REPORT

Lynn Bestafka indicated that at the end of Fiscal Year (FY) 2021-22 (our FY runs July 1-June 30), our total revenue was at \$86,000, and expenses at \$78,000. The net revenue of approximately \$8500 moved to our general fund, which is currently at around \$46,000. This is our 'rainy day fund' and

based on standard protocol for a non-profit should have approximately 6 months to 2 years worth of funds (right now we are at about 7 months). We saw how important this was during Covid, for example, and are working to build this up for the future.

From Bingo, we had about \$600 total profit (could have made more but we see this as community building vs a money-maker). The gift card donations were noted. We are off to a great start this FY, and are at approximately \$15,000 over our projected revenue thanks to business partnerships and membership numbers. This means we have extra funds to work with for the school.

The executive committee can vote for budget items up to \$500; anything beyond that amount goes to a vote before the General Assembly. We as an executive committee did approve \$500 for Mrs Milite/Red Ribbon Week (\$200 increase over last year due to more students plus rising costs), \$500 for our Christmas tree at Chick Fil A, and \$500 for the Candy Cane Grams sale.

Currently our bank balance is at around \$80,000 with total expenses this FY of \$12,842.45 Brandie Andreoli (president) clarified that our bank balance includes allocated but unused funds, as well as our rainy day fund.

Teresa Mendoza (parent) asked a question about teacher appropriations since we have a budget surplus. Brandie Andreoli and Lynn Bestafka explained that we do currently have a budget line for staff appropriations and we can look at doing an additional amount later in the year.

COMMITTEE REPORTS

Membership: Brandie Andreoli. Currently we have 218 family memberships (136 last year) and 45 staff memberships (44 last year). We would love to get to 50% for our 50th anniversary year (we have approximately 500 families and 130 staff). We've considered a class competition membership drive but are open to ideas. We would love to get a chairperson for this. Perri Martin (parent) suggested to the assembly that if you hear someone is not a member, ask them 'why not?', so if there are reasons holding families or staff members back, we can address them.

Boo Grams: Leigh Starnes, Kelsey Lamgenfeld, Ariella Stallcup. Individual treat bags are being sold for \$3 each. These are allergy-friendly (no candy) and will go on sale 10/7-10/14 via CheddarUp. For \$25 a parent can sponsor a class with pop-it toys (1 spot per class). The \$25 price is the same for both double classes and ESE classrooms. For fifth grade they will go to your child's homeroom class.

Fall Family Night: Perri Martin and Megan Lathinghouse. We will be hosting a private event from 5:30-7:30 at Skate Station on 11/11. Tying in to JCE's 50th anniversary, it will be 70s themed so costumes are welcome and we'll have prizes, etc. Capacity is around 500. We will do a pre-registration (like Bingo) via Cheddar-Up. Megan is arranging for SelfieJax to set up a themed selfie photo booth. We anticipate needing a couple volunteers for check-in but overall this should be pretty easy since Skate Station will handle clean-up, concessions, etc. Catherine Soto (a parent) inquired if PTO will get a % of concession sales; committee will check.

OLD BUSINESS

PTO purchased Jag of the Month spirit sticks for students; also sponsored Dunkin Donut gift cards for staff. Mrs. Murphy randomly selects teachers each time but each teacher will receive one per year. Dan Brown is assisting the school with the 50th birthday celebration (10/20) and has been very helpful; classes will be doing activities and having cupcakes, teachers will be sending out more info.

NEW BUSINESS

Brandie Andreoli gave a reminder about the use of Roberts Rules for voting purposes. Someone will need to make a motion to approve, followed by a second, before the vote. Executive committee and/or committee members (whose expenditure is up for discussion) cannot initiate the vote.

Lynn Bestafka asked for a volunteer with an accounting background to fill an empty seat on the **Financial Review Committee** with Mrs. Clarke. It's approximately a 1-hour monthly commitment; committee members will reconcile the budget and run three reports monthly. This is an important piece in making sure PTO and your money stays on the up and up. Thank you to our outgoing committee member, Natalie Dismore.

Lynn Bestafka discussed the executive committee's decision to open a **PTO debit card** to be used for purchases. Paying by check can be cumbersome as many vendors will no longer accept purchase orders. The committee reviewed the pros and cons and voted for one debit card in Lynn's name, which will be shredded/closed at the end of her term. She created an internal form that requires 2 executive committee member signatures to be completed prior to purchasing. This also enabled us to open an **Amazon Business account**, which will streamline purchasing and allow us to utilize our tax-exempt status. Orders must be approved by both the president and treasurer before they can be processed.

Spirit Days: Elizabeth Lynn (secretary) reported that Spirit Days (#spotaJCEjag) are back. The first one will be on 11/18 (Show Your Team Spirit/Fanatic Fan day).

Honor Roll: Lashawn Li (VP) is giving this program a reboot, so that recipients will receive Honor Roll perks at local businesses vs. places further south in St Augustine.

Teacher Appropriations: Brandie Andreoli indicated \$10,000 (\$150 per teacher, including resources) has been allotted.

VOTE ON PROPOSALS

- Proposal to budget \$1200 for BooGrams (which will be replenished by revenue). Perri Martin made a motion to approve, seconded by Christine Gonzalez. All in favor.
- Proposal to budget \$1000 for Fall Family Event to secure SelfieJax (\$400) and prizes. Jackie Clarke made a motion to approve, seconded by Catherine Soto. All in favor.
- Proposal to budget \$1000 to ESE classrooms for additional supplies. Catherine Soto made a motion to approve, Kelsey Langenfeld seconded. All in favor.
- Proposal to increase budget line from \$500 to \$1000 for new fence cups, which need replacing/updating. Catherine Soto made a motion to approve, seconded by Leigh Starnes. All in favor.
- Proposal to budget \$2000 expense line for new Jazzy mascot costume, as current costume is old/worn out/smelly. Executive committee has researched and \$1500-2000 is a typical price for a nice costume with fan. Rachael Kent made a motion to approve, seconded by Mrs. Carlton. All in favor.
- Proposal to allocate \$2000 expense line for the Winter Family Event (which will be replenished by revenue). This event is being coordinated by Jodi Johnson and Brittany Taylor. Rosie Sepulveda made a motion to approve, seconded by Meghann Ramos. All in favor.

- Proposal to budget \$8000 expense line for Family Fun Day; this is a \$2000 increase from years past but want to account for rising costs and hope to offset this with donations. Teresa Mendoza made a motion to approve, seconded by Catherine Soto. All in favor.

QUESTIONS, COMMENTS, and CONCERNS

Mrs. Clarke thanked all the media center volunteers and said we have 45 individuals helping out there this year.

Bev Slough, our school board representative, thanked all present for their involvement in PTO. Her children attended JCE and she held several executive committee positions, so the school has a special place in her heart.

Gene Gaudio, a parent, asked if expense lines we voted on are part of the 'unallocated funds'. (yes)

Mrs. Johnston and Mrs. Carlton are excited about the return of the kindergarten costume parade.

Leigh Starnes, a parent, asked if PTO members will have first dibs on tickets for skating event? (yes)

NEXT GENERAL ASSEMBLY MEETING NOVEMBER 8 @ 7:00 PM

November 8, 2022, at 7 PM in the cafeteria

MEETING ADJOURNED AT 8:07 PM

JCE PTO GENERAL PTO MEETING ATTENDANCE

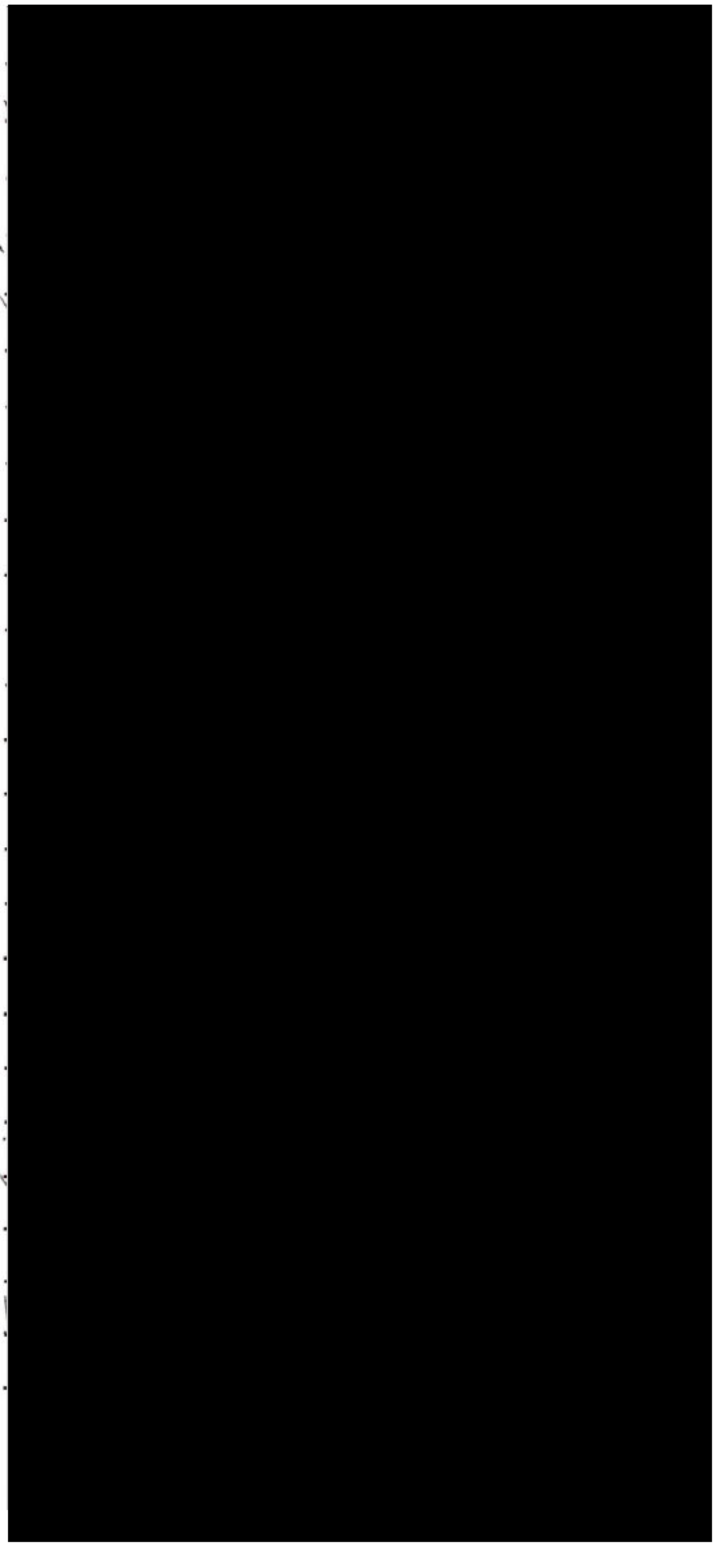
DATE: 10/4/22

TIME: 7 PM

PLEASE PRINT YOUR NAME CLEARLY

EMAIL

- 1 Jesula Francois
 - 2 Nicole Thompson
 - 3 Leigh Starnes
 - 4 Hester Hinkel
 - 5 Jencie Hecht
 - 6 Rachael Kent
 - 7 Jessica Cockrell
 - 8 + Mary Harris
 - 9 Jaclyn Clarke
 - 10 Teresa Mendoza
 - 11 Danny Brown
 - 12 Catherine Soto
 - 13 Meghann Ramos (Lowry)
 - 14 Rosie Sepulveda
 - 15 SHALINI NAIR
 - 16 Christina Gonzalez
 - 17 Haley Latser
 - 18 Perri Martin
 - 19 Jennifer Carlton
 - 20 Dana Johnston
 - 21 Jodi Johnson
 - 22 Kelsy Lancaster
 - 23 Jessica Galison
 - 24 Beth Boackle
 - 25 Gene Gaudio
- Amanda Baker
Jeanette Murphy



Elizabeth Lynn
Brandie Andreoli
Lashawn Li
Lynn Bestafka
Kelly Iser





Julington Creek Elementary School PTO

General Meeting Agenda
Tuesday, November 8, 2022

7 pm

1. Welcome & Call to Order

2. 10/4/2022 Minutes Approval - Elizabeth Lynn

3. Principal & Board Reports

- a. Principal - Mrs. Murphy
- b. President - Brandie Andreoli
- c. Treasurer - Lynn Bestafka

4. Committee Reports

- a. Fall Family Night (11/11) - Perri Martin & Megan Lathinghouse
- b. Feather Your Turkey Fundraiser (11/14-11/18) - Brandie Andreoli & Leigh Starnes
- c. Christmas Tree Lane at Chick-fil-a (12/1-12/24) - Kara Gerger
- d. Winter Family Event (12/8) - Jodi Johnson, Brittany Taylor, and Katie Lindsey

5. Old Business

- a. Honor Roll Program - Lashawn Li
- b. Boo Grams

6. New Business

- a. Volunteer Opportunities (Beautification & Sunshine Committees)
- b. Spirit Day - November 18th (Team Spirit Day)
- c. Field Trip Charter Buses Expense Line (\$12000)

7. Questions/Comments/Concerns

8. Adjournment

Upcoming PTO Events

Fall Family Night at Skate Station: November 11, 5:30 - 8:30 pm

Feather Your Turkey for Charity: November 14 - 18

Spirit Day: November 18, wear your favorite team jersey

Christmas Tree Lane at Chick-fil-a: Spirit Night (12/6), School Showcase (12/13)

JCE PTO GENERAL ASSEMBLY MEETING

November 8, 2022 MINUTES

CALL TO ORDER

Brandie Andreoli called the meeting to order at 7:02 pm. See the attached attendance sheet.

WELCOME & APPROVAL OF MINUTES

Brandie Andreoli (president) introduced members of the executive team. Elizabeth Lynn (secretary) proposed approval of the minutes. Catherine Soto motioned to approve, and Leigh Starnes seconded. All voted in favor, none opposed.

Brandie reminded the membership to check email and 'spam' folders for PTO agenda and minutes, which are sent out prior to meetings.

PRINCIPAL'S REPORT

Mrs. Murphy reminded everyone that school has been canceled Thursday due to the storm. Students will have to make up the day and possibilities include the day before Thanksgiving, January 4, or MLK Jr. Day (designated 'make-up' days by SJCS D), but nothing has been decided yet. The three days missed due to Hurricane Ian will not have to be made up.

Thank you to all the volunteers who signed up to help with the PE Department's upcoming Turkey Trot. They received such a great response that some of the volunteers may not be needed but it was wonderful to see so much enthusiasm. This is not a fundraiser, just a fun event; families will see more info shortly.

We continue to move closer to the playground equipment installation; as some will remember, an old/dilapidated piece of equipment was removed last year. Pre-Covid, JCE was fund-raising to build a roof for outdoor PE, which the district agreed to help fund. Since Covid, the estimates for the roof project have more than doubled, meaning a roof is quite a few years down the road. The school district allowed the funds that were earmarked for the roof project to go towards new playground equipment (approx. \$90,000) which students will be able to enjoy in the more immediate future. The new equipment will be accessible. We are just waiting on district finalization at this point.

The next round of FAST testing will begin in December and wrap up following winter break. It is the same test administered each time so we should see growth/score improvements as students have learned a portion of the material by now. Mrs. Murphy emphasized that low scores on the first round of tests are "ok" and normal, as most of the material has not been taught. The final test will take place in May.

The Gaga Ball pit is back for PE class use, much to the children's delight (Gaga Ball is like dodge ball in a small enclosed/fenced area).

Mrs. Murphy also shared a new security feature that was mentioned at a recent SJCS D Focus Forum that Brandie attended. Teachers and staff now have a push button on their door-access badges that is

a direct link to SJCSO in the event of an emergency (stranger approaching or on campus, etc). This also initiates flashing lights in the classrooms, and a man's voice informing those in the building of a lockdown. This is tested/practiced once per month. Our campus is very secure and this is a nice added feature that can be used throughout the facility should the need arise.

PRESIDENT'S REPORT

Brandie Andreoli thanked Mrs. Murphy for her report and sharing more about FAST test scoring and the new security feature. She emphasized the fantastic start to our school year and how good it is to see parents back in classrooms and on campus helping with parties and activities; also noted Mrs. Clarke's appreciation for all the book fair volunteers. Thank you to all those who have stepped up to steer committees and plan events, we appreciate you!

Our new Jazzy Jaguar costume and new fence cups have arrived; great job by Mary & Jennifer putting up the new Jaguar, Red Ribbon Week, and Winter Family Night info. Spirit Stick Sale (not listed on agenda) will be on 12/2/22 and teachers can sign up for a time for their class to shop; stay tuned for more info. Brain Pop received the 'go-ahead' from SJCSO for teacher use (not students yet) and teachers now have access; this money had previously been allocated in our budget, although the price did increase by a few hundred dollars this year. Our Family Skate Night on Friday the 11th is still "on" but we will update you with any changes. Feather Your Turkey will run Nov. 14-18, and Nov. 18 is Team Spirit Day.

TREASURER'S REPORT

Lynn Bestafka reported that our beginning balance this month was roughly \$81,000; we had about \$3000 in deposits and \$5000 in withdrawals. Our available balance is \$74,456 and unallocated funds are \$14,470 (we'll talk more about this later in the meeting). In October, we spent approximately \$6000 on Boo Grams, Red Ribbon Week, new checks, JCE's 50th birthday celebration, the new Jazzy costume, our Amazon membership, Spirit Sticks, fence cups, expenses for Fall Family Night and STEM supplies for Mrs. Pierce. We also paid for the rock to be painted for the 50th and funded the staff 'tea cart'; this was started last year and Teresa the cafeteria manager stocks it with tea and related supplies for teachers & staff. At the bottom of the Treasurer's Report is Brain Pop, which is an upcoming expense noted in purple (a check has been written). On the second page of the report is everything spent to date vs. our budget; we've taken in approximately \$36,000 in revenue and had \$19,000 in expenses.

COMMITTEE REPORTS

- A. **FALL FAMILY NIGHT** - Perri Martin & Megan Lathinghouse. Skate Station employees will be handling check-in duties so no volunteers will be needed. We are utilizing gift cards left over from BINGO for prizes. Selfie World will be there with a 360 Selfie set-up, 70s props, etc. So far about 175 people are registered and we will sell tickets until noon Friday the 11th. There will be prizes for a kid, adult, and teacher costume contests. You may bring your own skates and there is a \$5 upcharge for roller blades.
- B. **FEATHER YOUR TURKEY** - Leigh Starnes. Collection boxes are prepared for teachers and teachers will deliver funds in zip-lock bags to the front office each day. Volunteers will meet in the cafeteria daily to hang feathers after the PTO executive team counts the collected funds; sign up

on SignUp Genius if you're interested in helping. We are trying to think of an easy but fun incentive/prize for the winning grade. All proceeds will go to Christ's Cupboard Food Pantry on Roberts Road. Last year we donated over \$2000 so are excited to improve on that number this year. Perri Martin asked if feathers are color-coded by class. Answer: no, they are random. Ariella Stallcup asked if we will be counting and rolling the money. Answer: yes, but we have a coin counter to use this year.

- C. **CHRISTMAS TREE LANE** - Kara Gerger. We are doing a 70s theme...50 Years of Peace, Love & Learning. We will be flocking the tree with 'snow' to help fill it out; all decorations have to be weatherproof so we'll be using 'lava lamps', smiley faces, holographic flowers, peace signs, and a disco ball at the top (showed examples). Dan Brown is making a VW bus out of wood to use for 'photo ops' and we're hoping to use the drone pic of the JCE 50, as well. Mrs. Pierce is assisting with JCE's video for voting purposes; decorating begins on 11/28, CTL opens on 12/5, and JCE's spirit night is on 12/6. JCE Staff can come from 5-8 that evening to greet families and we can also get credit throughout the day via drive-thru orders if you mention JCE. The winning tree's school will receive a catered lunch for their staff, so make sure you vote on multiple devices, tell your friends/family to vote, etc.--you do NOT have to visit the tree to vote! On 12/13 the JCE chorus will be performing at CTL in a holiday showcase.
- D. **WINTER FAMILY EVENT** - Jodi Johnson, Brittany Taylor & Katie Lindsey. Thursday, December 8. Our headliners will be Santa and his elves, who will put on a magic show while Santa mingles with attendees (not enough time for posed photos). We'll have a pancake dinner, a hot chocolate bar, a snow globe craft, and a selfie station. We're asking business partners for assistance (sponsoring a craft, etc) and will have more details before Thanksgiving.

OLD BUSINESS

HONOR ROLL PROGRAM - Lashawn Li coordinated this for honor roll recipients in grades 3-5. Dan Brown procured 500 certificates for 1 hour of arcade time at Main Event.

BOO GRAMS - Arielle Stallcup & Kelsey Langenfeld. Every class was sponsored so each student received a gram. Expenses were around \$900, for a profit of \$1700. We sold about 445 grams and the committee did a wonderful job. They'll be helping with Candy Cane Grams next.

NEW BUSINESS

- A. **VOLUNTEER OPPORTUNITIES** - Brandie shared two new committees that could use volunteers. Those interested can see us at the end of the meeting or email us.

-Beautification Committee will be responsible for maintaining the butterfly garden and outdoor classroom. Dan Brown has secured generous donations from Home Depot for the classroom. Mrs. Murphy explained that the outdoor classroom was built by Creekside High students but they cannot currently assist in maintenance due to transportation issues (buses). Right now we could use help preparing both spaces for winter (dead-heading, cutting back, etc) and then ongoing maintenance going forward.

-Sunshine Committee will be responsible for helping with annual 'appreciation days' for school staff (bus drivers, custodial team, etc). The first one of the new year will be for Officer Mincey, our SJCSO resource officer.

- B. **SPIRIT DAY** - November 18th - Team Spirit (wear a favorite team jersey, shirt, etc.) No hats or face paint.
- C. **FIELD TRIP CHARTER BUSES** - Brandie Andreoli. As many have heard, off-site field trips are currently paused due to a shortage of SJCS D bus drivers. Multiple parents have reached out to inquire if PTO can help our students to have at least one off-site trip this year. The executive team proposes allocating \$2000 to each grade (\$12,000 total) for the purpose of off-setting costs associated with charter buses for a field trip, and would like to discuss amongst the membership:

Additional information: The bus company must be an approved vendor. PTO would 'donate' the money for buses to JCE, who would then pay for the bus charter (for liability and insurance purposes). PTO has researched the cost of charter buses and received quotes for two potential trips, for 1st grade (Alligator Farm, 2/28) and 4th grade (St. Augustine, 2/13). Buses would run \$3258/trip. This would increase the cost of the field trip by \$6-8/child. Grade levels typically have a fund to help any students who need assistance, and PTO has a scholarship fund, as well. Mondays and Tuesdays are the cheapest days to travel. We will need dates/info from other grade levels to continue moving forward with quotes.

Discussion:

[A parent] inquired about the 5th-grade trips to Universal and Whitney Lab. Mrs. Murphy said that Universal will not be affected by school bus driver shortages since they already use charter buses; Brandie said scheduling Whitney may require some creativity since only one class can go at a time. Mrs. Apolinario (5th-grade teacher) said that they can look into some alternatives but Whitney Lab is a unique experience so they would love to make it work. ***This question was removed from the initial draft of the minutes per the parent's request, but we are including it here in the redacted form for clarification regarding this topic. Please see the attached email for reference.*

Jodi Johnson asked about the feasibility of private school bus companies. (Brandie has been in touch with a couple and is looking into it as a less expensive option. There are a couple of local companies that can guarantee drivers, but they will need to be approved vendors with SJCS D.) Ariella Stallcup inquired if only X number of grades opt to go on a trip, would the \$12,000 be split X ways? (No, each grade can use a maximum of \$2000. Unused funds will be reallocated.) Rachael Kent inquired if parents pay extra costs for field trips. (Yes, they do.)

Leigh Starnes asked if this money is part of our reserves. (Lynn Bestafka answered that no, it is not.) Leigh asked if we add to our reserves. Lynn said that while historically we have not, we have worked to build them up recently. We maintain approximately 7 months of reserves since our largest fundraiser, Jag Challenge, is in the spring (most non-profits keep 6 to 24 months in reserve but we do not need an extreme amount since we do not have major overhead expenses or employee pay). The funds in question are monies that are over and beyond what we budgeted for in May (we have exceeded our anticipated revenue). Dan Brown asked if the remaining \$2000 unallocated funds will cover software and any other expenses this year? Lynn believes that yes, we should be fine. We may see a small increase for PebbleGo (which is paid in May) but anticipate higher revenue from upcoming events and foresee no other major expenses. We have already allocated \$8000 for Family Fun Day. Brandie commented that our extra revenue from Jag Challenge goes back to the school to support Mrs. Murphy's wish list. Lynn expects increased revenue from Jag Challenge due to the larger student population and an

overall increase in funds this year. New events we've introduced are helping pad our revenue, as well.

Kara Gerger asked if there is a way to ensure 100% use for each grade. Mrs. Murphy explained that some grades have already set up in-house field trips and may be satisfied with that; Mrs. Jennifer Carlton (Kindergarten teacher) added that timing/dates can be problematic as activities do 'fill up' as the year progresses. Perri Martin asked if unused money can be rolled over to fall field trips. (Lynn answered no, as our fiscal year runs from 7/1 to 6/30).

Ariella Stallcup asked if this will be budgeted for next year. (We don't yet know, it is something we can address based on what we hear from SJCSD).

Leigh Starnes made a motion to approve the allocation of \$2000 per grade for field trip buses. Catherine Soto seconded the motion. All in favor, none opposed.

QUESTIONS AND/OR CONCERNS

None.

MEETING ADJOURNED AT 8:09 PM

The next meeting is on January 24, 2023, at 7 PM in the cafeteria.



JCE PTO <jceleempto@gmail.com>

Fwd: PTO Meeting tomorrow 11/8 and Family Skate Night 11/11

1 message

----- Forwarded message -----

From: JCE PTO <jceleempto@gmail.com>
Date: Mon, Nov 14, 2022 at 8:31 AM
Subject: Fwd: PTO Meeting tomorrow 11/8 and Family Skate Night 11/11
To: JCE PTO Secretary <secretary.jcepto@gmail.com>

----- Forwarded message -----

From: [REDACTED]
Date: Mon, Nov 14, 2022 at 7:53 AM
Subject: Re: PTO Meeting tomorrow 11/8 and Family Skate Night 11/11
To: <jceleempto@gmail.com>

Hi Brandie,

For the minutes of most recent meeting, if the question I asked must be reflected please help how I asked come across better [REDACTED]

I asked if the 5th grade trip to universal bus would be at jeopardy or not. Sorry that I didn't realize that outing was obviously not affected by driver shortages. I figured if you all were researching charters and finding some costly due to their driving from out of town for the field trips that possibly the busing for that trip could also be less available at rates in the past or be affected by driver shortages.

Maybe just leave my question out. I was trying to inquire for any planning related to other busing, but found out quickly that the 5th grade trip was unaffected by any of the hurdles being faced for field trips.

[REDACTED]

Sincerely,
[REDACTED]

On Nov 7, 2022, at 10:11 AM, JCE PTO <jceleempto@gmail.com> wrote:

Good morning! A few things going on this week that we don't want you to miss out on!

PTO Meeting: Tomorrow, 11/8, at 7:00 pm in the cafeteria! Kids are welcome to join, and we will have some light snacks. I am attaching the minutes from our last meeting for you to look over. Topics on this meeting's agenda include Fall Family Night, Spirit Stick Sales, new volunteer opportunities, Feather Your Turkey Fundraiser, Christmas Tree Lane at Chick-fil-a, Winter Family event, Candy Cane grams, and a Field Trip Charter bus budget discussion/vote.

Fall Family Skate Night...70's Style: Friday, 11/11, from 5:30 - 7:30 pm at Skate Station. Adult tickets include skates only, while the kid ticket includes rock climbing, access to the kid zone, and skates (there is a

\$5 upcharge for renting rollerblades). This event is only open to JCE students and immediate family! Concessions will also be available for purchase that evening. Kids/families can take pictures in the selfie

DATE: 11-08-2022

TIME: 7 pm

PLEASE PRINT YOUR NAME CLEARLY

EMAIL

- 1 Elizabeth Lynn
- 2 Jeanette Murphy
- 3 Leigh Starnes
- 4 Samantha Price
- 5 Jodi Johnson
- 6 Ariella Stallcup
- 7 Shelini Neir
- 8 Christina Gonzalez
- 9 Dana Johnston
- 10 Jennifer Carlton
- 11 Cathy Apolinario
- 12 Danny Beaur
- 13 Amanda Baker
- 14 Haley Latser
- 15 Kara Genger
- 16 Katie Lindsey
- 17 Brittany Taylor
- 18 Jessica Coakrell
- 19 Danielle Fletcher
- 20 Rachael Kent
- 21 Paige Leonard
- 22 Catherine Soto
- 23 Pervi Martin
- 24 Teresa Mendoza
- 25 Jencie Hecht

JCE PTO GENERAL PTO MEETING ATTENDANCE

DATE: 11/08/22

TIME: 7 pm

PLEASE PRINT YOUR NAME CLEARLY

EMAIL

1 Kayla Jones

2 Heather Decato

3 Jesula Francis

4 _____

5 also present: Brandie Andreoli

6 Lynn Bestaflea

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Julington Creek Elementary School PTO

General Meeting Agenda
Tuesday, January 24, 2023
7 pm

1. Welcome & Call to Order

2. 11/8/2022 Minutes Approval - Elizabeth Lynn

3. Principal & Board Reports

- a. Principal - Mrs. Murphy
- b. President - Brandie Andreoli
- c. Treasurer - Lynn Bestafka

4. Committee Reports

- a. Hearts for Teachers - Brandie Andreoli
- b. Valentine's Grams Sale (1/30 - 2/3) - Ariella Stallcup & Kelsey Langenfeld
- c. Staff Appreciation Week (2/13 - 2/17) - Danielle Leder & Danielle Fletcher

5. Old Business

- a. Teacher Appropriations
 - Executive team is requesting to increase the budget line by \$500 to accommodate additional instructional positions.
- b. Field Trip Charter Buses
 - 5th grade is requesting to reallocate the \$2000 for a charter bus from a field trip to the end-of-the-year Universal trip.

6. New Business

- a. Parents Night Out with The Little Gym (2/17)
- b. Chick-fil-a Superbowl chicken nugget trays fundraiser
- c. General Assembly Meeting: additional date 2/28 for by-law updates
- d. Budget Items
 - Increase budget line for BPs to cover banner printing expenses by \$600
 - Increase budget line for software licenses by \$500 to cover PebbleGo subscription
- e. Teacher Request: 3rd grade teachers are asking for funds to purchase a new oven for the 3rd-grade pod
- f. Media Center Presentation
- g. Jaguar Challenge (Fundraiser): 2/22 - 3/3; theme and goals
- h. Executive team positions for the 2023 - 2024 school year

7. Questions/Comments/Concerns

8. Adjournment

Upcoming PTO Events

Staff Appreciation Week: 2/13 - 2/17
Parents Night Out at The Little Gym: 2/17
Jaguar Challenge Kickoff: 2/21
Jaguar Challenge: 2/22 - 3/3
PTO Meeting (NEW): 2/28 @ 7 pm

Spirit Stick Sale: 3/3
Family Movie Night: 3/31

JCE PTO GENERAL ASSEMBLY MEETING

January 24, 2023 MINUTES

CALL TO ORDER

Brandie Andreoli called the meeting to order at 7:14 pm.

WELCOME

Brandie Andreoli thanked everyone in attendance; she appreciates that evening meetings are tough, and that we've gone back and forth on times—3:30 meetings typically have very low attendance and are tough for parents and the executive team, and 9 am meetings aren't accessible to teachers or working parents, so 7 pm has been the compromise for all parties. She said that General Assembly meetings are recorded and we have a microphone tonight, so please hold your questions/comments until we can get the microphone to you, and state your name for records-keeping purposes.

11/8/22 GENERAL ASSEMBLY MEETING MINUTES APPROVAL

Elizabeth Lynn said that copies of the minutes are available on tables, and Brandie emailed them out this evening so they'll be in email inboxes. She asked for a motion to dispense with the reading of the minutes. (Catherine Soto motioned, Dan Brown seconded, all in favor), then asked for a motion to approve the minutes from our 11/8 General Assembly Meeting as written? (Catherine Soto motioned, Dan Brown seconded). All in favor, none opposed.

Brandie Andreoli said that typically meeting minutes are not posted online until approved by the membership at the next meeting. She shared that this was a question we had recently so she wanted to clarify, and that members are welcome to request copies at any time.

PRINCIPAL'S REPORT

Mrs. Jeanette Murphy shared that we now have Creekside High School students from their teaching academy coming in to work in the classrooms. We need teachers and will be recruiting them for the future. Mrs. Horton said that one of her student-teachers shared that she has decided to be a 4th grade teacher based on her experience in Mrs. Horton's class. We are excited to have them on board.

Dan Brown has been named our Volunteer of the Year (applause for Dan) and Pam is our Senior Volunteer of the Year. Pam is a retired ESE teacher who helps us quite a bit in the office. Tomorrow (Wednesday the 25th) is the 100th day of school and many classes have activities planned. First Grade dressed up and celebrated today, a day early, as tomorrow is their WOW day.

Mrs. Clarke has been working on Battle of the Books. It runs through Friday and she will create a team and then they will battle it out.

PRESIDENT'S REPORT

Brandie Andreoli thanked and congratulated Dan Brown. She said that it was a very busy November and December so she wanted to recap a few things. Feather Your Turkey for Charity was a success and we collected over \$3300 for Christ's Cupboard food pantry. She thanked Leigh Starnes who was instrumental in this program; together they delivered the check to the food pantry and the manager there was floored. PTO is in discussions about potentially splitting the proceeds next year with another local SJC organization (HUGS, ASSIST, or similar) to share the love a bit.

Brandie shared that Winter Wonderland in December was a great event chaired by Jodi Johnson, Brittany Taylor and Katie Lindsey. They transformed the cafeteria and the wintry decorations were beautiful and she hoped everyone had the chance to see it. PTO has received very good feedback from families. Our business partners were instrumental in our success—Winn Dixie donated gift cards for the food, and others such as Greenwalt Dentistry, 5 Star Painting, Herron Realty and The Little Gym sponsored activities, so we actually made a bit of a profit; normally our goal for these events is to break even so that was terrific. Kids enjoyed the Snow Queen show and adding their holiday traditions to our wall of snowflakes. Next time we will begin cooking pancakes earlier to avoid lines, but we got lots of compliments on the hot food. Special thanks to Dan and his team for manning the grills all night; those guys worked so hard.

PTO opted to purchase candy canes for every student as opposed to selling them; we spent \$135—and a couple hours' worth of movie-watching to tag them all!-- to wish everyone a happy winter break.

Brandie said that Christmas Tree Lane at Chick Fil A was a big success for us this year. JCE's 70's themed tree won all 3 categories that we were entered in, including the grand prize. This means a fully catered lunch for JCE staff, breakfast biscuits for staff, and free meal item cards for students. We will distribute those once CFA gets them to us. Thanks to Dan for the VW bus he created, and Kara Gerger—who chaired this committee—for the fabulous disco ball tree topper. Also, a huge thank you to the dozen teachers who came out to our CFA spirit night! We raised \$635, one of CFA's highest-grossing spirit nights ever, and that was with the Kindergarten holiday concert that evening and Fruit Cove Middle's spirit night the next day.

PTO's Holiday Staff Luncheon was the last day before break began. Lashawn Li planned the decorations and arranged for Serafina's catering, and families generously donated 65 dozen cookies. The teacher luncheons are one of our favorite things to do and we hope the teachers enjoyed being able to relax and enjoy a meal with their colleagues.

Literacy Week is running this week; PTO purchased a new book for each classroom library, for a total expense of just under \$500.

TREASURER'S REPORT

Brandie Andreoli asked that everyone hold questions until the end of the report.

Lynn Bestafka said that this report covers three months since our last General Assembly Meeting. Our opening balance on 10/31 was \$79,776.33. Following were 19 deposits for around \$11,000 and withdrawals of \$15,000, for an ending balance of around \$75,000 on 12/31. Each month I send a report with our monthly bank statement and 3 reports (Bank Reconciliation, Budgets v. Actuals, & Statement of Financial Position) to the principal and our Financial Review Committee, which is made up of Mrs. Clarke, Jason Lafser, and Linda Piscatella. We also hold assets of \$2500 for non-PTO parties (PE, Music, STEM) and restricted funds of \$900, which cannot be touched for anything except what

they're allotted for (in this case they are Project Equity funds for the butterfly garden, tower garden and art). We have roughly \$65,000 in cash on hand, and if you subtract the \$51,775.44 in allocated funds, that leaves us with \$13,878.22 in UNALLOCATED funds—money that is free for members to vote on. As a reminder, "allocated funds" are monies to pay for programs that have been voted on by membership. New this meeting, I have introduced a gift card register, per IRS guidelines, to track donated gift cards, and next meeting you will see a full list of those. As gift cards are given away or spent, they will be deducted from the register. Gift cards are considered cash by the IRS.

Lynn continued, addressing "Proposed Items to be voted on" (highlighted in light blue, page 2) on her Report: Tonight we'll be voting on proposed allocations for a stove/oven, software, classroom appropriations and additional business partner expenses. If these all pass we can deduct about \$2600 from our unallocated funds, leaving us with \$11,278.22 in available, not-budgeted funds. Upcoming expenses included buses for 1st grade field trip (\$2000), ESE classroom supplies (\$1000), Teacher/Staff Appreciation (\$2000) and Valentine Grams (\$2000).

Lynn continued, addressing "Budget vs. Allocation" (highlighted in peach, page 2): You'll see line 4007 is marked as a Quickbooks clean-up; I've created a separate Spirit Night line item, moved the budgeted revenue of \$500, and zeroed out this line item (line 4024). I want non-accountants to be able to read and understand this report, and have tried to use color-coding here to help us all. Spirit Sticks turned a profit of \$546 after expenses (purple, line 4010). Winter Wonderland (purple, line 4012D) expenses were significantly offset by donations from our business partners, leaving us with a total profit of \$1782.41. Again, this is normally a break-even event so the profit was terrific.

Lynn continued: On page 3, you'll see Classroom Appropriations in light blue (line 6004); we have paid 15 out so far. Tonight we'll vote to increase this budget line to cover 5 more, at Mrs. Murphy's request. We also have software licenses up for renewal and anticipate a cost increase there (line 6028). Line 6046, Chick Fil A Christmas Tree Lane, we came in under budget here; Line 6049, the New Teacher Luncheon, was requested by Mrs. Horton. [Sidenote: the executive committee can vote on funds up to \$500 max per our bylaws; anything above that amount goes to the membership for a vote. We always report back to the membership when this is done.] Line 8002, Business Partner Program Expenses; we need to pay for 8 new banners totaling \$882 and will need to vote to increase the budget by \$600 for this. Line 8005, Jaguar Challenge - Classroom Appropriations; we'll need to vote on allocating 10% of funds raised by each teacher to be given back to them as classroom appropriations from our fundraiser proceeds (~\$6500). Winter Wonderland Family Event expense, line 8012; food was provided by Winn Dixie via gift cards (total \$525.29) and cash spent was \$1745.62, so no overage. However, showing the total amount spent (including gift cards) will help the next committee budget for future events. Fall Family Event Expense, line 8023; we essentially served as a pass-through since we pre-charged families for tickets and then paid Skate Station. Our only expense was \$400 for SelfieWorld.

Lynn continued: On page 2, our total revenue is \$49,492.17 and from page 3, our total expenses are \$38,984.56. In the third column on page 3 (text in purple), our remaining *allocated* funds (cannot be spent on other items) are \$51,775.44.

Brandie Andreoli shared that last week, we sat down with Mrs. Murphy, both assistant principals, Heidi Karl, SJCSO CFO Gretchen Saunders, and Beverly Slough, our school board rep, for our executive board meeting. She said that we found out the Thursday before the meeting that Gretchen Saunders had been asked to be there. Lynn is a very thorough, detailed treasurer, and PTO is very transparent about our finances. (We have candy here today at Gretchen's suggestion, she said people's eyes glaze

over when she starts talking numbers so she always brings chocolate to meetings!) She was great, a very warm and knowledgeable person. Brandie continued, saying that we met for nearly three hours and a good hour of that was spent deep-diving into our budget. Unfortunately, after that three hour meeting, there is still misinformation being put out. So we wanted to spend a few more minutes clarifying what we as a PTO have, what's allocated, what's not. There seems to be a lot of hearsay. For the past four years, per the recommendation of Christina Langston (now Upchurch) at SJCSJ, we have recorded our meetings. It helps prevent back-and-forth on what was said and makes it easier for people like Elizabeth to get everything down properly. As long as Brandie has been around, we have recorded executive board meetings, because things get missed. Up until the last meeting, when the PTO officers were told we could not record executive board meetings going forward, at the principal's discretion. So Brandie felt we needed an outside party there and invited Beverly Slough. Brandie shared that at the meeting, Lynn went through her reports for Bev and Gretchen. They understood everything and agreed that we are handling things correctly. So we were surprised to learn that misinformation was spread amongst the staff following that meeting that PTO is sitting on \$55K above and beyond our budget. And since we are not allowed to initiate communication with staff, we had no way to rebut that.

Brandie (pulls up "Finances at a Glance" document on projector) and said that Lynn has further updated our finances since that meeting and this is the most up-to-date information we can provide; it was updated today. The Quickbook balance you see is our actual cash. Allocated funds are voted on by membership. Not us as an executive team but you, the membership. Once those funds have been allocated for a specific purpose, they cannot be spent on another project. It's like if I'm saving for a new car that I've ordered that is X price. Money is earmarked for that car and cannot go to another purpose, because that car bill is going to come due. For example, Teacher Appreciation Week...PTO members allocated \$2000, and that money can only be used for related expenses. So as you can see, we do not have \$55K above our budget available for use. We have \$13,000 unallocated. If we approve a new stove for 3rd grade, it will come from that \$13,000. If we decided to plan an event like a dance, the funds would come out of that money, as well. At the end of the year, we, the membership—parents, teachers and staff—can vote to reallocate leftover allocated money that wasn't used, for a new purpose.

Brandie said that it has been disheartening and disappointing that this misinformation was put out there, and implies a lack of faith in our stewardship of your money. Honestly it felt like a kick in the gut. She said that our position is not, "No, we cannot spend money." It is to put it to membership for YOU to decide.

Brandie said that our proposed budget is a 'working budget'. It comes down to what the General Assembly and the next executive committee wants. Because our annual fundraiser is in the spring, we essentially run a year behind and have to work backwards. Most schools have theirs at the beginning of the school year so they can plan for the rest of the year based on what they bring in. But several years ago Mrs. Murphy asked us to move ours to the spring—they wanted PE to be able to host a fundraiser for a roof in the fall. We had the fundraiser in early spring, right before Covid. Family Fun Day proceeds had always funded our operating costs for the next year; since it was canceled, some of the money we raised from the fundraiser had to cover our planning and operating costs for the following school year (20-21). The county CFO understood and agreed with this. In fact, our By-laws, which are voted on by membership, require us to have money on hand to cover us until the fundraiser, which now falls in spring. So we are working backwards.

[Here Brandie reads from the list on the projector of items that PTO provides/pays for before the spring fundraiser occurs] Who uses Brain Pop? (teachers raise hands) That membership begins before school starts. Just one example. Payment for bolded items are all due before school even begins.

Brandie continued and stated that she wanted to address the inaccurate statement that PTO raised \$60,000 and only gave the school \$11,000. PTO did donate \$11,000, but that does not provide a full picture, and she wanted to explain how it works. For the 2021-22 Jaguar Challenge, we as a membership voted to fund the PTO operating budget and 10% teacher appropriations. A couple parents had asked about the PE roof, but that was back-burnered due to the cost. On 11/16/20 at a 3:30 meeting, Mrs. Murphy proposed shade for the outdoor teacher lunch tables. At that meeting we had Mrs. Murphy, the executive team, 3 parents and 1 teacher, I believe it was Mrs. Larsen. The fundraiser goal was set for \$35,000, and membership voted to allocate \$25,000 to the 2022-23 Operating Budget, a 10% teacher incentive, and the rest would go back to the school. At our 2/15/22 general assembly meeting, our Boosterthon Kickoff at 3:30, we met in the media center and had Mrs. Murphy, the executive team, a couple parents and 18 teachers. The Jaguar Challenge fundraiser went on to raise \$56,815. We had to pay Boosterthon, the host organization, 25% [as an aside, now you see why we aren't using them again!], bringing our net profit to \$40,560. NOT \$60,000. As membership had voted, PTO allotted \$25,000 to fund this school year (2022-23), and teachers earned \$5174, leaving \$10,385.90 to JCE; in fact, we dipped into our reserves to round up to \$11,000 to donate for the new playground equipment.

Brandie (referring to a pie chart) explained the breakdown of our annual expenditures. You'll see 33.7% goes toward classroom expenditures (things like software, teacher appropriations, STEM, field trips, balls for recess). 14.3% goes towards student programs. 13% towards Teacher Appreciation: Sunshine Fund, staff luncheons, rewards (Dunkin Donut gift cards we provide for Mrs. Murphy to give), Quarterly Carts, New Teacher luncheon). 10.2% to Family Events (Bingo, Winter Wonderland for example). School Programs 6.1%, and PTO Expenses 22.4%. We donated \$2000 to JCE's 50th birthday celebration and weren't even invited! This year we have spent \$38,000—more than the \$25,000 we pulled from the fundraiser. We as an executive team have to be mindful and good stewards of YOUR money.

Brandie indicated the floor is open for questions and reminds people to state their name and use the microphone. She called on Mrs. Jackie Clarke first. Mrs. Clarke thanked Brandie and Lynn for their explanations of the budget and how our processes work. She said that she “doesn't see the numbers going down” and so it appears the PTO is sitting on money. She asked if there is a limit as to how many times the executive team can vote on <\$500 expenses. She followed that up with a question, can the executive team vote for a larger expense by 'breaking it down' and voting on several smaller sums without going to the membership. Brandie answered that there is no limit in our by-laws but we do it judiciously, and do not break down larger sums into small votes...it is only used for single expenditures under the \$500 limit. Lynn added that she would estimate we as a board have done this, “a handful”, “maybe 5 times” this year, and states that when we do use this it is reported back to the membership at the next meeting. Lynn explained that in May, the next year's budget is voted on and approved, but then the PTO may have unplanned revenue that comes in. For example we budgeted \$10,000 in anticipated business partnership revenue and Jenny and Dan brought in \$17,000. We can't necessarily count on extra every year, as it varies, but it enables us to add some extra programming when it happens. Mrs. Clarke agreed and said, 'So you're not frivolous.' Brandie added that in the past, she thinks last year, we paid for conferences for several teachers to attend...Mrs. Horton, Mrs. Lewis, Mrs. Massill, etc. The field trip buses were not a planned expense prior to the fall, but we had the extra funds from exceeding our revenue projections and could allocate that money when parents expressed interest in figuring something out. Brandie continued

that as a small non-profit, it is not fiscally responsible to 'spend to zero' by year-end, so it's not realistic for all money 'earned' or 'raised' in one year to be spent 'that year'. Durbin Creek Elementary actually has a separate capital reserve fund, or "rainy day fund", if you will, but we do not.

Brandie continued: JCE PTO started 2020-21 with only \$13,000 in the bank, after buying a laptop cart for 1st grade and spending \$8000 on the Media Center, because Mrs. Murphy requested money for Aver Boards and asked us to essentially drain our accounts. Since we had not had a Family Fun Day in spring 2020, we had no operating budget for the following school year. So we had \$13,000 in the bank to make it from start of school to the next spring fundraiser. We busted our butts to make sure kids and teachers had what they needed. Lynn explained that our fiscal year runs July 1 - June 30, so when we close out the budget in May, the treasurer looks at what wasn't spent, and that money can then be 'unallocated' and 'reallocated' by membership for different purposes than the original. Lynn said that she would like to address those, including Mrs. Murphy, who think that we should not carry money over from one year to the next. Lynn states that she has 10+ years of non-profit accounting experience, and you are legally allowed to carry money over from year to year; in fact, if you do not, you are essentially starting at zero like a brand new organization. PTA and PTO guidelines say this, that our organization can and should carry money over. We run \$90,000 worth of programs over the school year. Our school community has come to expect those programs. We cannot essentially 'start over' each fall. Lynn stated that we are not against the school, "We are allies, not enemies. We support the school, we raise funds, we want you to get what you need." She added that our PTO is a legal 501C3 and is a separate organization from the school. Her name is on the legal documents, and she is legally responsible to the IRS and the law. So she assures the membership that she is exceedingly careful about our funds, where they are going, and making sure all T's are crossed and I's are dotted.

Mrs. Murphy commented that her staff need to be able to clean the cafeteria so the meeting cannot last much longer, and she assured everyone that she does want PTO to have money to start the school year.

Mrs. Lough commented that she is grateful for purchases like the Aver boards because they allow her to do so much in her classroom, from management to instruction. She indicated she has not heard that PTO should be made to start at "zero" and is not sure where that information came from, but suggested that there may be hearsay going 'both ways' and that some grace should be shown from both sides.

Heidi Karl asked Lynn Bestafka if there is a separate report for 'completed programs' that would show how much of the allocated money for those programs wasn't used? Lynn said that there is not a separate report but the information is shown in her reports (see "Over/Under Budget" column), and that we do not 'pull out' those funds until after the spring fundraiser when we prepare for next year.

Mrs. Clarke asked how much goes from the fundraiser to the PTO budget—it is a percentage, number, etc—and is there a goal for the fundraiser, as we have some very generous parents. Lynn said the goal has tentatively been set at \$65,000 and that it is not a percentage, but a number we calculate based on our anticipated expenditures and obligations. Lynn asked Jason Lafser (a member of the Financial Review Committee) if he had anything to add and he said no, he felt like Lynn had covered it.

COMMITTEE REPORTS

- a. Hearts for Teachers - Brandie Andreoli. Brandie reported that hearts are signed up for and we will hang them in the main hallway near the office on the morning of February 1.

- b. Valentine Grams - Kelsey Langenfeld & Ariella Stallcup. The sale will begin January 30 and run through Friday, February 3, which gives us time to order the correct amount of merchandise. They will be sold for \$5, online only, and there is no separate option for a 'class set', but parents can receive a discounted price if they would like to order grams for their child's class.
- c. Staff Appreciation Week - Danielle Leder & Danielle Fletcher. 2/13-2/17. Danielle Leder reported that we have lots of fun things planned and could use volunteers on Wednesday and Friday. Brandie added that because there is no luncheon, we'll be doing a grab-and-go lunch on Friday in the teachers' lounge.

OLD BUSINESS

- a. Teacher Appropriations - as we have some new staff members, Mrs. Murphy asked the executive team if we can increase the budget line for this by \$500 to include Speech, OT, etc. Catherine Soto motioned to approve, seconded by Dan Brown. All in favor.
- b. Field Trip Charter Buses - In the fall, the membership voted to allocate \$12,000 for charter buses (\$2,000 per grade level) since field trips were being canceled due to county bus/driver shortages. There were three caveats which were discussed prior to the vote: money cannot be rolled over to the next school year, unused funds can't be 'given' to another grade level, and the money cannot be used for the 5th grade Universal trip. At that meeting, Mrs. Murphy indicated that Universal was not "in jeopardy" because that is paid for by families and JCE always contracts with charter buses (not county school buses). The fifth grade team was unable to work out the Whitney Lab trip and instead would like to use their \$2000 allocation towards offsetting bus costs for the Universal trip. Juliana Daughenbaugh asked if there a possibility of another field trip for fifth grade? Heidi Karl stated that Whitney was not feasible and was too expensive even with the donated PTO funds due to cost of charter buses. Mrs. Barrett (5th grade) explained how the Universal trip is a field study, meets FL standards, and will be educational.

Ballots were passed out to members (sign-in list checked against membership roster) and Katie Lindsay and Jodi Johnson tallied. The membership voted to approve the re-allocation of fifth grade's \$2000 field trip money for the Universal trip (41-4).

NEW BUSINESS

- a. Parents Night Out with The Little Gym (2/17) - Heather DeCato. More information to come. Little Gym will host up to 25 kids from 5-8 PM for pizza, crafts and fun. The cost will be \$40/child. Brandie thanked everyone for their support of our business partners.
- b. Chick-Fil-A Nugget Tray Fundraiser - reheatable nugget trays would be available for pre-order and pick-up on Friday 2/10 prior to the Super Bowl. Cost would be \$40/tray and PTO would receive \$10/tray. Details are still being worked out so stay tuned.
- c. General Assembly Meeting: additional date of 2/28 for by-laws updates
- d. Budget Items:
 - \$600 increase to budget line for Business Partners to cover banner printing expenses (Motion by Dan Brown to approve; seconded by Catherine Soto. All in favor).
 - \$500 increase to budget line for software licenses to cover Pebble Go subscription. Mrs. Clarke said we are removing 4th and 5th grades from the PebbleGo software license since they do not use it. (Motion to approve by Catherine Soto; seconded by Dan Brown. All in favor).

- e. Teacher Request: Third grade teachers are asking for funds to replace the broken oven in the third grade pod. Mrs. Baker shared that the whole school uses the oven for cooking, craft and science projects, and Extended Day and volunteers also utilize it. The county will not pay for a new one since the cook-top portion still works. An oven must be new and have a warranty. Leigh Starnes offered to help seek a donor (local store like Setzer's, etc.) Dan Brown said he would talk to Mrs. Baker about this, as well. Ariella Stallcup motioned to approve \$1000 for a new oven for the third grade pod; Catherine Soto seconded. All in favor.
- f. Media Center Presentation - Mrs. Clarke, Media Specialist. Mrs. Clarke has prepared a powerpoint about the possibility of investing in new/replacement furniture for the Media Center with proceeds from the fundraiser. Mrs. Clarke shared that when she took the role of Media Specialist, the library was very sterile. She was able to gain approval to have it painted and chose colors that would engage core memory with students and enhance their educational experience. They used Scholastic dollars to purchase some flexible seating and repurposed tables and chairs (from the county's last 'media center refresh') to create a cozy feeling as opposed to a 'classroom'. She indicated that neighboring and newer schools' media centers feature "comfy, inviting, durable, not-fabric furniture" and showed photos, and thought how lovely would it be to fund this for JCE's students. She invited volunteers/parents to come see the current media center furniture, as some of it is in poor condition. If all the hoped-for furniture is purchased in one shot, it would total \$39,811.12, which is a lot of money. It could feasibly be broken into two sections to purchase over time, in which case Mrs. Clark proposed focusing on the central area of the media center first and the perimeter pieces later. The new furniture would take approximately 8 weeks to arrive, and the existing furniture could be spread amongst classrooms as JCE property (i.e., it would not follow teachers in the event they leave JCE). The upholstery material has a 5 year warranty and the furniture is rated for high-abrasion, wipeable, cleanable and moveable. Mrs. Clarke asked for questions & comments:
- A parent asked about the feasibility of funding through a program like Donors Choose or similar? Mrs. Clarke answered that the vendor has to be approved by the county, and money is typically "use or lose" within a certain amount of time, so that could be tricky in terms of ordering since it is a significant amount of money needed.
 - Kelsey Langenfeld asked when was the last "refresh" (mentioned in presentation) done by the county? Mrs. Clarke answered 15 years ago. Kelsey inquired about the warranty and if we purchased pieces over multiple years, would that extend the warranty? Mrs. Clarke said the warranty is based on the purchase date.
 - Ms. Lori Isacco commented that she sees kids pick at the existing furniture so new furniture should be exceedingly durable.
 - Ariella Stallcup asked what is the life expectancy for the new product? Mrs. Clarke guessed 20 years, or maybe 15, and that she would have to talk to the vendor. The furniture has a five year warranty; she will have to look into repair costs, etc. in the event of issues. (Here Mrs. Murphy indicated only 6 minutes til 9 pm, when we must be out of the cafeteria).
 - Leigh Starnes shared that a quick Google produces sites for donations, grants, etc. so that our money would go further, and inquired if this is something Mrs. Clarke has looked into? Mrs. Clarke said no; Leigh offered to help with this task.
 - Jodi Johnson said that 15 years is a long time for the district to not pay for a 'refresh'. Is there ever a budget line for things like this? Mrs. Murphy answered that she meets yearly with the district and they tour the school and make recommendations for what JCE needs. Facility improvements like carpeting/flooring typically take precedence and are expensive—this year two halls will cost \$54,000. They will be starting in the 5th/2nd grade wing and working towards 3rd/4th; it has to be done over time. Jodi asked

specifically about a budget for new furniture. Mrs. Murphy said that JCE needs new cafeteria tables and they will cost \$72,000.

- Mrs. Clarke closed and indicated that her proposal is a “want, not a need” but that she is “shooting for the moon in hopes of landing on the stars”.
- g. Jaguar Challenge Fundraiser - Theme & Goals (2/22-3/3) - Brandie indicated that we will have to reconvene to discuss this as we are out of time tonight. She said that we need to be clear in what we are raising funds for and we will figure out a time to hold a follow-up meeting. With a proposal on the table for media center furniture, we need to discuss what takes precedence amongst all the things JCE needs, from a PE roof to laptops, etc. She said that the fundraiser goal has been tentatively set at \$65,000 by the executive team.
- h. Executive Team Positions for the 2023-24 School Year - Brandie indicated that all positions are currently open and to talk with a current PTO officer if interested.

MEETING ADJOURNED AT 9:00 PM

A follow-up meeting to discuss the fundraiser is TBD.

WELCOME!



FINANCES AT A GLANCE

Current Cash in Account: \$68,577.92

2022-2023 Budget vs Actuals

Allocated funds: \$90,760.00
 Funds spent as of 1/15: \$39,458.25
Unused allocated funds: \$51,301.75

2023-2024 Proposed Budget

Proposed Revenue: \$98,800
 Proposed expenses: \$91,000

Liabilities/Equity

These are funds being held for the school or long-term projects

Butterfly Garden: \$218.00 PE Fund: \$1,467.60 Tower Garden Fund: \$385.78
 Music Fund: \$708.60 Technology Fund: \$284.97 Art: \$333.00
Total: \$3,397.95

Unallocated funds available

Before GA meeting on 1/24:

Current Cash in Account: \$68,577.92
 (-) Unused allocated funds: \$51,301.75
 (-) Liabilities/Equity: \$3,397.95
Total: \$12,608.22

After GA meeting on 1/24:

{-) \$500 increase for software
 {-) \$600 increase to BP line
 {-) \$1000 3rd-grade pod oven
 {-) \$500 increase to teacher allocation
Total: \$10,008.22

Total expenditures before a Spring fundraiser

Cafeteria Lanyards: \$1,100
 Literacy Week: \$500
 Student Planners & Binders: \$2,800
 Spirit Sticks Rewards: \$600
 Staff Holiday Luncheon: \$1,500
 Teacher & Staff of the Year: \$200
 Teacher Appreciation Week: \$2,000
 Teacher B2S Breakfast: \$1,000
 BrainPop: \$3,515
 Red Ribbon Week: \$500
 Balls for Recess: \$1,000

Turkey Feathers Program: \$250
 Christmas Tree Lane Expense: \$300
 Accounting Fees: \$500
 Insurance Expenses: \$700
 Website Expenses: \$500
 Business Partner Expenses: \$2,000
 Fundraiser Expenses: \$8,000
 Membership Expenses: \$2,000
 Spirit Sticks Fundraiser Expenses: \$1000
 Staff Quarterly Rolling Carts: \$750
 Fence Cups Expense: \$500

Classroom Appropriations: \$10,000
 Sunshine Fund: \$500
 STEM: \$1000
 Student Scholarships: \$250
 General Expenses/Supplies: \$3,000
 Winter Wonderland: \$2,000
 Boo Grams Expense: \$1,200
 Valentine's Grams Expense: \$2,000
 Fall Family Night Expense: \$1,000
 Back to School Bingo Expense: \$2,000

Total: \$555,315

**Provided to admin, Gretchen Saunders, Bev Slough
 and Heidi Karl on 1/17/2023**

FINANCES AT A GLANCE

CURRENT BANK BALANCE (AS OF 01/05/2023): \$79,776.33

QUICKBOOKS BALANCE:

(THIS INCLUDES ALL CHECKS AND EXPENDITURES THROUGH 1/23)

\$69,051.61

NON-PTO ASSETS & RESTRICTED FUNDS:

(FUNDS HELD FOR PE, MUSIC, TECHNOLOGY, BUTTERFLY GARDEN, TOWER GARDEN)

(-) \$3,397.95

UNUSED ALLOCATED FUNDS:

(BUDGET LINES THAT ARE ALREADY ESTABLISHED AND HAVE NOT BEEN EXPENSED YET)

(-) \$51,775.44

UNALLOCATED FUNDS AS OF 1/23/23:

(THIS IS THE AMOUNT OF \$ THAT IS ACTUALLY AVAILABLE TO ALLOCATE TO OTHER RESOURCES)

(-) \$13,878.22

2023-2024

Proposed Revenue: \$84,600

Proposed expenses: \$79,550

WORKING BUDGET

TENTATIVE EXPENDING FUNDRAISERS BEFORE HAVING A SPRING FUNDRAISER

Accounting Fees: \$500

Insurance Expenses: \$700

Website Expenses: \$500

Business Partner Expenses: \$2,000

Membership Expenses: \$2,000

Cafeteria Lanyards: \$1,100

Literacy Week: \$500

Student Planners & Binders: \$2,500

Spirit Sticks Rewards: \$1,000

Staff Holiday Luncheon: \$1,500

Teacher & Staff of the Year: \$200

Teacher Appreciation Week: \$2,000

Teacher B2S Breakfast: \$1,200

BrainPop: \$3,515

Red Ribbon Week: \$500

Balls for Recess: \$1,000

Turkey Feathers Program: \$250

Christmas Tree Lane Expense: \$300

Fundraiser Expenses: \$8,000

Staff Gifts: \$1,000

Staff Quarterly Rolling Carts: \$750

Fence Cups Expense: \$500

Classroom Appropriations: \$10,500

Sunshine Fund: \$500

STEM: \$500

Student Scholarships: \$250

General Expenses/Supplies: \$3,000

Spirit Sticks Fundraiser Expense: \$1,000

Winter Wonderland: \$2,000

Boo Grams Expense: \$1,200

Valentine's Grams Expense: \$2,000

Fall Family Night Expense: \$1,000

Back to School Bingo Expense: \$2,000

Total: \$56,365

2021-2022 JAG CHALLENGE

EXECUTIVE BOARD MEETING ON 11/9/2021

Discussion on what funds would be used for included PTO operating budget, 10% teacher incentive and the rest towards the PE roof; admin shared the roof would now cost more than \$250,000 so it was put on hold; the board decided on the PTO operating budget, 10% teacher incentive and shade for tables outside.

GENERAL MEETING ON 11/16/2021

Discussion on raising funds for PTO operating budget, 10% teacher incentive and patio coverings. No final decision was made. This meeting was held at 3:30. The executive team, Mrs. Murphy, 3 parents and one teacher attended.

EXECUTIVE BOARD MEETING ON 2/8/2022

Final discussion between executive team and admin on what to propose at general assembly meeting. The final decision was a goal of \$35000 with \$25000 going towards the 2022-2023 operating budget, 10% teacher incentive and the rest towards school improvement projects such as playground equipment and shade coverings.

GENERAL MEETING ON 2/15/2022

Members approved the proposal from the executive team. This meeting was also used to provide information about the upcoming fundraiser so teachers were asked to attend. Eighteen teachers, 3 parents, Mrs. Murphy, and the executive team attended the meeting.

2021-2022 JAG CHALLENGE.....

TOTAL AMOUNTED RAISED: \$56,815.00

AMOUNT PAID OUT TO BOOSTERTHON: (-) \$16,255.00

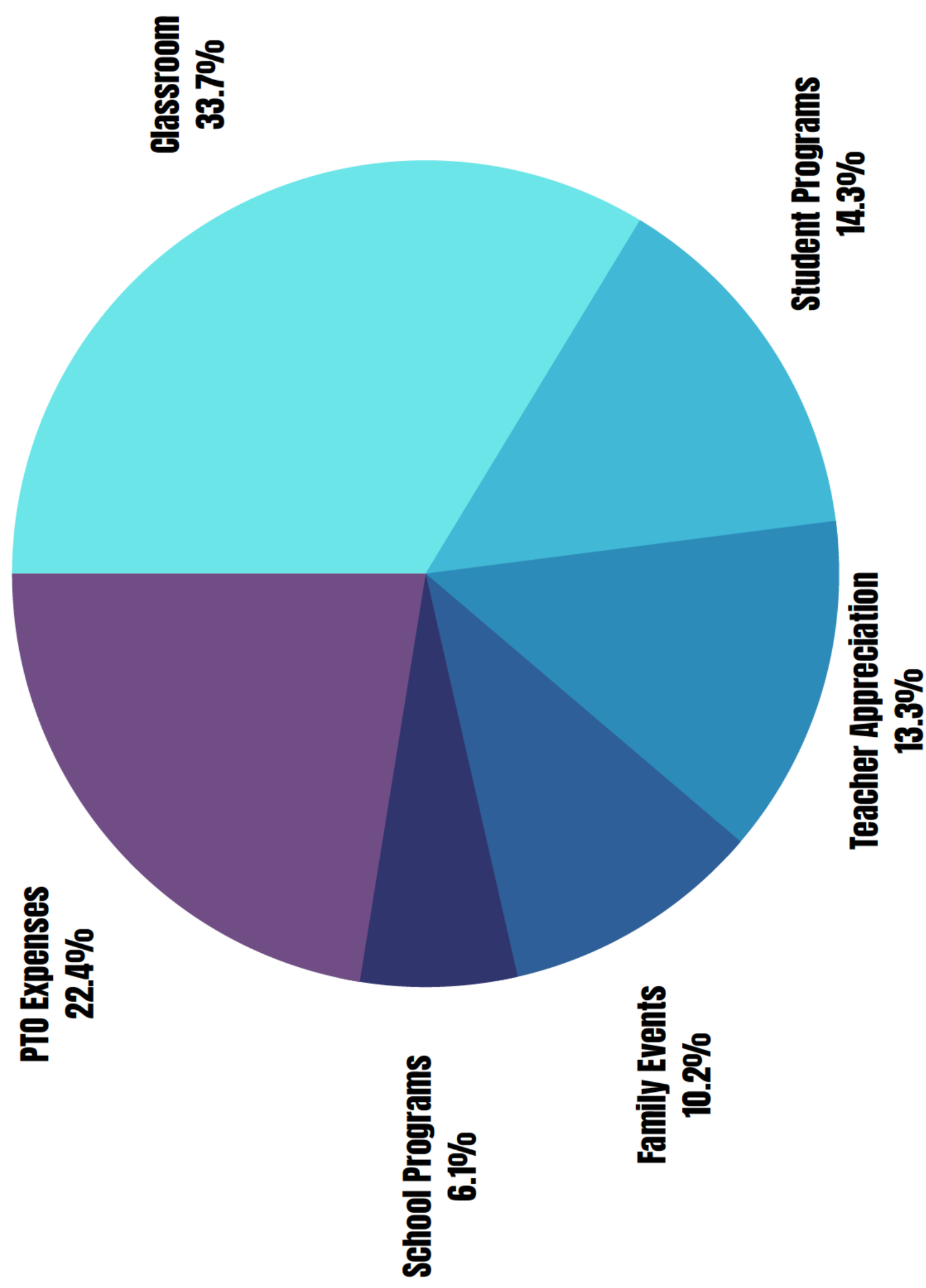
NET PROFIT FROM BOOSTERTHON: \$40,560.00

FUNDS FOR 2022-2023 PTO BUDGET: (-) \$25,000.00

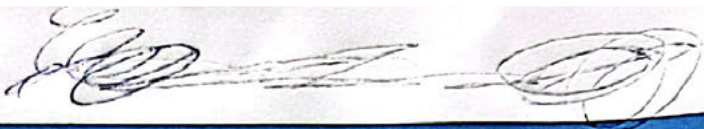
10% TEACHER INCENTIVE: (-) \$5174.10

TOTAL FUNDS LEFT TO DONATE TO SCHOOL: (-) \$10,385.90

EXPENDITURES AS OF 1/23



TOTAL: \$ 38,984.56



JCE PTO GENERAL PTO MEETING ATTENDANCE

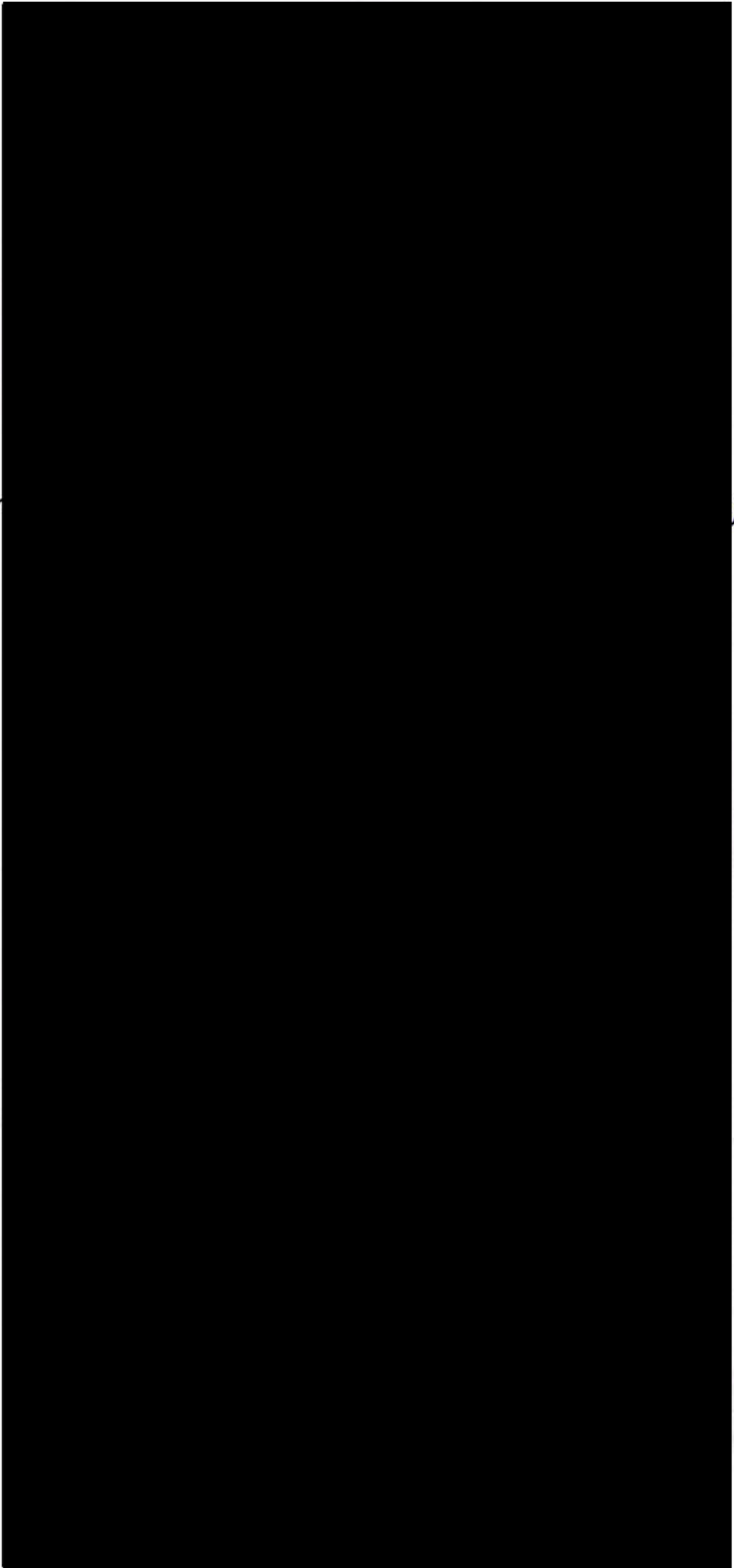
DATE: 1/24/2023

TIME: 7 PM

PLEASE PRINT YOUR NAME CLEARLY

EMAIL

- 1 Dan Brown
- 2 Cathy Apolinario
- 3 Jeanette Murphy
- 4 Marissa Heavener
- 5 Mary Harris
- 6 Karin Barrett
- 7 Leigh Starnes
- 8 Kathy Johnson
- 9 Donna Morrison
- 10 Heidi Karl
- 11 Jencie Hecht
- 12 Alexander Kruse
- 13 Amanda Baker
- 14 Jessica Tucker Tovar
- 15 Samantha Price
- 16 Rachael Kent
- 17 Haley Lafser
- 18 TSCHARNER DARBY
- 19 Nicole Thompson
- 20 Amanda Horton
- 21 Alicia Kough
- 22 Patricia Ribler
- 23 Dana Johnson
- 24 Heather DeCato
- 25 Katie Lindrey



15

JCE PTO GENERAL PTO MEETING ATTENDANCE

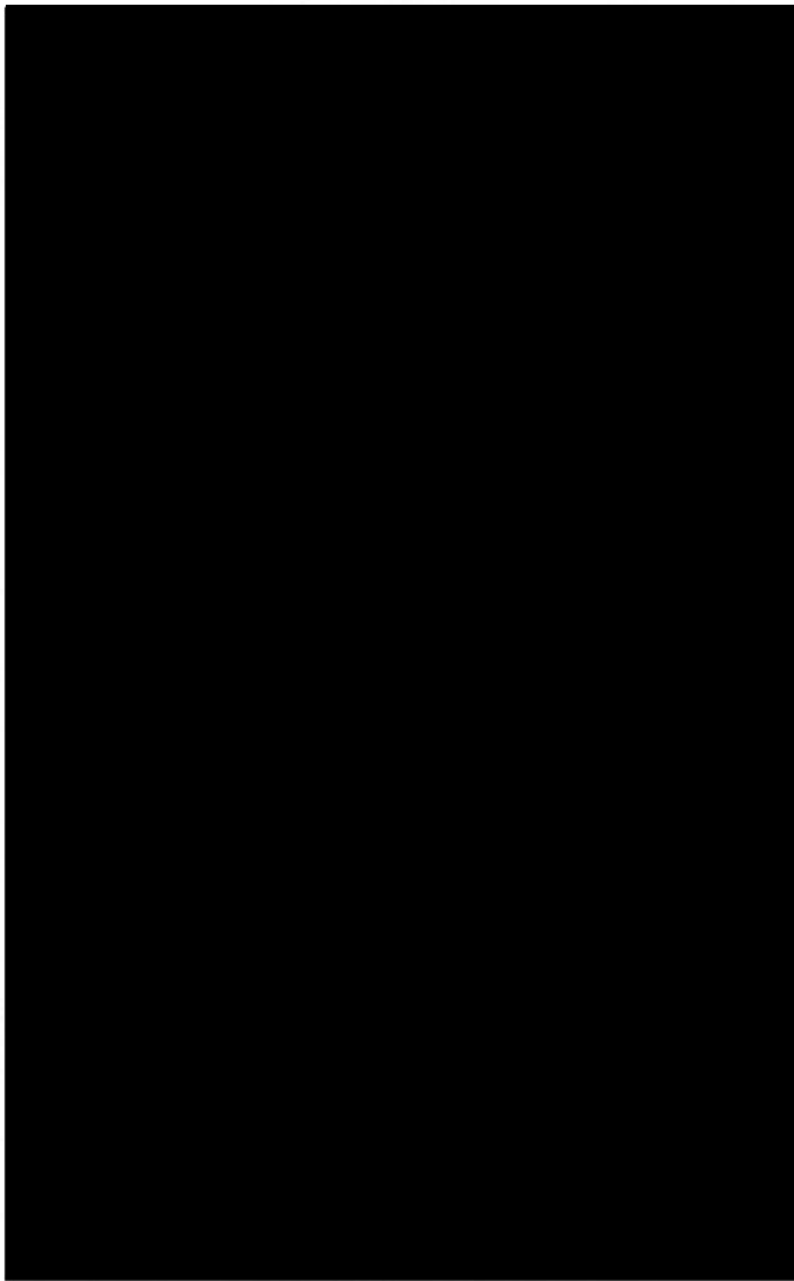
DATE: 1/24/2023

TIME: 7 PM

PLEASE PRINT YOUR NAME CLEARLY

EMAIL

- 1 Catherine Soto
- 2 Jennifer Carlton
- 3 April O'Donnell
- 4 Ariella Stallcup
- 5 Juliana Daughenbaugh
- 6 Teresa Mendoza
- 7 Erica Foster
- 8 Wendy Gilbert
- 9 Kelly Benson
- 10 Nina Massil
- 11 Lori Tsacco
- 12 Elisabeth Ingoldsky
- 13 Maria Kapoor
- 14 Jodi Johnson
- 15 Kelsey Langenfeld
- 16 Jason Letser
- 17 Jaqueline Martins
- 18 Rodrigo MARTINS
- 19 Lashawn Li
- 20 _____
- 21 _____
- 22 _____
- 23 _____
- 24 _____
- 25 _____





JCE PTO Special Session (Members Only)

February 28, 2023 MINUTES

CALL TO ORDER

Brandie Andreoli called the meeting to order at 6:40 pm.

NEW BUSINESS

Kellie Landen, 4th grade teacher, thanked the PTO for the allocation for their field study to St. Augustine in February. She introduced a request by the fourth grade team for PTO to purchase 103 total copies of "Kidnapped in Key West" to add to JCE's master set for a 4th grade novel study (\$715.88). This novel connects to the Florida social studies curriculum and has become increasingly hard to find; the novel will be read by fourth-grade following the FAST test each spring and a novel study will be completed. Books can be wrapped for protection and are estimated to last 5-6 years. Unfortunately, donated copies cannot be used because they may already be annotated. Mrs. Landen said the kids will use post-it notes vs. taking notes in the books. Dan Brown asked if a student will be held 'liable' if their book is damaged or destroyed? Mrs. Landen said they will emphasize taking care of the books; would have to number and track them but not sure if enforceable. Jodi Johnson clarified that the books will be property of JCE and not the county? (Yes). Catherine Soto made a motion to approve the purchase of the books; Leigh Starnes seconded. All in favor.

BY-LAWS

Brandie Andreoli shared that the four executive team members and members Leigh Starnes and Jodi Johnson have been working on updating our by-laws. We focused on clarifying vague or conflicting language, better defining terminology, and further detailing duties of the officers, and referenced the by-laws of neighboring schools' PTOs.

- 1) Article I, Sec 3 - purpose. Tweaked language.
- 2) Article II - Membership. Question: what is the code of conduct? Teresa Mendoza asked if there is a school handbook/district CoC we could utilize? Kara Gerger asked what other schools have done in this situation? *Agreed to table til next meeting.*
- 3) Article III, Sec. 2 - eligibility. Ariella Stallcup clarified that our 'annual meeting' is in May? (yes, fiscal year runs July 1-June 30) Sec 3-Eligibility. Heidi Karl asked if teachers can serve? Brandie answered yes, if they have a student at the school. Limitations on their time due to contract (even though it is a volunteer position) make it nearly impossible to work effectively as a board. We would love a teacher liaison, or even a couple (K-2 , 3-5) and have asked admin for this. Heidi Karl asked about sections 6 and 7 and vacancies vs appointments. Brandie clarified that section 7 is essentially the procedure for dealing with section 6.
- 4) Article IV, Sec 2d - ensure executive board is involved in business discussions. Mrs. Apolinario asked why the committee chair role and representative were removed from the executive board? Brandie explained that this was basically switching the terminology to more accurately reflect the situation and types of meetings; the Executive Board is made up of the four elected officers, while the executive committee is the board + representative (school admin). Nicole Thompson asked if removing a school representative will hurt communication? Lynn Bestafka said that this is more a change in language than operating procedure, based on what our peer organizations use. Currently, we as the four elected officers meet for planning purposes a few

days before our meetings with admin; the general assembly meetings are typically a week after the meeting with admin. Admin is copied on all emails, we forward necessary information or reach out with questions in between meetings, etc. None of that will change going forward. Jenny Salgado emphasized that our articles of incorporation is our main governing document and it specifically references that the executive board is made up of officers and not committee members, so they should match; in fact AOI supersedes the bylaws.

- 5) Article VI, Sec 1 - purpose is to keep business moving forward but not without knowledge of the board.
- 6) Article VII Sec 5 - Annual meeting in May. Fiscal year runs July 1- June 30. Section 7 - Quorum of 20 based on average attendance of 25-30. *Membership wanted to table this to clarify language.*
- 7) Article VIII Sec 5 - gifts must follow SJC procedure. Catherine Soto asked if a charitable donation of \$3000+ would be affected? No, this is only for money being given to the school/district. Sec 6 - tabled for next meeting. April O'Donnell asked if this deals with overages? No, it is allocated vs unallocated funds. The example was given of a \$10,000 allocation where only \$4000 is spent. The remaining/unused \$6000 is released and becomes unrestricted, and we can vote on it for a new use. Lynn Bestafka reiterated that the goal is to make sure we have money to operate with when new expenses begin at the start of the fiscal year but before school begins, so we want to go back to the drawing board here. Sec 7 - An accounting background on the financial review committee is preferred for at least one member. Kara Gerger commented that it's a good addition but possibly too vague. Jason Lafser commented that he doesn't believe a CPA is needed. Erin Bigalke commented that while vague, it does allow for flexibility. Catherine Soto asked if it should be a requirement vs recommendation? *This particular section was tabled for the next meeting.*
- 8) Article IX, Sec 2 - wording
- 9) Article XI, Sec 2 - Erin Bigalke suggested clarifying 'where' (PTO website)
- 10) Article XII Dissolution - determined by quorum
- 11) Article XIII, Sec 2 - 'at least two members' (clarify quorum earlier in bylaws; applies to any reference in this document)
- 12) Article XIV - Disciplinary Procedures. There were several questions regarding clarification (who can accuse? Can voting rights and ability to chair committees be revoked? Is this for a period of time, the school year, forever? *Nicole Thompson suggested tabling disciplinary procedures until the Code of Conduct is decided upon.*

Catherine Soto motioned to approve the by-laws updates, with the exceptions here (indicated by mention of tabling *in italics*). Jodi Johnson seconded. All in favor.

FUNDRAISER DISCUSSION

Jodi Johnson introduced Raise Craze and that students will ask for donations and essentially "pay it forward" through acts of kindness. PTO will offer ideas and facilitate activities for students/families, and teachers can participate with their classes if they choose. The goal is to not only raise money, but create avenues and opportunities for students to continue giving back within our community once the fundraiser is completed.

Juliana Daughenbaugh explained that there will be a Raise Craze online platform that families and teachers can use for ideas, to donate, and track acts of kindness. Out of the donations to PTO, we will only pay credit card fees to RaiseCraze, which max out at 10% (in the past Boosterthon took a 25% cut). Our goal is \$65,000.

Brandie Andreoli explained that we have surveyed teachers for their thoughts on potential projects, and are now asking PTO members for their feedback. Historically, from fundraiser proceeds, we have offered a 10% incentive to teachers, funded a portion of the PTO's budget for the following year, and then donated money to the school based on a membership vote.

Brandie shared the 8 potential projects (laptops/carts (\$16K for 30 laptops/cart); PE Roof (multi-year); Teacher Incentive; Media Center Furniture (\$40K); Playground Sun Shades; Sun shades for teacher lunch are; IXL for 2023-24 school year (\$10K); Playground equipment).

The overwhelming favorite of teachers who responded to the survey was the 10% teacher incentive, followed by Laptops, IXL and the PE Roof. Teachers were also very interested in dedicated laptops for classrooms, based on written comments we received.

Members asked several questions about the feasibility of a PE roof. We shared that nearby schools' PTO's have successfully fundraised for this, most recently PVPV Rawlings Ariella Stallcup asked if we have reached out to JCE-connected roofers (we have not). Erin Bigalke and Jenny Salgado asked where funds previously raised by the school (not PTO) for a PE roof went/what were they used for, and was the change in purpose advertised? (As that was not a PTO matter, we do not want to speak to that.)

Leigh Starnes asked if PTO writes a check to the vendor or the school when making a large purchase? Brandie said that in the past we write checks to the school, but there's not been much of a paper trail once that happens (in way of receipts, etc). Heidi Karl explained that there is an internal process that JCE must follow. If it's above a certain amount (\$3000?), it has to go to the school board or superintendent for approval, and would be in school board meeting minutes. If the school is audited, it must be able to show approval. So she can certainly make sure that PTO receives more info/a receipt on the back-end for our donations to JCE going forward.

Jodi Johnson asked if laptops would become the property of JCE (vs. county)? Heidi answered that yes, they become part of the school's inventory but she will clarify that. Ariella Stallcup asked if the school can reappropriate laptops (i.e., move laptops purchased for Grade X to Grade Y). (Yes). Catherine Soto asked if the county can 'move' laptops that PTO purchases for JCE to another school? Heidi Karl said no. Elizabeth Lynn asked Heidi what is the typical lifespan of a laptop--wary of getting into a cycle of purchasing laptops annually depending on how long they last? Heidi said she can check with Scott Wood (IT) and let us know. She said typically if damage or issues occur outside of the warranty, it would be replaced and not repaired.

Teresa Mendoza referenced the PE roof and asked if teachers and staff notice a difference in their class/student behavior on days when outdoor PE cannot happen due to weather. Several teachers answered simultaneously, "Yes!" Brandie also shared that 3rd grade teachers have said having PE classes in the pod watching movies, etc. is a distraction.

Brandie gave a quick review of the items on the members survey that was passed out (same as what teachers received). We asked that members check their favorite/"highest priority" potential project, and feel free to write us notes or comments, too.

MEETING ADJOURNED AT 8:21 PM

The next General Assembly meeting will be on Tuesday, April 4. Time and location to be determined.

Special Meeting
@ V Pizza 6:30pm

2/28/23

		Member
1.	Karin Barrett	✓
2	Aunt O Donnell	✓
3	Cathy Apolinario	✓
4	Nicole Thompson	✓
5	Cathy Ragusa	✓
6	Lind Kaul	✓
7	Jencie Hecht	✓
8	Samantha Price	✓
9	Leigh Starnes	✓
10	Danny Brown	✓
11	Jennifer Salgado	✓
* 12	Lynn Bestafka	✓
* 13	Brandie Andreoli	✓
14	Kellie Landen	✓
15	Alicia Lough	✓
16	Kara Genger	✓
17	Jason Latser	✓
18	Haley Latser	✓
* 19	Lashawn Li	✓
* 20	Elizabeth Lynn	✓
21	Amanda Baker	✓
22	Teresa Merdoza	✓
23	Catherine Soto	✓
24	Katie Lindsey	✓
25	Erin Bigalke	✓
26	Jesula Franco's	✓
27	Erica Foster	✓

JCE PTO GENERAL ASSEMBLY MEETING

April 4, 2023 MINUTES

CALL TO ORDER

Brandie Andreoli called the meeting to order at 6:37 pm.

APPROVAL OF MINUTES

Elizabeth Lynn asked for a vote to approve the January 24, 2023, meeting minutes as written. Brandie Andreoli motioned, Juliana Daughenbaugh added a second. All in favor, none opposed. (Minutes from the February special session do not need to be formally approved since it was not a general assembly meeting.)

PRINCIPAL'S REPORT

Assistant Principal Mrs. Melissa Hatcher reported that the new playground equipment will be completed this week. Creekside High students have been back on the JCE campus assisting in the outdoor classroom; they recently partnered with our first graders. Year-end testing began on April 3rd and will run through the end of May. Registration is now open for next school year and is all online. Mrs. Hatcher also thanked PTO for a fun movie night event.

PRESIDENT'S REPORT

Brandie Andreoli shared that the Jaguar Challenge fundraiser is going well and we're currently at \$46,692. The committee will give a report in a few minutes. So far we've gotten great feedback on the acts of kindness and had a lot of fun. Our movie night was on March 31 and about 200 adults and kids enjoyed Lyle, Lyle Crocodile and Chick Fil A.

TREASURER'S REPORT

Lynn Bestafka indicated that our beginning bank balance as of 1/31 was \$67,891.51. We had 9 deposits of \$4878.36 total, and withdrawals of \$13,176.65, for a total closing balance on 3/31 of \$56,159.69. Less restricted funds, non-PTO assets, and allocated funds of \$39,193.63, our available balance is \$16,128.86.

Lynn has created a gift card register to track donated gift cards, which the IRS considers cash. We have four new family memberships this spring, and made around \$1500 at our 3/3 spirit stick sale and another \$93 selling them at movie night. Total profit for Valentine Grams was \$2084. Our spirit night at Little Gym earned us \$150. Our total revenue for the year is \$56,748.19. We have paid out 40 classroom allocations to teachers; to the teachers in attendance, if you haven't submitted yours yet, please do so, and encourage your colleagues to use theirs—we want teachers to have these funds. Our current total expenses for the year are \$56,786.83.

COMMITTEE REPORTS

Jaguar Challenge: Jodi Johnson, Katie Lindsay, Juliana Daughenbaugh. As of this evening we've raised \$46,692, and completed 690 Acts of Kindness. We have 707 participants signed up, so well over 50%. We've enjoyed planning the service events and seeing the kids' posters and sticky notes

around school (for example, one student shared that they brought Dunkin Donuts gift cards for the lunch staff). A few of the events we've planned include reading to animals at the Jax Humane Society, and an afternoon of games at Westminster Woods, both of which the kids loved. Students also were able to make dog toys and cards at the movie night. Next up is a park clean-up and art in the park tomorrow (4/5) at 3:30 at Plantation Park in JCP; Vesta has asked for student artwork and we'll also be picking up trash and making dog toys. We are hoping to make our goal and see the teachers lip sync so please continue sharing donation links and encouraging your children.

School Supply Kits: Brandie Andreoli. We were assigned a new sales rep this year by EPI, the same company we worked with last year, and decided to give them another try. They offered us a \$1000 bonus to re-sign, so we plan to use that money to purchase kits for students in need (so that will be a give-back instead of profit). Kits will go on sale 4/12 and the early bird pricing ends 5/30.

OLD BUSINESS

A new oven/stove has been installed in the third grade pod (secured by Dan Brown).

On February 28, we held a special session meeting at V Pizza to discuss by-law amendments. These changes were based on neighboring organizations' by-laws and national recommendations. We also approved a set of novels to be purchased for fourth grade for their annual novel study, *Kidnapped in Key West*, and these have since been ordered.

At the special session, we discussed various proposals for the proceeds from the Jaguar Challenge fundraiser after teacher incentives and PTO budget has been secured. A few ideas from staff and parents included laptops, library furniture, PE roof, and shade structures for teacher lunch patio (umbrellas have since been procured), among others. [Catherine Soto inquired at that meeting if laptops would remain property of JCE (yes), and would any money set aside for a PE roof be "safe" from being spent elsewhere? (yes, it would become a restricted line; we have done this in the past for large-ticket purchases like playground equipment). Also at that meeting, Elizabeth Lynn asked about the lifespan of laptops and carts; we've since learned that laptops on carts last 2-3 years and those in classrooms last 4-5 years, while carts last 5-6.] A parent inquired if PTO has a 'savings account' for this type situation so we could earn interest on funds set aside for a big-ticket project? Lynn answered no, because of our non-profit status.

NEW BUSINESS

a. Upcoming Events: Spirit Night at the Loop on 4/11 (JCE PTO will receive 20% of net sales); School Supply kits will go on sale around 4/12. We will have a spirit sticks sale in the 4th grade pod on Friday, 4/14 (chaired by Ariella Stallcup). Fifth grade graduation signs will go on sale in mid-April; platinum PTO memberships include a sign. On 5/3 we will have a spirit night with Papa Johns for delivery and carry-out orders. On 5/16 we'll have our annual meeting to approve a budget and hold elections.

b. By-Law Amendments:

Article IV, sec. 5: Duties of treasurer. Motion to approve, Mrs. Cathy Apolinario. Second, Catherine Soto. All in favor.

Article VII, Sec. 7: Quorum is 20 PTO members, definition applies throughout the document. Motion to approve, Catherine Soto. Second, Mrs. Apolinario. All in favor.

Article VII, Sec. 8: Majority is 51% or more of quorum; executive board (officers) do not vote. The president will serve as a tie-breaker. This is because the executive board has already voted

and discussed the issue and decided to bring to the general assembly. Motion to approve, Leigh Starnes. Second, Catherine Soto. All in favor.

Article VIII, Sec. 7: “recommended” vs. “required” (accounting background for financial advisory committee member). Motion to approve by Leigh Starnes. Second, Jencie Hecht. 1 opposed, the rest in favor.

Article VIII, Sec. 9: Clarifying PTO Funding Sources. Membership, fundraising (major fundraiser, spirit nights, spirit gear sales, etc), business partnerships (deliverables are things like banners/ads on fencing); 100% of profits return to PTO (this is language borrowed from neighboring PTOs). Motion to approve, Catherine Soto. Second by Mrs. Apolinario. All in favor.

Article VIII, Sec. 10: PTO Funding Processes. This encourages planning ahead and the principal will provide ideas and costs. The executive board can approve expenses up to \$500. Teresa Mendoza inquired about a separate article regarding the district proposal. Brandie explained that the district has to preapprove expenses but we don’t have to raise the money beforehand. Heidi asked if it has always been a 14 day minimum? Brandie said, yes, because it theoretically gives us time to do due diligence. Motion to approve by Kelsey Langenfeld; second by Catherine Soto. All in favor.

c. Budget Items: Mrs. Sherri Dawson is here on behalf of the third grade team to ask the assembly to reallocate charter bus funds for 3rd grade to cover the cost of school buses for a field trip (approximately \$750). Catherine Soto asked if that is on top of the \$2000 allocation (no, we are voting to reallocate a portion of those funds). Jodi Johnson asked what happens to the unused portion of the budget? Lynn explained that it becomes ‘unallocated’. Brandie emphasized that we are not setting a precedent with field-trip funding; this year was a special case based on circumstances with district transportation and higher-than-expected business partner revenue. Ariella Stallcup motioned to approve; second by Jencie Hecht. All in favor.

d. Tentative Budget for 2023-24 School Year Lynn Bestafka presented a draft version of the upcoming budget for member review. Mrs. Murphy has asked PTO to pay for IXL for math only for K-5 (1150 students, unlimited instructor accounts); this year the price is \$9200 and we anticipate that cost increasing. PTO currently pays for both Brain Pop and Pebble Go, although Brain Pop will not be renewed this year. Catherine Soto clarified that IXL is only for one subject (yes). Brandie shared that we asked for info on usage numbers (which teachers/grades utilize IXL), and have asked other schools about what their PTOs cover in terms of software. A parent asked if there are alternatives that the district pays for that could be used instead? (Yes, our textbooks do offer online programming.) Mrs. Apolinario mentioned that she would like to see reading added. It seems like about half of kindergarten uses IXL, and 2nd, 3rd and 4th use more heavily (anecdotally). Jencie Hecht asked if there are any community technology grants that would sponsor this cost? Heidi Karl answered that the district has larger grants but the school does not have a grant-writer. It is unclear how IXL was previously paid for. Ariella Stallcup asked about reading software—the district does pay for Lexia, but IXL is not a district program. Teresa Mendoza asked if there is a tier lower that we could “drop down to” for cost savings? Catherine Soto agreed, suggesting fewer licenses would be needed if only certain grades utilize the program. Leigh Starnes asked, is it typical for PTO’s to fund technology in our area? Brandie answered that we know Cunningham pays for IXL, and POA has purchased laptops. We do pay for some software licenses for technology currently. Brandie said she will follow up with admin for more information/to get some of these questions answered.

We do have a request to fund a \$1000 budget line for the media center next year to cover the SSYRA program. This money would offset the cost of books and ‘brag tags’. Mrs. Clarke could not be here tonight; she said she could fund this herself but is asking for assistance. Books

would need to be purchased after July 1. Beth Boackle asked if the SSYRA books are for all grades, or only 3-5? Brandie answered that Mrs. Clarke orders the SSYRA books for K-5 but does not offer the bragtags, etc. for K-2. Mrs. Apolinario said that her fifth graders love them.

e. Committees for 2023-24 School Year: Brandie listed a few of the major chairs we'll need for next year and encouraged members to check out the list on our website if there is something they're interested in. We'll be updating the list and sending out sign-ups next month so please stay tuned for more info.

f. Executive Board Positions and Nominations for the 2023-24 School Year: Tonight we will accept floor nominations; write-in nominations are due by May 2, 2023 (two weeks before our annual meeting on the 16th). Brandie and Lashawn will be stepping away after this year; Lynn's daughter is graduating so this will be her last year, as well. Brandie nominated Elizabeth Lynn for the office of president, seconded by Lashawn Li. Elizabeth Lynn nominated Jodi Johnson for the office of vice president, seconded by Catherine Soto. Leigh Starnes nominated Katie Lindsay for secretary, seconded by Catherine Soto. We are still in need of a treasurer, Lynn has done a fantastic job this year and will provide thorough training. Please talk to her after the meeting or email, etc. if interested in more information.

QUESTIONS/COMMENT/CONCERNS

None.

NEXT GENERAL ASSEMBLY MEETING MAY 16 @ 6:30 PM

May 16, 2023, at 6:30 PM. Location TBD.

MEETING ADJOURNED AT 8:08 PM.

JCE PTO GENERAL PTO MEETING ATTENDANCE

DATE: 4/04/23

TIME: 6:30 PM

PLEASE PRINT YOUR NAME CLEARLY

EMAIL

- 1 Elizabeth Lynn
- 2 Brandie Androski
- 3 Lashawn Li
- 4 Danny Brown
- 5 Cathy Apolinario
- 6 Melissa Hatcher
- 7 Sherrri Dawson
- 8 Beth Boackle
- 9 Jodi Johnson
- 10 Heidi Karl
- 11 Leigh Stearns
- 12 Amanda Baker
- 13 Kelsey Lampertfeld
- 14 Ariella Stallcup
- 15 Dana Johnston
- 16 Jennifer Carlton
- 17 Jencie Hecht
- 18 Brittney Jones
- 19 Haley Latser
- 20 Jason Latser
- 21 Juliana Daughenbaugh
- 22 Samantha Brice
- 23 Enca Foster
- 24 Teresa Mendoza

JCE PTO GENERAL ASSEMBLY MEETING

May 16, 2023 MINUTES

CALL TO ORDER

Brandie Andreoli called the meeting to order at 6:03 pm.

APPROVAL OF MINUTES

Elizabeth Lynn asked for a vote to approve the April 4, 2023, meeting minutes as written. Leigh Starnes motioned, Catherine Soto added a second. All in favor, none opposed.

PRINCIPAL'S REPORT

Assistant Principal Melissa Hatcher reported that testing is complete, other than some make-ups, and we are in the midst of year-end fun (field trips, etc). She welcomed our new principal, Dr. Joy Reichenberg. Jodi Johnson asked about parent input forms and Mrs. Hatcher indicated they would be sent out shortly.

PRESIDENT'S REPORT

Brandie Andreoli shared that PTO sponsored mints for students for FAST testing, the year-end staff luncheon is being planned and will have a tropical theme, PTO helped with the cost of buses for the third grade field trip, and PTO is sponsoring Kona Ice for fifth grade's field day.

TREASURER'S REPORT

Lynn Bestafka indicated that our beginning bank balance as of 3/31 was \$59,523.22, and our closing balance on April 28 was \$108,570.48, which includes the proceeds from Jag Challenge. Less uncashed checks and restricted funds, our available bank balance (cash) is \$99,091.22. All unused/expired funds have been released, bringing our unallocated funds to \$94,751.71 (\$4339.51 is earmarked for the remainder of the fiscal year).

Spirit sticks - \$4325.81; Jag Challenge - \$56,943.63 (\$299 in gift cards); 5th grade signs - \$1200 profit (sold 91); Loop spirit night - \$354. We are still waiting for Papa John's and Jeremiah's spirit night numbers. Fifty-nine of 70 eligible teachers took advantage of their appropriations, for a total payout of \$8728.06.

Lynn pointed out some recent expenditures, including Sunshine Fund, fence cups, having the rock painted, student scholarships, and a nearly \$1000 purchase for the sensory room and ESE classrooms. Jag Challenge expenses were at \$1911.72 and included class and individual incentives, banners and other materials, etc. We awarded \$5254 in teacher incentives for Jag Challenge—46 out of 61 eligible teachers submitted for this. Jag Challenge fees included what Raise Craze charges as well as the Stripe credit card processing fees; thankfully many of our donors covered these fees!

Our total revenue year-to-date is roughly \$118,000. Current YTD expenditures are around \$74,000. On the last page of the treasurer's report Lynn noted the difference between Raise Craze and Boosterthon, and how we captured an extra \$11,000 this year through Raise Craze.

OLD BUSINESS

Spirit Stick Sales: Brandie indicated that Lynn had touched on this; at our sale on 4/14 we sold \$1306.16. Ariella Stallcup did a terrific job with this this year.

School Supply Kits: Brandie Andreoli. As a perk of re-signing with EPI we were given a \$1000 bonus that we opted to use for scholarship kits. We asked Mrs Milite if she had students that might need some help with supplies and we were able to order roughly 8-9 kits for those children. Early-bird pricing ends 5/30.

Fifth Grade Congrats Signs: Brandie Andreoli. We sold 91 for a profit of \$1200.

Jaguar Challenge with Raise Craze: Special thanks to our committee who did a fantastic job. We raised \$56,943 (before fees, etc)--nearly identical to last year's total.

NEW BUSINESS

Jeremiah's Spirit Night: Thursday, May 18. Visit Jeremiah's and mention JCE and we will receive 20%.

Fifth Grade Kona Ice: PTO will sponsor that as part of their field-day.

PTO Volunteer of the Year: Thank you to all our volunteers this year; one of our goals was to rebuild our volunteer base and we definitely did that. We wanted to recognize one special volunteer who led a couple major events, including Winter Wonderland and Jag Challenge, as well as Quarterly Carts, and was always willing to lend a hand wherever needed. Thank you to Jodi Johnson for your hard work and dedication this year.

2023-24 Committees: We still have openings for several committee chairs, including website, membership, winter family event, Jag Challenge, and a spring family event.

Elections: We have four members running unopposed, so we do not need to do a paper ballot. Elizabeth Lynn, President (all in favor); Jodi Johnson, Vice President (all in favor); Katie Lindsey, Secretary (all in favor); Ashley Janicki, Treasurer (all in favor). None opposed.

Funds Requests: Brandie Andreoli explained that requests will draw from unallocated funds, after setting aside our budget for next fiscal year. As an executive team, we landed on roughly \$72,000 for next year's operating budget, which is in line with where our organization was pre-Covid. This budget is focused on PTO programming; we have tried to clean up and streamline with a focus on the needs of our organization. Right now we have \$22,701.71 in unallocated funds to play with. Mrs. Murphy asked us to consider a laptop cart (charging cart plus 30 laptops) back in June (\$15,680) and indicated this was her top priority for the year. Additional laptops were also high on the teacher survey we did back in the spring. We also have requests from the Odyssey of the Mind teams, as well as some of our resource teachers for the fall.

- **Laptop cart:** Heidi Karl indicated that the school was just recently awarded a grant that will pay for a new laptop cart so she would like to propose the money go towards Mrs. Clarke's request for new media furniture. Erica Foster asked if we have a separate computer lab? (no) Jencie Hecht inquired about the grant and Mrs. Karl stated it is ESSER (unsure if one-time or renewing?) Leigh Starnes asked how many functional carts we currently have; one was recently retired, so 8. Jencie Hecht asked what is the ideal number of laptop carts? Brandie shared Mrs. Murphy's stated goal (adding one cart per grade). Heidi indicated that the carts hold 30 laptops each but not all carts are full. April O'Donnell stressed the importance of access to laptops for fifth grade and that they often can't use laptops due to

testing, etc. Mrs. Lough agreed and emphasized that the state writing assessment for fourth and fifth graders is computerized so they need exposure and practice. Brandie indicated that per our meeting at V Pizza in February, laptops, a PE roof, and teacher appropriations were the highest priorities of teachers in our spring survey, while media furniture was low for both parents and teachers, so the media furniture can be tabled until next year. Leigh Starnes asked for clarification on the total 'pot' of money we have to work with, and if it is absolutely necessary to carry over the entirety of next year's budget. Brandie said that our bylaws require us to carry over the full budget, so if membership wants to increase our unallocated funds then we need to trim the budget. As a reminder, with our main fundraiser falling so late in the school year, we are essentially 'working backwards' from a budgeting perspective. We really need a second fundraiser (Family Fun Day or similar) to bring in more revenue if we want to be able to cover more funding requests. Catherine Soto asked if we could donate less than the requested \$15,680 for a laptop cart. Brandie said that the executive board presents the request and it is up to the membership to make a motion and decide. [Here there is some discussion about potentially trimming the budget to only reserve \$50-60,000 to cover expected fall expenses; Mrs. Clarke proposed we only carry approximately $\frac{1}{3}$ of the budget over for fall and that we should amend the bylaws accordingly. Elizabeth Lynn said that we just revised our bylaws this spring and that the amendment to carry over the entirety of the following year's budget was passed unanimously. Mrs. Clarke asked how long until we next revise the bylaws; it is done every three years.] Ariella Stallcup motioned to approve \$15,680 for a laptop cart; April O'Donnell seconded. Results of ballot: Thirty yes, two no. Motion approved.

- **Odyssey of the Mind teams:** (Brandie Andreoli and Lashawn Li excuse themselves from the discussion.) Coaches from both of JCE's Odyssey of the Mind teams presented their request for \$5000 per team to help pay for lodging, transportation, etc. Coaches include Shalini Nair (Team1), and Mo Kazemi and Jennifer Pippin (Team2). There are thirteen students/ two JCE teams that have made it to 'world finals' in Michigan. OOTM is STEAM-oriented and the kids have worked very hard to make it this far, including fundraising. One coach stated that financial condition should not be a roadblock for kids' creativity. Lynn Bestafka shared a breakdown of costs that were estimated on the funds request paperwork for Team 1. So far this team has raised \$2741 through a GoFundMe, yard sale, and hat day. We did not have a breakdown of Team2's cost but they have raised nearly \$5000 thus far. Registration fees are \$3000/team and teams must also pay to have their materials crated and shipped. One team had their registration fee sponsored by WinnDixie. Team1's estimated cost is lower because they opted for less expensive lodging. There was some confusion about Team 2's cost breakdowns. A discussion ensued; Mrs. Pierce and Mrs. Clarke both feel this is a parent responsibility similar to sports or other extracurricular activities. A coach from Team 2 said she understands the concern but feels travel sports are different because these teams represent JCE and the trophies are held by the school. Mrs. Lough commented that this is a wonderful program but it is a lot of money to spend on such a small group of students when we have other requests to consider that will touch the majority of students at JCE. Dan Brown is opposed and feels we should not have funded the team last year. Elizabeth Lynn shared that the executive board did decline to fund initial team expenses in the fall. A Team2 coach commented that these are working parents and this is a big expense; Mrs. Pierce replied that we are all 'working parents' and parents raise money that is intended for all students. Mrs. Thompson suggested that next year teams do some advance fundraising (e.g., hat day twice a month) throughout the school year. Mrs. Karl asked if this is an all-or-nothing proposition? (no, we just need a motion from membership). Jodi Johnson asked if the teams are not successful in obtaining funding from PTO, will they still be able to go? (yes, from Shalini). April O'Donnell asked if there is any clarity on what percentage of

our budget can go towards things like this? Elizabeth Lynn answered that no, because we are a PTO and not a PTA, we do not have strict guidelines for expenditure percentages, although we follow IRS rules and procedures for non-profits. Leigh Starnes proposed a motion to table the discussion until all funds requests have been heard by membership; Elizabeth Lynn checked with Brandie Andreoli, who said this fiscal year's requests must be voted on first. Dan Brown motioned to vote no to \$10,000 request. Heidi Karl motioned we allocate \$100 per child, for a total of \$1300. Mrs. Clarke seconded. The motion passed, 21-5.

2023-24 Proposed Budget and Funds Requests:

- Media center/Mrs. Clarke - \$1000. Will purchase SSYRA books (6 paperback copies each for \$750) and brag tags (\$250). Mrs. Clarke would like this to be a recurring annual budget line.
- Art/Mrs. Gentile - \$1000. Art room materials and supplies.
- PE/Coach Petrick - \$500. Replace equipment; each student sees PE three times per rotation.
- STEM/Mrs. Pierce - \$2000. Update broken materials, purchase new resources and technology.
- Laminating materials/Mrs. Karl - \$1144.58. Materials for teachers to laminate posters and other classroom instructional aids.
- iXL/Mrs. Morrison - \$10,320. This request is now for Dreambox software; SJCS is recommending this and offering to pay 40 %. Due to change/late request and lack of information or invoice we will table this until the fall, per Brandie Andreoli.

Brandie Andreoli opened the floor for questions. Leigh Starnes made a motion to approve all requests (media, art, PE, STEM, laminating materials) as non-recurring expenditures. Catherine Soto seconded. Erica Foster provided a third. All in favor, none opposed.

Catherine Soto motioned to approve the 2023-24 proposed budget, as written. Christina Gonzalez seconded. All in favor, none opposed.

QUESTIONS/COMMENT/CONCERNS

None.

MEETING ADJOURNED AT 8:10 PM.

JCE PTO GENERAL PTO MEETING ATTENDANCE

DATE: 5-16-23

TIME: 6 PM

PLEASE PRINT YOUR NAME CLEARLY

EMAIL

- 1 Brandie Androski ✓
- 2 Lashawn Li ✓
- 3 Lynn Bestaska ✓
- 4 Elizabeth Lynn ✓
- 5 Leigh Starnes ✓
- 6 Gannia Gyorkos
- 7 Lara Piera ✓
- 8 Jackie Clarke ✓
- 9 Katie Lindsey ✓
- 10 Jennifer Pippin
- 11 Erica Foster ✓
- 12 Dana Johnston ✓
- 13 Danny Brown ✓
- 14 Jodi Johnson ✓
- 15 Mojan Kazemi
- 16 Jennifer Carlton ✓
- 17 April O'Donnell ✓
- 18 Nicole Thompson
- 19 Ashley Janicki ✓
- 20 Wendy Gilbert ✓
- 21 Elisabeth Incoldskey ✓
- 22 Christina Gonzalez ✓
- 23 Haley Lafser ✓
- 24 Kelsey Langenfeld ✓
- 25 Jesula Francois ✓



JCE PTO APPROVED BUDGET 2023-2024

Approved 5/16/2023		Notes
REVENUE		
4001 Business Partner Program - Cash	10,000.00	
4008 Family Fun Day Revenue	8,000.00	
4009 Membership	7,000.00	
4010 Spirit Stick Sales	2,000.00	
4012 Winter Event	2,500.00	
4014 School Supply Kit Sales	1,500.00	
4015 Jag Rock Sales	1,500.00	
4016 Valentine's Gram Sales	2,000.00	
4017 Jaguar Challenge Fundraiser	35,000.00	
4018 Spring Family Night	2,000.00	
4019 5th Grade Congrats Signs Sales	1,750.00	
4021 Boo Grams Sales	2,000.00	
4023 Fall Family Event	2,000.00	
4024 Spirit Night Proceeds	1,000.00	
4025 Bingo Night	2,500.00	
4026 Welcome Back Family Event Sales	2,500.00	
Total Revenue	\$ 83,250.00	
EXPENDITURES		
6004 Classroom Appropriations	14,000.00	\$200 per classroom & ESE professionals (70 total)
6007 Cafeteria Lanyards	1,200.00	
6008 End of Year Staff Lunch	1,500.00	
6012 Student Planners & Binders	2,500.00	
6014 Student Scholarships	250.00	
6018 Sunshine Fund	500.00	
6019 Staff Holiday Lunch	1,500.00	
6020 Teacher & Staff of the Year	200.00	
6021 Teacher Appreciation Week	2,000.00	
6022 Teacher Welcome Back Breakfast	1,500.00	
6029 STEM Technology Supplies	2,000.00	
6031 Staff Quarterly Rolling Carts	1,200.00	
6036 Balls for Recess	1,000.00	
6037 Staff Gifts	500.00	
6038 Fence Cups	650.00	
6043 JCE Rock Decorating	250.00	
6046 Chick fil A Christmas Tree Lane Expense	300.00	
6051 Art Dept. Supplies	1,000.00	
6052 PE Dept. Equipment	500.00	
6053 Media SSYRA Books	1,000.00	
6055 School Supplies	1,144.58	Laminating supplies
7001 Accounting Fees	500.00	
7002 General Fund Expenses	10,000.00	
7003 Insurance Expense	700.00	
7004 Website Expenses	600.00	
8002 Business Partner Program Expenses	2,000.00	
8003 Family Fun Day Expenses	5,000.00	
8004 Jaguar Challenge Expenses	8,000.00	
8007 Membership Expenses	2,000.00	
8008 Spirit Sticks Fundraiser Expenses	2,000.00	
8012 Winter Family Event Expenses	2,500.00	
8019 5th Grade Congrats Signs Expense	1,000.00	
8021 Boo Grams Expenses	1,200.00	
8025 Bingo Night Expenses	2,500.00	
8026 Welcome Back Family Event Expenses	2,500.00	
Total Expenditures	\$ 77,694.58	