



**Julington Creek Elementary School PTO**  
General Assembly Meeting Agenda  
Tuesday, August 22, 2023  
6:30 PM

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**1. Welcome & Call to Order**

**2. Principal & Board Reports**

- a. Principal - Dr. Joy Reichenberg
- b. President - Elizabeth Lynn
- c. Treasurer - Ashley Janicki (given by Jodi Johnson)
- d. Secretary - Katie Lindsay

**3. JCE 101 Presentation**

**4. Committee Reports**

- a. Community Partnerships - Leigh Starnes
- b. Membership - Elizabeth Lynn
- c. Build-A-Jag - Jencie Hecht & Brittney Jones
- d. Boo! Bingo - Erica Foster & Beckie Wagner

**5. Old Business**

**6. New Business**

- a. Financial Review Committee update
- b. Teacher Appropriations
- c. Positive Referral Program Expense Line - \$1000
- d. "Good Jag" Recognition/Celebration Expense Line - \$1500
- e. Build A Jag Expense Line increase - \$750
- f. Holiday Shop Expense Line - \$500 to cover decorations and miscellaneous supplies
- g. Teacher & Staff Gift Expense Line increase - \$500
- h. Community Partner Expense Line increase - \$1000
- i. Spirit Wear Expense Line - \$500
- j. Dreambox Expense Line - \$9200

**7. Questions**

**8. Adjournment**

**Upcoming Events**

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Build-A-Jag - Thursday, September 7  
Spirit Night at Cantina Louie - Monday, September 11  
PTO General Assembly Meeting - Tuesday, September 12  
Spirit Stick Sales (in-school) - Friday, September 15

# JCE PTO GENERAL ASSEMBLY MEETING

## AUGUST 22, 2023 MINUTES

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### WELCOME

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Elizabeth Lynn began the meeting at 6:40 pm, thanking everyone in attendance and introducing herself. Elizabeth introduced Jodi Johnson, Vice President, Katie Lindsey, Secretary, and Ashley Janicki, Treasurer.

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### PRINCIPAL'S REPORT

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Dr. Joy Reichenberg asks everyone to tune into the communication being sent home. If you would like to enter the building for any reason, please fill out the SJCSO volunteer clearance application. It's good for 3 years. Call the front desk to look your name up to verify you've been approved.

Because of PTO, we've been able to revive all of our fun events.

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### PRESIDENT'S REPORT

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Elizabeth Lynn reports we have had a great start with tons of support from teachers, parents, administration, and staff. Our attendance has been terrific so far at our first few events.

Elizabeth shares a quick recap of what we've been working on. We started in July with Leigh Starnes, our Community Partners Chair, and her work has been incredible this summer.

Elizabeth shares that we did a Back-to-School breakfast on August 3 with Grumpy's catering in the cafeteria. With partnerships from Angela Gi GI Urbanski, a local realtor, and Lisa Andrews with Golden Dog Title & Trust, they were able to provide breakfast entrees and goodie bags.

Elizabeth reports we had 413 school supply kits to organize prior to school beginning. We were able to donate 10 kits back to JCE for students who needed extra help. Elizabeth reports that EPI was great to work with.

Elizabeth reports we had a kindergarten meet and greet event the week of school starting. We had a large turn out with Elizabeth reporting we were able to sell spirit wear to parents who attended.

Elizabeth reports the first spirit night of the school year was at Conie's Ice Cream. Conie's reports they sold \$1800 worth of ice cream that night, with \$340 raised for JCE PTO. The next spirit night is on September 11, 2023 at Cantina Louie in Fruit Cove.

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### TREASURER'S REPORT

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The Treasurer's report was provided by Jodi Johnson, Vice President.

Jodi Johnson reported our fiscal year starts on July 1. As of July 1, 2023 our opening bank account was \$82,396.35. In relation to the printed report provided to meeting attendees, Jodi explains the top portion is our revenue section- the far left column shows our actual (what

we've brought in), the middle column is what's expected. A negative number in the far right represents additional income made. Community partnerships program has a budget of \$10,000, and as of 8/17/23, we've brought in \$25,000. We received \$1.47 from a business match.

Jodi reports membership is going well, and we are 38% over budgeted income with more families and staff than last year. We sold spirit sticks at meet and greet on 8/9/23 selling \$398 that day. We sold spirit wear at meet and greet and made \$648 from bows and prior year's merchandise. We will discuss budget line items for more spirit wear later in the meeting. The school supply kits sales check has not come in yet but is estimated to be \$2500. We have met our goal in Cheddar Up for rock reservations but further updates will be provided each month as the year progresses. Everything else shown on the revenue line is untouched since events haven't occurred yet.

Jodi reports we've increased teacher appropriations to \$200 per eligible staff member this year. Our cafeteria lanyards have been purchased for every student in the school, but we were budget going over this year. A new vendor will be possible next year to decrease overall costs of the lanyards. Budget line item 6022 is the teacher breakfast, which was under budget at \$500 made possible from a donation from a community partner. Budget line item 6053 is the media sunshine state books and brag tags for the media center and have been ordered over the summer. \$647.07 was spent for this media center order. The general fund is included in budget line 7002. As an executive board, we have the authority to make decisions under \$500. Above \$500 has to be brought to membership for a vote. We, as an executive board, voted to purchase long-lasting items, such as a photo backdrop, a stand for the backdrop, welcome back signs, table runner with our logo, and a tablecloth.

Jodi reports the community partnerships program expenses included \$1720 spent for car tag signs and banners. Budget line item 8009 is for spirit wear expenses, which the executive board voted to establish this summer. Spirit wear is being taken back from the PE department for PTO to handle. After selling bows at Meet and Greet we have already brought in excess revenue from this small expenditure, although we will discuss increasing this revenue line later in the meeting. Our welcome back family event, Build-A-Jag, is currently being executed now, with ordering for supplies for the event happening now.

Jodi reports our bank balance as of 8/17/23 was \$104,276.28 with a small amount of restricted assets leaving \$103,620.80 available. Allocated funds include \$83,250.00 with a \$2,000.00 revenue line (4023) that needs to be removed due to an oversight when approving the budget last year for a fall family event that does not have an expense line associated with it and will not take place. As of the time of the report we have \$18,730.80 in unallocated funds.

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Katie Lindsey read 3 thank you notes from teachers and staff.

Elizabeth Lynn presented JCE 101, which was a presentation detailing the PTO programming and volunteer opportunities this school year.

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## **COMMITTEE REPORTS**

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- a. Community Partnerships - Leigh Starnes. As of 8/22/23, over \$28,00 has been collected. This now includes covering teachers' lounge restocks. With an increased amount of community partners, revenue has increased and all signs have been placed on the school's fence.
- b. Membership - Elizabeth Lynn. 52 staff members have joined, which is more than last year. The staff membership is \$10 and includes magnets and entry into a drawing. We have had about 200 family members join so far. Membership swag will be delivered soon. Teachers/staff swag will be placed in their mailboxes. Family swag will be sent home with children. If you have ideas on how to increase membership and make membership more visible (contests, etc.), we'd love new ideas. We do need a membership chair for next year. The executive board took it on this year.
- c. Build-A-Jag Committee - Brittney Jones and Jencie Hect. This is a new event this year. It's Build-A-Bear but a jaguar. We have about 220 kids signed up so far with a little over \$5,000 in revenue. We need volunteers to help stuff kits and on the day of the event.
- d. Boo! Bingo - Erica Foster and Beckie Wagner. Families will get a table with a max of 5 people per table. Bingo cards will be provided and prizes awarded. There will be a Halloween twist with costumes encouraged. They plan to decorate with Halloween decor, need a full committee, and are looking for ways to increase attendance. The event is scheduled for October 20.

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## OLD BUSINESS

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Elizabeth Lynn reports there is no old business.

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## NEW BUSINESS

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- a. Financial Review Committee - Elizabeth Lynn reports the role of the committee members is to review the sitting treasurer's monthly financial reports and be a resource for the treasurer. Linda Piscatella has resigned. Kyle Duffy is an actuary and is very experienced. He will be joining Mrs. Clarke and Jason Lafster. If anyone else is interested and has a background, we can have 3-5 members.
- b. Teacher Appropriations - In May up to \$200 was approved for each teacher. Reimbursements can be made through the end of the school year. Please get receipts into the executive board. Reimbursements can be used for classroom supplies, consumable items, STEM manipulatives, flexible seating, etc., and all classroom teachers and ESE staff are eligible.
- c. Positive Referral Program Expense Line - The proposed budget for positive referral program is \$1000. No physical tags will be used now. There are digital QR codes to recognize students, a certificate will be awarded to students, and during lunch on stage prizes will be awarded. Mrs. Hatcher was the one to come up with the program. Dr. Reichenberg explained during the meeting the details of the program. Dr. Reichenberg explains prizes will include coupons, tattoos, small items, candy. Grant money is possible to offset costs of the program. Motion to approve by Leigh Starnes and seconded by April O'Donnell. All in favor.
  - i. A parent asked, "Is \$1000 going towards student prizes for the school year?" Elizabeth Lynn answered yes.
- d. Good Jag Recognition/Celebration Expense Line - The proposed budget is \$1500. Dr. Reichenberg reports this program will focus on character counts and positivity

throughout the school. They will bring back a physical ceremony to recognize the kids in good character. It will occur before school starts. Some expenses will provide donuts and juice, as well as certificates during the ceremonies. There will be one winner per class per month. Motion to approve by Kara Gerger and seconded by Erin Bigalke. All in favor.

- i. A parent asked, "It's with family?" Dr. Reichenberg explained they can have 2 adult guests and siblings with the student.
  - ii. A parent asked, "Do they qualify the same way as good jag?" Dr. Reichenberg reports the teacher is nominating the student.
  - iii. A parent asked, "If divorced parents, can there be more than 2 adults? Dr. Reichenberg states accommodations can be made.
- e. Build-A-Jag Expense Line Increase - The proposed increase is \$750. The event has grown and needs more budget approved due to t-shirts and jaguars pre-orders just to order supplies. There is no money leftover for decor. The plan is to profit around \$2,000. Motion to approve by Leigh Starnes and seconded by Nicole Thompson. All in favor.
- f. Holiday Shop Expense Line - The proposed budget is \$500 to cover decor and miscellaneous supplies. The holiday shop will be through a company, which will supply the gifts. We pay out of profits and don't need to front the money initially. The budget will be to buy decor, tablecloths, gift wrap supplies as needed. Most supplies will be furnished from the company. The budget line will cover the start up cost. Motion to approve by Jencie Hecht and seconded by April O'Donnell. All in favor.
- g. Teacher and Staff Gift Expense Line Increase - The proposed increase is \$500. This will include back to school gifts, holiday gifts, end of year gifts to bring the budget up to \$1000. Motioned by Perri Martin and seconded by Leigh Starnes. All in favor.
- h. Community Partner Expense Line Increase - Proposed expense line increase is \$1000. More banners are needed, as well as more car tags. Leigh Starnes would like to hold appreciation events for community partners around the holidays and in the spring. Motioned to approve by April O'Donnell and seconded by Erin Bigalke. All in favor.
- i. Spirit Wear Line Expense - The proposed budget is \$500. PTO is trying to include more spirit wear options. The PE department has asked for PTO to take it over. They covered back to school sales. The Spirit Wear Chair is Jen Hewett. T-shirts and other items will be sold. Motioned to approve by Erica Foster and seconded by Jackie Clarke. All in favor.
- j. Dreambox Expense Line - Proposed expense line is \$9200. Dr. Reichenberg provides a report on Dreambox and reports iXL was used last year. PTO helped to fund iXL in the past. The district is no longer supporting iXL and moving to Dreambox. It is a research-based math program. It is offered for grades K-5 at school and at home. Teachers can assign specifically to individual students. Third, fourth, and fifth grades are using Dreambox during their resource time. The district is funding over half but Dr. Reichenberg is asking to make up for the other half of the cost.
  - i. LaShawn Li asked, "Is it just math?" Dr. Reichenberg responds, "Yes."
  - ii. A parent asked, "Why did the change happen and any positive/negative reviews on the software? Dr. Reichenberg answers, "The district has been working with this. Research-based. Provided the Lexia program and the district does pay for that. It's only district wide, not state."
  - iii. Mrs. Thompson reports, "I previewed it in the spring. It's very individualized like iReady worked and allows us to follow student's progress. It will keep track of what they have mastered and how they master it, what level and strategy is used, and is more intuitive."

- iv. A parent asked, "Can parents do it at home with students? Is the district funding for all schools? Dr. Reichenberg responds, "Other PTOs are paying for it. They do have a login and password and can access at home. Once it's started in class, logins will be sent home for home practice."
- v. A parent asked, "Is this for all grades?" Dr. Reichenberg answers, "K-5."
- vi. A parent asked, "What happens if it doesn't get approved?" Dr. Reichenberg states, "We will go to Plan B."
- vii. A parent asked, "Can the student take a diagnostic test when starting the program to see their level?" Dr. Reichenberg responds, "It's similar to ABC Mouse, at their level, teachers get diagnostic reports. There are math games. The lesson is sent to the teacher to see what student was having trouble with."
- viii. A parent asked, "This will be the main form of math education for school, or is it in conjunction?" Dr. Reichenberg answers, "It's a supplemental resource." Parent asks, "Is this cost replacing iXL what it used to be?" Elizabeth Lynn reports, "iXL used to be around \$10,000."
- ix. A parent asked, "Is this a one time expense or yearly?" Dr. Reichenberg answers, "Annual subscription."
- x. A parent asked, "Is the district to pay half every year or do we have to pay full amount next year?" Dr. Reichenberg replied, "Unsure."
- xi. A parent asked, "It's research based, but is it based to show it to improve the kids' scores overall and by the end of the year?" Dr. Reichenberg responds, "Yes. We have a team at the district level, and they've researched the programs. They chose not to endorse iReady and iXL because they haven't caught up to the new standards. After vetting from a team for a year, they wouldn't bring it to the schools unless it was substantial results."
- xii. A parent asked, "Is this replacing iXL on the budget? Elizabeth Lynn responds, "There's no budget line on the report yet, as it hasn't been voted on yet. Next month it will be on the report if it's voted on to approve."
- xiii. A parent asked, "Can we motion to pay for only half of the proposed amount?" Elizabeth Lynn answers, "Yes."
- xiv. Paper ballots provided to fund Dreambox in full (\$9200). Leigh Starnes and LaShawn Li counted ballots. Yes: 43 votes. No: 0 votes. All in favor.
- xv. A parent suggested they would like to see a survey created at the end of the year to see if Dreambox was useful.
- k. General Questions
  - i. A parent asked, "Are boo grams separate from Boo bingo? Elizabeth Lynn responded, "Yes."
  - ii. A parent asked, "Are there any plans to do anything with honor roll? Certificates?" Dr. Reichenberg responded, "We're still exploring options, but yes, we want to do something to acknowledge this."

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## MEETING ADJOURNED AT 7:55 PM

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Motion to adjourn meeting by April O'Donnell and seconded by Nicole Thompson. All in favor.

**Julington Creek Elementary School PTO**  
General Assembly Meeting Agenda  
Tuesday, September 12, 2023  
6:30 PM

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**1. Welcome & Call to Order**

**2. 8/22/23 Minutes Approval - Katie Lindsey**

**3. Principal & Board Reports**

- a. Principal - Dr. Joy Reichenberg
- b. President - Elizabeth Lynn
- c. Treasurer - Ashley Janicki

**4. Committee Reports**

- a. Community Partnerships - Leigh Starnes
- b. Boo Grams (10/6-10/13) - Kelsey Langenfeld & Ariella Stallcup
- c. Boo! Bingo (10/20) - Erica Foster & Beckie Wagner
- d. Spirit Wear - Jennifer Hewett & Misty Belisle
- e. Jaguar Challenge (11/3 - 11/17) - Leigh Starnes

**5. Old Business**

- a. Build-A-Jag/Welcome Back Family Event - Jencie Hecht & Brittney Jones
- b. Positive Referral program update - Jodi Johnson
- c. Financial Review Committee update - Ashley Janicki

**6. New Business**

- a. Red Ribbon Week funds request - Mrs. Milite, Guidance
- b. Spirit Wear update & request to increase expense line by \$1500
- c. New refrigerator for Staff Lounge

**7. Questions & Comments**

**8. Adjournment**

**Upcoming Events**

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Spirit Stick Sales (in-school) - Friday, September 15  
Room Parent Meeting - Thursday, September 21 | 9:30 AM (JCE Cafeteria)  
Boo Grams - on sale October 6 - 13  
PTO Meeting - Tuesday, October 10 | 6:30 PM (JCE Cafeteria)  
Boo! Bingo - Friday, October 20  
Spirit Night at V Pizza - Monday, October 23

# JCE PTO GENERAL ASSEMBLY MEETING

## SEPTEMBER 12, 2023 MINUTES

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### WELCOME

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Elizabeth Lynn began the meeting at 6:33 pm, thanking everyone in attendance and introducing herself. Elizabeth introduced Jodi Johnson, Vice President, Katie Lindsey, Secretary, and Ashley Janicki, Treasurer.

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### MINUTES APPROVAL

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Katie Lindsey asked for all in attendance to review the 8/22/23 minutes provided at the start of the meeting (also emailed out previously to all PTO members). A numerical typo was found during the review and corrected. Nicole Thompson made a motion to approve the minutes and Erica Foster seconded the motion. All in favor.

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### PRINCIPAL'S REPORT

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Dr. Joy Reichenberg thanked everyone for being at the meeting and for all the parent support so far this school year. She reported there was an amazing turnout at Build-A-Jag, and it was so well organized and implemented. She stated she hopes for similar opportunities in the future. She reported the teachers are finishing up K-2nd grade STAR testing and beginning 3-5 FAST testing with the computers. She reported that testing is going smoothly. She thanked everyone for funding Dream Box. The teachers have training with Dream Box on 9/13/23.

She reported picture day is next week on Monday and Tuesday 9/18 and 9/19. Your child's teacher will let you know which day your child is scheduled with plans for pictures to be taken before recess and PE. Paper copies of order forms and online information will be coming home.

She reported the first Positive Referrals celebration during lunch occurred last week with great success. She reported they are looking to give out more positive referrals this month. There will be a Jags of Good Character celebration at the end of September for 1 student per class. She stated she is very impressed with how well run the grade-level teams are.

She reported WOW Wednesday has begun. The grade level will attend resource classes most of the Wednesday assigned to them. Teachers are provided further learning opportunities while their class is in resources.

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### PRESIDENT'S REPORT

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Elizabeth Lynn reported Build-A-Jag was a very successful event. The two chairs, Jencie and Brittney, did a fantastic job with their committee. Elizabeth thanked the Build-A-Jag committee and reports 250 jaguars were ordered and all sold.

Elizabeth reported we have 73 total staff memberships, which is the highest in recent years. She thanked all the staff for continued support of PTO. She stated over half of the school staff has joined PTO, which includes paras, custodial staff, extended day staff, etc.

Elizabeth reported a quick reminder of spirit sticks going on sale this Friday September 15. They are embroidered tags that children can earn, buy, trade with 50 styles to choose from. Their class teachers will sign up for a time to shop, and only cash is accepted.



Elizabeth reported the spirit socks sold in August are now in and are in the process of being sorted to be sent home soon.

Elizabeth reported Dream Box has been purchased.

Elizabeth reported a student in Mrs. Greenlee's class is battling cancer and a benefit will be held this weekend with further information on Facebook and Instagram on the JCE PTO page. Families can help financially through donation or by attending the event.

Elizabeth reported the spirit night at Cantina Louie was a huge success with a great turnout. Thank you for coming out to support your PTO! The next spirit nights will be at V Pizza in Mandarin on October 23 and at PDQ in Fruit Cove on November 9.

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## **TREASURER'S REPORT**

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Ashley Janicki reported Leigh Starnes has tripled the budget set for Community Partners and has gotten companies to sponsor the Quarterly Carts, Stock the Lounge, and Back to School breakfast.

Ashley reported membership has increased to \$10,316, 47% over budgeted income. We have many new staff and families this year.

Ashley reported the rock sales are also over budget at \$1680 as of 9/11/23.

Ashley reported Conie's spirit night earned \$340.55 and was well attended.

Ashley reported Build-A-Jag earned \$5807.50, not including expenses.

Ashley asked for teachers to send in their classroom appropriations if they haven't done so yet. We are able to tally your total, as the amount turned in does not have to be the full \$200.

Ashley reported there has been an increased demand for scholarship requests this year, such as requests for class T-shirts in various grade levels and fall field trips. We are not looking to increase the budget yet but will continue to monitor needs.

Ashley reported Dream Box has been paid and is now available for classroom and home practice.

Ashley reported the staff quarterly carts now have a business sponsor, which freed up \$1200 from our budget to be able to go to other events and activities.

Ashley reported the Positive Referral and Good Jag celebrations will be monthly throughout the school year. We are currently working on supplies for the Good Jag celebration and a spirit stick to go with the gifts.

Ashley reported we have 3 business partners who have sponsored months to stock the teachers' lounge.

Ashley reported as of 9/11/23 our bank balance was \$112,751.49 with less restricted assets of \$655.48 for tower garden fund, butterfly garden, and music.

Ashley reported Red Ribbon Week has an expense request to be voted on today with a proposed budget of \$515.80.

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## **COMMITTEE REPORTS**

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- a. Community Partnerships - Leigh Starnes. Leigh reported she's had great success so far with community partners. An additional partner has come in since our last meeting with Leigh's goal set now at over \$30,000. Leigh reported Chick-fil-A is one of our partners, and we will be trying a

new program with them for the FL/GA football on the weekend of October 28. The program includes selling nugget trays at \$40 a tray with \$10 going back to the school. More information on this will be sent out at the beginning of October with sales beginning mid-October. Leigh reported it's a great passive income source, and if you're interested in helping with logistics, please reach out to Leigh Starnes.

- b. Boo Grams - Kelsey Langenfeld and Ariella Stallcup. Report given by Leigh Starnes. Leigh reported the committee met early this morning on 9/12/23. She reported they will be selling individual boo grams with pricing not determined yet but hoping to be around \$5. They will also have class options to "boo" a class. Last year we had so much participation that every single class was boo'ed. Leigh reported they are aware of allergies and will avoid selling food items with items appropriate for K-5. They will be sold before Halloween and distributed on Halloween to classrooms.
- c. Boo! Bingo - Erica Foster and Beckie Wagner. Erica reported they haven't had an official committee meeting yet but have met with chairs and shopped for prizes. She reported they have a lot of prizes and will still be buying 15 goldfish as prizes. They came up with a plan to accept a few more tables and sales, using 2 pods, offering a sensory friendly pod to 10 or so families to avoid the loud cafeteria. Sales will be live on CheddarUp on 9/28, in which PTO members will get 24 hours first to order tickets. An email will be sent out early that week to mark calendars and an email the day of the sale when it goes live with a link to purchase.
- d. Spirit Wear - Jennifer Hewett and Misty Belisle. Jodi Johnson reported for the chairs. She reported they are working with a local company with plans to launch a website, order directly from the website, and with multiple designs and colors offered. Jennifer is working with the company with hopes to launch the site within the next couple of weeks. Local pick-up or shipping offered. They plan to also offer shirts and hoodies in stock to sell at events.
- e. Jaguar Challenge - Leigh Starnes. Leigh reported Raise Craze will be used again this year. The fundraiser will focus on acts of kindness and launch November 3 until November 17. It coincides with Veterans Day and National Kindness Week. The committee will meet soon. The committee will need help with ideas for fun stuff, incentives for classrooms and school wide, organizing and assisting with AOKs in the community—we are not asking committee members to ask for money.

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## OLD BUSINESS

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- a. Build-A-Jag/Welcome Back Family Event - Jencie Hecht and Brittney Jones. Jencie reported it's done! She reported a little over \$2000 in profit was made after expenses. They received good feedback, sold every jaguar ordered, and are hoping to do it again next year.
- b. Positive Referral Program Update - Jodi Johnson. Jodi reported the first positive referral lunch was hosted on September 1. Every student got a slip of paper with the referral and came up on stage to pick a prize (bracelet) and stamp. Over 600 were given out in August with some students given more than 1. Jodi reported she hopes it gets easier for the teachers as it goes on throughout the year. Teachers are able to give referrals to other teachers, as well. If you're interested in signing up to volunteer, we post a sign up genius on Facebook and Instagram. We have partnered with Mrs. Hatcher and are supporting her in this program throughout the year. The Good Jag celebrations are different and will be a ceremony prior to school with parents notified ahead of time when the ceremony will be held. Two adults and siblings are welcome at these celebrations per student. This replaced the jaguar plush on their desk for the week.
- c. Financial Review Committee Update - Ashley Janicki. We have 2 returning members, Jackie Clarke and Jason Lafser, and 2 new members, Jennifer Empey and Kyle Duffey. Thank you to these members!

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## NEW BUSINESS

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- a. Red Ribbon Week - The funds request has been requested by Mrs. Milite, the Guidance Counselor. She has requested \$515.80 for red ribbon week stickers, pencils, and ribbons to be

distributed to all students. PTO has historically paid for this; in the past it was around \$250 but the last year or so has been close to \$500 due to price increases and a larger student population. Jencie Hecht motioned to approve and Nicole Thompson seconded the motion. All in favor.

- b. Spirit Wear - update and request to increase expense line by \$1500. The executive board is asking for an increase in \$1500 extra to begin a spirit wear program. We have sold \$2551.00 already without shirts and hoodies included. We feel like it can be profitable but need to increase the budget to be able to buy stock and have at events.
  - i. Question by Leigh Starnes: "Is this enough?" Jodi Johnson responded that we want to do a hybrid model between in person sales and online sales on the website. We are hoping to get through with \$1500. We don't want to end up with a lot of inventory. Online orders are able to be customized for dri-fit, colors, styles, etc. On hand inventory would be less options. Elizabeth Lynn stated that we plan to offer spirit wear online and encourage orders in windows of time. This funding ask is only for in stock inventory, not online orders. This will only be what we buy and store in the closet. PE has been handling spirit wear since 2016 and has asked PTO to assist.
  - ii. Question: "Where will inventory be present and able to be sold?" Elizabeth Lynn answered that we will have it at PTO events, possibly a pop-up event for extended day pickup one night, Kindergarten holiday concert, and other opportunities for school-wide sales, not just PTO events.
  - iii. Question: "Will it be on CheddarUp?" Elizabeth Lynn answered, "Yes."
  - iv. Question: "Don't you think everyone will become more familiar with the process as we go along?" Elizabeth Lynn answered, "Yes." She reported it allows us to serve the community throughout the whole year instead of just in the fall. There will be a learning curve now to figure out all logistics.
  - v. Rachael Kent motioned to approve with Mrs. Pierce seconding the motion. All in favor.
- c. New refrigerator for Staff Lounge - PTO has procured a donated refrigerator to the staff lounge. There might be other refrigerators around campus that need replacing, as well. If anyone knows someone who would donate or if you have one you'd like to donate, they are in need. There's currently a request into Lowe's for a new refrigerator.

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## QUESTIONS AND COMMENTS

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- a. Question from Leigh Starnes to Dr. Reichenberg: "Dreambox has been enjoyed by her child at home but other families haven't received it. Will you anticipate more information will be provided school-wide after the training?" Dr. Reichenberg stated, "Yes."
- b. Room parent meeting will be next Thursday morning 9/21/23 at 9:30 am.

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## MEETING ADJOURNED AT 7:12 PM

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Motion to adjourn meeting by Leigh Starnes and seconded by Erica Foster.

# **Julington Creek Elementary School PTO**

## **General Assembly Meeting Agenda**

Tuesday, October 10, 2023

6:30 PM

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### **1. Welcome & Call to Order**

### **2. 9/12/23 Minutes Approval - Katie Lindsey**

### **3. Principal & Board Reports**

1. Principal - Dr. Joy Reichenberg
2. President - Elizabeth Lynn
3. Treasurer - Ashley Janicki

### **4. Committee Reports**

1. Boo Grams (10/6-10/13) - Kelsey Langenfeld & Ariella Stallcup
2. Boo! Bingo (10/20) - Erica Foster & Beckie Wagner
3. Spirit Wear - Jennifer Hewett & Misty Belisle
4. Jaguar Challenge (11/2 - 11/17) - Leigh Starnes & Shellie Milano
5. Holiday Shop (12/4 – 12/8) – Caitlin Duffy & Brittany Adalia

### **5. Old Business**

- a. Spirit Stick Sale (9/15)

### **6. New Business**

1. Quick Books/Accounting Software – request to increase expense line by \$550
2. Scholarship Fund – request to increase expense line to \$2000
3. Chick Fil A Nugget Platter Sale – 10/17 – 10/23
4. Me & My VIP Winter Dance committee & chairs needed (Friday, 1/19/24)

### **7. Questions & Comments**

### **8. Adjournment**

### **Upcoming Events**

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Chick-Fil-A Nugget Platter Sale – 10/17 – 10/23

Boo! Bingo - Friday, 10/20

Spirit Night at V Pizza - Monday, 10/23

Jaguar Challenge – 11/2 – 11/17

Spirit Night at PDQ – Thursday, 11/9

PTO Meeting – Tuesday, 11/14

# *JCE PTO GENERAL ASSEMBLY MEETING*

## OCTOBER 10, 2023 MINUTES

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### **WELCOME**

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Elizabeth Lynn began the meeting at 6:32 pm, thanking everyone in attendance and introducing herself. Elizabeth introduced Jodi Johnson, Vice President, Katie Lindsey, Secretary, and Ashley Janicki, Treasurer.

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### **MINUTES APPROVAL**

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Katie Lindsey asked for all in attendance to review the 9/12/23 minutes provided at the start of the meeting (also emailed out previously to all PTO members). April O'Donnell made a motion to approve the minutes and Nicole Thompson seconded the motion. All in favor.

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### **PRINCIPAL'S REPORT**

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Dr. Joy Reichenberg reported that last week they held the first Jaguars of Good Character Celebration to celebrate the students recognized by their teachers. The next celebration will take place at the end of October. The end of the academic quarter is Friday, October 13. There's no school on Monday October 16, as it is a teacher planning day.

Dr. Reichenberg reported they are starting a new event in the second quarter called the Roar Celebration. Instead of resource time, the students will come to the amphitheater and spend time with administration and resource teachers to have fun together. The first Roar Celebration will take place October 20. Boo Bingo is also October 20.

Dr. Reichenberg reported Red Ribbon Week begins October 23 with simple spirit days. She encouraged parents to participate as much or as little as desired.

Dr. Reichenberg reminded all parents to check the lost and found. She reported all items will be donated at the end of the first quarter.

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### **PRESIDENT'S REPORT**

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Elizabeth Lynn reported it's been a busy month since the last PTO meeting. PTO sold boo grams and are currently planning for Bingo. If you are interested in volunteering, please check out the yellow card with QR codes to sign up. She reported we are continually impressed with our volunteer force and have been able to take on new projects due to the amount of volunteer support. She reported a substitute teacher was very complimentary of PTO and all of the volunteers, stating how awesome this year has been so far.

Elizabeth reported there are 13 new memberships since the meeting in September.

Elizabeth reported we had a successful room parent meeting in September. Almost all teachers have room parents this year. Beth Boackle has been chairing this committee and has been sending out info to parents.

Elizabeth reported the staff lounge has been stocked for the month of October with generous donations from JCE families. November will be stocked by a community partner, as we are alternating

month to month between families and community partners. We have received good feedback from staff so far.

Elizabeth reported Haley Lafser, who is chairing the Sunshine Committee, treated Scott Wood IT tech and the custodial staff to treats on their respective days. Bus drivers will be celebrated the week of October 16-20th.

Elizabeth reported the next Spirit Night will be at V Pizza on Monday, October 23 5-9 pm and will include takeout or dine in. We will receive 7% of total sales from all who mention JCE at checkout.

Elizabeth sent a shout out to Leigh Starnes, our Community Partnerships chair, who has hit over \$30,000 from community partnerships income. Her original budget was \$10,000. This extra money will allow for more giveback to the school throughout the year.

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## **TREASURER'S REPORT**

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Ashley Janicki reported we now have \$30,000 from community partnerships.

Ashley reported three different organizations have donated to stock the staff lounge so far. Quarterly carts were also sponsored by a community partner this year.

Ashley reported we have received two gift cards for Good Jag Celebration from Publix and Walmart. PTO has purchased plates, napkins, and cups for this event.

Ashley reported \$260 has been received this month from new memberships.

Ashley reported the spirit stick sale brought in \$1611. More spirit sticks have been ordered for the upcoming December sale.

Ashley reported we have received the first check from school supply kit sales of \$1741 with the second payment expected later in October.

Ashley reported we received \$250 from Cantina Louie spirit night. We also received a \$100 gift card from Publix to be used for Boo Bingo. So far decor and supplies have been purchased for Boo Bingo, and we are expected to be within budget for the event.

Ashley requested all teachers to send in appropriations requests if you haven't yet. She asked the teachers in attendance to ask their teams to turn in request forms.

Ashley reported student scholarships are still being requested and we will need to revisit this later.

Ashley reported the Sunshine Fund provided IT and custodian gifts. Last month Red Ribbon Week purchases were approved, have been purchased, and received.

Ashley reported Mrs. Pierce had requested robotic items for STEM classes, and they came in today. She has used part of her budget for these items.

Ashley reported the Positive Referral program gave out candy in September with a bin available with non-food prizes for those students with allergies. She reported prizes have been ordered this afternoon for the upcoming months.

Ashley reported the accounting fees line has had some changes and will go into further detail later in the meeting.

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## **COMMITTEE REPORTS**

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- a. Boo Grams - Kelsey Langenfeld and Ariella Stallcup. Ariella reported they are sold out. They sold \$2838, which is comparable to last year. She reported 604 individual grams have been sold, which is 150 more than last year. Class grams were purchased for every single class, so each JCE

student will receive something. She reported the budget was \$1200 with \$915.34 spent on supplies. Ariella stated she is hoping to get a surprise item donated. She thanked everyone for supporting Boo Grams, including parents and teachers.

- b. Boo! Bingo - Erica Foster and Beckie Wagner. Erica reported they have sold out of cafeteria tickets, but there are still 3 tables left in the sensory-friendly room. She reported 12 tables have been sold so far in the sensory-friendly room, which will have its own prize table with the option to grab from the cafeteria as well. They have 7 committee members, with 2 ladies in charge of decor. She reported they have great prizes, gift certificates have been donated, and it's all coming along well. She thanked everyone who has volunteered so far. She reported our teachers have been great with volunteering with a few volunteer spaces left. They have shorter shifts available with not all shifts during bingo. Don't forget your costumes. There will be gift cards and raffle baskets for best costumes, including adults and kids.
- c. Spirit Wear - Jennifer Hewett and Misty Belisle. Jodi Johnson reported for the chairs. She reported the website is coming along with our vendor. They've seen sneak peaks, and it's getting close. They are working on small improvements to perfect the website with a launch hopefully happening in the next couple of weeks. There will be in-stock options at Boo Bingo to sell. She reported there are 6 pairs of spirit socks left and these are listed on the spirit wear Cheddar Up.
- d. Jaguar Challenge - Leigh Starnes and Shellie Milano. Leigh reported it's our annual fundraiser that will be launching November 2. We are partnering again with Raise Craze for kindness. This will overlap with Veterans Day and World Kindness Day. They have new ideas, as well as things from last year.
- e. Holiday Shop - Caitlin Duffy and Brittany Adalia. Jodi Johnson reported for the chairs. She reported it will occur December 4-8. We have chosen a vendor and signed the contract. It will run from 9 am- 2 pm each day with the committee working on logistics currently. A lot of parent volunteers will be needed during the school day for this event. A SignUp Genius will be posted. A parent night will be held on Wednesday, December 6 3:00-6:30 pm. There will be a wide range of prices offered with inexpensive gifts and maximum price still under \$20. Gift certificates will be available from the vendor to give students who may not be able to afford it an opportunity to shop.

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## OLD BUSINESS

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- a. Spirit Stick Sale - Ariella Stallcup reported the sale happened on September 15 with over \$1600 worth of spirit sticks sold at \$1 each. We currently have in stock 2,759 spirit sticks. We have an actual inventory now. Older spirit sticks are being sold 2 for \$1. The next sale will happen in December with new spirit sticks already ordered. The budget has been maxed out with \$50 left. The budget will be readdressed after the December sale.

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## NEW BUSINESS

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- a. Quickbooks/Accounting Software - Ashley Janicki reported that early last week we were informed that our Quickbooks subscription was no longer going to be available. A former board member's business has been paying for years, but the price keeps going up with no reason for them to continue to pay it. Ashley requested to increase the expense line by \$550.
  - i. April O'Donnell stated that QuickBooks has a program where you can apply as a school or organization to get it free or less. Ashley reported we've applied for that program and have been approved. TechSoup is \$160 annual with a one time charge of \$345 to transfer all of our data. Ashley reported she is waiting for the book keeper to get back in touch to transfer over everything without losing data.
  - ii. Elizabeth Lynn stated we need to request to increase the expense line of the accounting software, line 7001 on the treasurer's report, by \$550. The current accounting fee is

\$500 for taxes to the accountant but want to increase it to \$1050 to offset the QuickBooks cost and data transfer fee. It will be \$160 after the one-time transfer fee.

- iii. Leigh Starnes motions to approve the request with Lashawn Li seconding the motion. All in favor.
- b. Scholarship Fund - Elizabeth Lynn reported on the request to increase the expense line for scholarships to \$2000. Elizabeth reported the scholarship budget was cut to \$250 last year due to not being used, but this year we've seen a dramatic increase in need amongst students here for everything from lunches, and field trips to shirts. We would like to be able to help as many students as we can. Elizabeth reported within the first month of school, we've exceeded our \$250 scholarship budget due to 1st grade field trips, t-shirt requests and other things. The board has discussed this matter. Some PTO's pay for all but it's not feasible this year. The executive board recommended increasing our expense line to \$2000. If we can allocate \$2 per child per grade to a field trip scholarship fund, each grade level would know what they have to work with for the year. It's up to the grade level teachers to use the money as they see fit (field trips, t-shirts, etc.). Only first grade has turned in field trips for the entire year so far. Elizabeth talked to Dr. Reichenberg and third grade doesn't have anything planned yet for field trips. We felt like \$2 per child would give each grade some play and decide how they want to use it the best way they see fit. We can readjust next year or in the spring if needed. We wanted to ask membership to request the increase due to the current budget maxed out.
  - i. Question from Lashawn Li: "Do these requests come through guidance counselors?"
    - 1. Dr. Reichenberg answered, "Yes it comes through a form."
    - 2. Elizabeth answered, "PTO can't see the child's name, just a number. Dr. Reichenberg has to sign off on the form before it comes to PTO."
  - ii. Question from Leigh Starnes: "Is guidance the one who makes the decision on who is in need instead of the grade level? What does that look like with different field trip prices?"
    - 1. Elizabeth answered, "If each grade has an amount set for their grade based on student population, those teachers will know how much there is to work with when looking at field trips and how many students may need help. Teachers can communicate with Mrs. Milite regarding their students. If one grade has, say, a \$100 field trip, maybe we can't afford that for 5 kids, but we can help offset those costs for five families. Essentially it'll be at guidance and teacher discretion instead of PTO's discretion. If one comes in tomorrow, we have to say no because there isn't a budget now. We spent less than \$200 last year on scholarships but this year we're already over \$300. If funds aren't utilized by year-end, they would have to be reallocated at a meeting by vote of the membership."
  - iii. Question from Nicole Thompson: "We do as teachers try to be aware of who in our classes might be struggling to pay for something like that. We would discuss that as a grade level and identify the kids because we don't want anyone missing out. Third grade had all field trips by February, so could the extra money go to a different grade level to help them?"
    - 1. Elizabeth answered, "It would have to go back to membership for a vote to be reallocated."
  - iv. Jodi Johnson stated, "\$2000 gives us extra wiggle room as well since we don't have exactly 1000 students right now."
  - v. Question from Teresa Mendoza: "Would we order extra shirts for people later in the year? Is that something the school orders extra for to be in stock? Will it be something we need to consider if someone in need needs it later on?"



1. Amy Grimm answered, "They only let us order up to the deadline, and there's no wiggle room. No class t-shirts are available after the deadline. We don't fund any extra."
  2. Nicole Thompson answered, "Several teachers order extra out of their own pockets to have for their kids who may not get one."
  3. Teresa stated, "I was thinking it would be for inclusion for the children who are in need and might be visibly different than the other kids."
- vi. Elizabeth stated, "PTO has paid for 11 class t-shirts this year."
  - vii. Question from April O'Donnell: "Are you leaving it up to the grade level to decide on what to do with the money of \$2 per child?"
    1. Elizabeth answered, "Yes."
  - viii. Amy Grimm stated, "Second grade just did their field trips by semester, so it wasn't overwhelming at the beginning of the year with money coming out all at once."
  - ix. Question: "Is it the same shirts for every grade for every year?"
    1. Teacher answered, "No. It's different every year. It depends on the teacher."
  - x. Question: "Could we have a closet with donated old class shirts, so the teachers can just give that student a shirt?"
  - xi. Teresa Mendoza motioned to approve the budget increase for scholarships with Kelly Robinson seconding the motion. All in favor.
- c. Chick-Fil-A Nugget Platter Sale - 10/17-10/23. Leigh Starnes reported that Chick-fil-A is one of our Community Partners, and they are offering a fundraiser for the FL/GA game weekend and for the Super Bowl. She reported it's easy passive income. We will sell the trays with 8 servings of 8 nuggets per person at \$40 per tray. \$10 will come back to us for every tray sold. We can choose 1 bottle of sauce for each tray ordered. The sale will launch on 10/16 and go until 10/23. They will be distributed at school on 10/27 4:00-5:30 pm. They come chilled but can be reheated. You don't have to like football to eat chicken!
  - d. Me & My VIP Winter Dance - Friday, January 19, 2024. Elizabeth Lynn reported it's a family dance. Right now we only have a couple of committee members but are in need of 2 chairs to lead the committee. If you have an interest in chairing, we have contacts at other schools and Dr. Reichenberg has done it previously. Please find us for more information, email us, or use the QR code provided at the meeting.

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## QUESTIONS AND COMMENTS

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- a. Upcoming Events:
  - i. Chick-Fil-A Nugget Platter Sale – 10/16-10/23
  - ii. Boo! Bingo – Friday 10/20
  - iii. Spirit Night at V Pizza – Monday, 10/23
  - iv. Jaguar Challenge – 11/2-11/17
  - v. Spirit Night at PDQ – Thursday, 11/9
  - vi. PTO Meeting – Tuesday, 11/14

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## MEETING ADJOURNED AT 7:24 PM

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Motion to adjourn meeting by Nicole Thompson and seconded by April O'Donnell.

# JCE PTO GENERAL ASSEMBLY MEETING

NOVEMBER 14, 2023 MINUTES

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## WELCOME

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Elizabeth Lynn began the meeting at 6:31 pm, thanking everyone in attendance and introducing herself. Elizabeth introduced Jodi Johnson, Vice President, Katie Lindsey, Secretary, and Ashley Janicki, Treasurer.

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## MINUTES APPROVAL

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Katie Lindsey asked for all in attendance to review the 10/10/23 minutes provided at the start of the meeting (also emailed out previously to all PTO members). Mrs. Clarke made a motion to approve the minutes and Mrs. Thompson seconded the motion. All in favor.

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## PRINCIPAL'S REPORT

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Dr. Joy Reichenberg reported that the administration dressed up today for Raise Craze, and the adults had a great time. There is a need on the School Advisory Council (SAC), a group that meets monthly comprised of parents, teachers, community members, and business partners. They are involved in school improvement plan processes with funding provided by the state. SAC is involved in making decisions on where funds to school go. SAC meets tomorrow 11/15/23 at 3:30 pm and on every 3rd Wednesday of the month at 3:30 pm. Mrs. Johnston is the chair and if interested you can reach out to her or to Dr. Reichenberg.

Dr. Reichenberg reported tomorrow night is the school district ceremony to celebrate the employee of the year, Mrs. Lisa McGonagle. The spelling bee was today, organized by the 5th grade teachers. It was the longest spelling bee they've had so far and went great. The winner was Savannah Dixon from Mrs. Wilson's class.

Dr. Reichenberg reported next week is Thanksgiving break with only 2 regular school days and off Wednesday-Friday. On 11/17/23, there will be a special dance party and special guest. Thank you to everyone who has helped with Jag Challenge, especially parent volunteers.

Dr. Reichenberg reminded all parents to check the lost and found in the cafeteria. She reported all items will be donated at the end of the second quarter.

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## PRESIDENT'S REPORT

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Elizabeth Lynn reported it's been a busy month since the last PTO meeting. PTO sold boo grams. Boo Bingo was under budget \$700. Leigh Starnes and Dr. Reichenberg accompanied Heather DeCato to a ceremony for St. Johns County Business partners, and Heather/The Little Gym was chosen as one of the district's top 5 Business Partners.

Elizabeth reported Chick-fil-A trays were sold for Florida/Georgia weekend and the V Pizza Spirit night raised \$130. PTO provided a give back to the students and staff with free frosty coupons donated by Wendy's.

Elizabeth reported we kicked off Jag Challenge on 11/2 with a car line celebration and opening assemblies. It's been so gratifying with how engaged all of our teachers and students have been. It flowed really well this year and we are so thankful for all of our volunteers and teachers and staff,

sending emails, wearing costumes, etc. We couldn't do it without you all. Our families sense we're all on the same page, making it a successful fundraiser. Thank you!

Elizabeth reported the PDQ spirit night raised \$565. In 2-3 hours we almost brought in the same amount as an all day spirit day at Chick-fil-A last year.

Elizabeth reported spirit sticks sale will be December 1 and Holiday Shop will be the first week of December.

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## TREASURER'S REPORT

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Ashley Janicki reported we've received donations both monetary and gift cards listed on the line item 4001.

Ashley reported \$250 was anonymously donated to the scholarship fund that was discussed last meeting.

Ashley reported the online store for spirit wear merchandise has been a big hit, and we received our first payment from the first week of sales with a profit of \$590.38 from just online sales.

Ashley reported Jag Challenge is still open with no official numbers yet.

Ashley reported Boo grams brought in \$835 over what was budgeted.

Ashley reported spirit nights have a \$1000 budget line and before PDQ we had received \$700 already.

Ashley reported Boo Bingo night did great!

Ashley stated we need to create a new budget line for the Chick-fil-A tray sale. We have money coming in for the trays, and then we write Chick-fil-A a check for their cost and keep the proceeds.

Ashley reported the expenditures include the following: student scholarships \$200 of \$2 per student with \$196 leftover for growth; Sunshine Fund with bus driver appreciation day added in; Positive referrals helped provide treats for students with ordering completed through Amazon prime day and Oriental Trading Company with enough secured for the rest of the year; Good Jag Celebration with donuts and juice covered and gift cards received; and Bingo night had one more expense to come in but well under budget.

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## COMMITTEE REPORTS

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- a. Spirit Wear - Jennifer Hewett and Misty Belisle. Jodi Johnson reported for the chairs. She reported deliveries are coming in with the cut off for delivery 11/10. They've been delivered to classrooms. Anything ordered after 11/10 would need to be picked up from Big Frog in Mandarin. Shipping is also an option to be added to the website soon. Some people have had issues with shirts. Please email [JCEspiritwear@gmail.com](mailto:JCEspiritwear@gmail.com) if there are any problems.
- b. Jaguar Challenge - Leigh Starnes and Shellie Milano. Leigh reported we're at the tail end of the challenge. Thank you for reading your emails. There's still time to register and log AOKs. Last year we had 3363 AOKs. We've already completed 4316 this year. We had great events included as AOKs (pawsitive reading, Westminster Woods game time, art in the park, trash pick up in the park). We've raised \$48,715 so far and reached all of our incentives except for field day. We have to reach \$50,000 to earn this field day. We're excited for the kids. Admin dress up day was a hit. The K and 1st graders were chanting Mario during lunch. We had 3 families donate costumes to us for them to wear. A JCE mom donated the Mario props as well. We have had great volunteers running the candy bar cafe and hanging feathers every day. Send your emails!
- c. Holiday Shop - Caitlin Duffy and Brittany Adalia. Caitlin reported this is a new event that will give the kids an opportunity to independently shop for families and friends. The company we are using is Wonderland Gift Shoppes. They will provide the inventory, restock the inventory every

day based on what we use that day. It will send a report and be shipped for next day delivery. Classes will have 1 time slot. The computer system provided will keep track of inventory. Marketing handouts provided and will be sent home with children. 25% of sales will go back to PTO. It will be held December 4-8, Monday to Friday, 9am-2pm with Wednesday 9am-1:10 pm. Wednesday will have a family night 3-6:30 pm with parents invited. Teachers are signing up for shopping slots with 25 min slots. Most have signed up already. Volunteer sign up will be sent out tomorrow. Each shift will be 1.25 hours for volunteers. Chairs and PTO board members will run registers. Volunteers will be needed to help with shopping. Budget envelopes are offered and parents can fill out an envelope prior to their child's shop date with info on money and who they are shopping for. Be on the lookout for the volunteer sign up. A parent letter and budget envelope will be sent home with students the week before the shop. We can accept cash, check, credit card, and an e-gift card option for parents to pre-buy. If all of an e-gift card's funds aren't used, they are lost. All gifts will be less than \$22, most less than \$6, some less than \$1 to meet all budgets.

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## OLD BUSINESS

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- a. Boo Bingo- Elizabeth Lynn reported we had very good feedback received. We were significantly under budget. Beckie and Erica did a fantastic job chairing the event.
- b. Chick-fil-A Nugget Tray Sale (October)- Elizabeth Lynn reported that 43 were sold this fall. It was easy, passive income, as we made \$10 a tray.
- c. Spirit Nights at V Pizza and PDQ- Elizabeth Lynn reported that V Pizza gave us a lower percentage of 7% offered but was a community building night for the school. PDQ raised \$593. Our next spirit night is at Chick-fil-A Mandarin on 12/19/23.

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## NEW BUSINESS

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- a. Chairs Needed: Me & My VIP Winter Dance (1/19/24) & Spring Family Event (TBD)- Elizabeth Lynn reported Me & My VIP Dance is on 1/19/24 and we as a board have started making plans to book the DJ and photo booth, etc. We do have a couple of committee members but need 2 chairs. The spring family event could possibly be a movie night at Cinemark or maybe a Jumbo Shrimp game (JCE night at game). If you're interested in chairing, let us know.
- b. Literacy Week- \$500 expense line requested by Mrs. Jackie Clarke. Mrs. Clarke reported Literacy Week will be the 3rd week of January. "Believe in your Shelf" is the theme. In the past PTO provided a book for K-5. Budget of \$500 is being requested to include 55 teachers. A survey was sent out and 18 teachers said yes to continue giving books with 9 teachers indifferent. The literacy committee meets on Thursday. Mrs. Clarke is asking for \$500 budget for the books. Each book will have a label saying "Donated by PTO." Leigh Starnes made a motion to approve and seconded by Kelsey Langenfeld. All voted in favor. APPROVED
- c. Student Givebacks- \$1000 expense line. Elizabeth Lynn reported as a board we wanted to give back to the students more this year. We're going to push a cart around and deliver items to the students. We are asking for \$1000 for student give backs. We have done free Wendy's frosty's that were donated. We want to purchase other things to give them throughout the year. We may need more in the future, but we wanted to start with \$1000. Ari Stallcup made a motion to approve with Leigh Starnes seconding the motion. All voted in favor. APPROVED
- d. Holiday Shop- create expense line. Ashley Janicki reported that Holiday Shop was voted on at the beginning of the school year for \$500 for decor, printing, envelopes, etc. After talking with the Financial Review Committee, we are going to be making money on it, but we're also going to be paying out. We're only paying out on what we sold. At the end of the shop, we pay for products that we've sold. Income line and expense line both of \$20,000. We are getting 25% of the profit of products sold. Because we don't know what to expect to make, the company is expecting

\$20,000-\$25,000 sold. We put both at the same limit. They provide decor. Income and expense line increasing both by \$20,000 in order to cancel each other out.

- i. Question by Leigh Starnes: "Will this mess with unallocated funds?" Ashley answered, "No."
  - ii. Mrs. Clarke motioned to approve and Ari Stallcup seconded the motion. All in favor.  
APPROVED
- e. Chick-fil-A Super Bowl Nugget Tray Pre-orders- create expense line. Elizabeth Lynn reported we sold 43 trays in the fall. \$2150 is shown on the expense due to collecting money first and then sending back to Chick-fil-A. We are looking to sell them again for the Super Bowl. We are asking to increase the budget. Financial Review Committee has been advising us on how to show this expense/income in our records.
  - i. Question by Ari Stallcup: "Will we sell more and go over budget?" Elizabeth responded, "Yes but it will mean we bring in more revenue."
  - ii. Elizabeth Kanack motioned to approve and seconded by Jencie Hecht. All in favor.  
APPROVED
- f. Holiday Shop- vote to allocate position of the proceeds towards 2024 Holiday Shop budget. Jodi Johnson reported that we decided to use a vendor this year because we have no clue what it's going to look like this first year. We're hoping to use the sales data and inventory data to get smarter and figure what our students like, what they don't like, and right price point to shop after Christmas sales and sales throughout the year to create our own holiday shop next year. In order to do that we need time and money to shop. We are proposing to use a portion of our proceeds from this year's holiday shop income. We are asking for \$4,000 of our proceeds to start shopping this year. We couldn't spend any money until July 1 if we waited for next year's budget. We are asking for \$4000 now and we will revisit the budget next year. We don't have another meeting until January. We need to vote on it now to be able to shop the sales.
  - i. Question by Heidi Karl: "Will that money roll back into the budget if you decide not to use that money?" Jodi answered, "Yes. It will be a commitment to do our own shop."
  - ii. Question by Ari Stallcup: "Are there a lot of schools who do this on their own?" Jodi responded, "Yes. There's a group on Facebook we've talked to other people about it. It's more work for sure."
  - iii. Question by Leigh Starnes: "When you were doing your research, is \$4,000 what they use?" Jodi responded, "No, they say spend 50% of what you expect to sell. We debated on what to ask for to begin with. We can increase this budget if needed."
  - iv. Question by Leigh Starnes: "Will our kids get less stuff at the end of the week when compared to the beginning of the week?" Jodi answered, "Yes that is a chance but still that chance with the vendor as well. We can also ration hot items throughout the week to save for the later grades/classes."
  - v. Question by Mrs. Clarke: "What does Hickory budget for since they're half of our size?" Jodi responded, "We think they budget \$4000 and sold \$8000."
  - vi. Question by Leigh Starnes: "What does that look like from an accounting stand point?" Jodi answered, "We wouldn't have an e-gift card. We could have to invest in wifi hot spot and focus on cash. We could research a pre-payment on Cheddar Up but would have to look into that."
  - vii. Statement by Mrs. Clarke: "It might be good for the future to have an iPad set aside for this particular event."
  - viii. Question by Teresa Mendoza: "Is the decor multicultural?" Jodi stated, "Yes. We plan to use our blue, silver, and white decor from Winter Wonderland. There's not religious specific gifts. It's just fun stuff for the kids to buy and not geared towards a certain holiday."

- ix. Ari Stallcup motions to approve to modify all of proceeds to roll from 2023 to be used to shop for holiday shop 2024 with no less than \$4,000 (using unallocated funds if below) with Caitlin Duffy seconding the motion. All in favor. APPROVED

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## QUESTIONS AND COMMENTS

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- a. Christmas Tree Lane- Elizabeth Lynn reported on December 19 during the spirit day at Chick-fil-A our chorus will perform and everyone will have the opportunity to look at the Christmas trees that local groups can decorate. You can vote on our tree to help us win the contest. We will have a sign up for staff members to wave in the drive-thru line.
- b. We will need a lot of volunteers for December 7, as Holiday Shop and Field Day are both tentatively scheduled for this day.
- c. Question: "Do we have a budget for spring family event?" "Yes, \$1000 is budgeted."
- d. Spring Carnival- \$5000 is expense and projected revenue is \$8000.
- e. Upcoming Events:
  - i. Spirit Stick Sale- Dec 1
  - ii. JCE Holiday Shop- Dec 4-8
  - iii. Jag Challenge Celebration Field Day (tentative)- Dec 7
  - iv. Chick-fil-A Spirit Day at Christmas Tree Lane- Dec 19
  - v. PTO Meeting- Jan 16 6:30 pm
  - vi. Me & My VIP Dance- Jan 19

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## MEETING ADJOURNED AT 7:24 PM

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Motion to adjourn meeting by Nicole Thompson and seconded by Mrs. Apolinario. All in favor.

General Assembly Meeting Agenda  
Tuesday, January 16, 2024  
6:30 PM

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**1. Welcome & Call to Order**

**2. 11/14/23 Minutes Approval - Katie Lindsey**

**3. Principal & Board Reports**

- a. Principal - Dr. Joy Reichenberg
- b. President - Elizabeth Lynn
- c. Treasurer - Ashley Janicki

**4. Committee Reports**

- a. Jaguar Challenge - Leigh Starnes
- b. Holiday Shop - Caitlin Duffy & Brittany Adalia
- c. Chick Fil A Christmas Tree Lane - Samantha Price & Ariel Enoch
- d. Me & My VIP dance - Jodi Johnson
- e. Hearts for Teachers - Ariella Stallcup

**5. Old Business**

- a. Student Givebacks
- b. Chick Fil A Spirit Day (upcoming: Spirit Night at Panera - 1/27)

**6. New Business**

- a. Chick Fil A Super Bowl Nugget Tray pre-orders
- b. Souper Bowl - Feb. 9
- c. Spirit Wear Pop-Up Shop - Feb. 9
- d. Grandparents Days (March 5 and 7) - create expense line
- e. Spirit Sticks - report & request to increase expense line
- f. Valentine Grams - report & request to increase expense line
- g. Fifth Grade Year-End Committee - funds request

**7. Questions & Comments**

**8. Adjournment**

**Upcoming Events**

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Jan. 19 - Me & My VIP dance

Jan. 22 - 29 - Valentine Grams on sale

January 25 | 9:30 AM (JCE Cafeteria) - JCE 101

Jan. 27 | 4 - 8 PM - JCE Spirit Night at Panera (San Jose Blvd)

Jan. 29 - Feb. 5 (CFA Nugget Trays on sale)

Feb. 9 - Souper Bowl, Spirit Wear Pop-Up Shop & CFA Nugget Tray Pick-up (4 - 5:30 PM)

Feb. 13 | 6:30 PM (JCE Cafeteria) - PTO Meeting with Guest Speaker Sheriff Robert Hardwick

*JCE PTO GENERAL ASSEMBLY MEETING*

# JANUARY 16, 2024 MINUTES

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## WELCOME

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Elizabeth Lynn began the meeting at 6:35 pm, thanking everyone in attendance and introducing herself.

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## MINUTES APPROVAL

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Katie Lindsey asked for all in attendance to review the 11/14/23 minutes provided at the start of the meeting (also emailed out previously to all PTO members). Mrs. Thompson made a motion to dispense reading of the minutes with Leigh Starnes seconding that motion. Jencie Hecht made a motion to approve the minutes and Mrs. Thompson seconded the motion. All in favor. Approved.

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## PRINCIPAL'S REPORT

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The principal's report was provided by Mrs. Hatcher. She reported that they're finishing up the second round of FAST and STAR testing and should be done by next week. Report cards will be available electronically through HAC tomorrow 1/17. Literacy week is next week with reading focused activities provided. The theme this year is Believe in YourShelf. Character Counts 6k and 3k races will be happening soon. The school with the most representation gets a reward. You can sign up online.

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## PRESIDENT'S REPORT

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Elizabeth Lynn thanked everyone for all of their support during the first semester. Thank you to all volunteers. We had a great fall semester and are excited about the progress we've made and what we have coming up this spring.

Elizabeth reported that Jag Challenge surpassed their AOK and fundraiser goals. We were able to succeed in holding 2 major fundraisers in 8 months time which speaks to the caliber of our school and commitment of school families. As a board, we're working with Dr. Reichenberg to discuss what can best be accomplished with the money raised.

Elizabeth reported the students were surprised with "snowman soup" in December, and our spirit sticks sale went well. The staff was surprised with a Quarterly Cart in November. The holiday shop in December was a success, and fifth graders shared how happy they were to participate before they graduate. Christmas Tree Lane at Chick-fil-A in December was a hit with chorus and staff doing a great job! PTO hosted a holiday luncheon for the staff with a 'Merry and Bright' theme before the break; catering was provided by Le Petit Paris and the dessert bar by JCE families.

Elizabeth reported we're excited for the spring semester and thanked our members for their continued support.

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## TREASURER'S REPORT

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Ashley Janicki reported we've received monetary donations from corporate matching systems with \$100 outstanding from prior year, which has now been transferred.

Ashley reported the spirit stick sales in December were amazing and grossed way over budget.

Ashley reported the Jag Challenge additions have been added with final payment under \$500 from Stripe; we received 2 corporate matches over break.

Ashley reported the spirit nights at PDQ grossed \$565 and Chick-fil-A \$510.

Ashley reported the Holiday Shop had a total income of \$22,561.90 including gift cards with a \$17,906 cash income not including gift cards purchased. All has been deposited.

Ashley reported the literacy week expenses have been approved and books have been received by Mrs. Clarke.



Ashley reported for the scholarship budget line that \$50 was spent for holiday shop for students to be able to shop for families. The vendor provided \$100 in gift cards but we still needed an extra \$50 to cover all students who needed the assistance.

Ashley reported the holiday staff luncheon was under budget in expenditures.

Ashley reported the student give backs have been partially given out with the snowman soup provided to all students in December but another coming home soon.

Ashley reported the Chick-fil-A tree was under budget.

Ashley reported PE sent in their requests and were able to get extra scooters and a squeegee to help clean off the basketball court right after it rains.

Ashley reported for Good Jag celebrations there have been 3 so far but haven't received all receipts for these yet. She will follow-up on this.

Ashley reported our January stock-the-lounge was business partner-funded.

Ashley reported the taxes were paid and all is good with the IRS.

Ashley reported for the general fund a label printer has been purchased, as well as bulletin board supplies and birthday gifts for staff PTO members.

Ashley reported Jag Challenge expenses and classroom appropriations have been ongoing. She requested teachers send in their appropriations as soon as possible.

Ashley reported the Me & My VIP dance budget is \$2500. The budget was mistakenly dropped to \$500 in December thinking it was for holiday shop decor, but it has been fixed. We've paid vendors but snacks/drinks haven't been accounted for yet.

Ashley reported one more expense has been received for bingo night, so it is finalized now. It came in well under budget.

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## COMMITTEE REPORTS

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- a. Jaguar Challenge- Leigh Starnes. Leigh reported there has been great success and she's amazed that 8 months after our first Raise Craze fundraiser we were able to get great support both financially and with acts of kindness. We raised over \$52,000 with over 2,000 more AOKs than last time. 29 classes achieved their goals with \$25 celebrations received. The lock-in is coming up for top grade level students for AOKs and fundraising \$. More expenses for that will be coming to make it special for those children. Thank you to all of the teachers for the lip sync dance off participation and to Jazzy and Jaxson de Ville, Mrs. Clarke for organizing the teachers and helping out, resource staff with field day and fulfilling that goal, our committee for being super helpful start to finish, and our board for helping every day.
- b. Holiday Shop - Caitlin Duffy and Brittany Adalia. Brittany reported it was a fantastic holiday shop. We had the room for 2 weeks to help with set up and were able to lock the door every night to remain in the shop all week. We're grateful for such a fun event. We want to extend thanks to the teachers for signing up and showing up on time. We had 25 minute slots with a tight schedule. Thank you for showing the commercials and getting the kids excited. Thanks to the board for wrapping presents and being there all week to help it run smoothly and running errands. Huge thank you to our volunteers who we couldn't have run the shop without. They helped with everything and we appreciate all the time you gave us. We hope you love the gifts. We used a company called Wonderland Gift Shoppes. They were wonderful to work with. They sent us an initial inventory of 75 boxes before Thanksgiving. We didn't have to pay up front for the inventory. They provided parent communication info, posters, envelopes, etc., produced commercials, gift wrap, training for register system, kept track of inventory and sales, restock reorder every morning for arrival the next day, and had back in inventory before 9 am when the shop opened. The kids had a full shop with variety all week because of the restock. Items were between 35 cents and \$19. There were some broken items at times but most items were decent. We sold 5696 items with \$22,600 in sales with a 25% profit margin with PTO receiving \$5640 of the total sales. At the end of the week, we boxed up the inventory, calculated how much we owed the company, and they picked it up. We still had 40 boxes of inventory at the end of the week. The process was very smooth. Overall it was a very successful shop. The plan was to use this company for this year with the intention to run our own shop for the next

year. Our thoughts have changed. Simply the fact that we sold 6000 items and to provide the inventory seems too hard to do by ourselves. It doesn't justify the amount of time it would take to buy the times throughout the whole year or where to store it. Next year we'd like to have 3 registers instead of 2 and more gift wrapping stations with more volunteers to help shop for the youngest grades. The feedback was wonderful. We appreciate everything and would love your feedback for next year.

- i. Ashley Janicki is asking for the holiday budget to be brought back down from \$4000 to \$0 since we won't be buying anything on our own. Leigh Starnes motioned to approve with Ari Stallcup seconding the motion. All in favor. APPROVED
- c. Chick-fil-A Christmas Tree Lane- Samantha Price and Ariel Enoch. Elizabeth Lynn reported that we won the Holly Jolly award and Best of St. Johns award. The staff earned tea and cookies this semester, which we will arrange a date for. The custom photo prop was generously donated by Dan Brown and Mimi McLaughlin was the painter.
- d. Me & My VIP Dance- Jodi Johnson. Jodi reported we've purchased all the desserts and punch. The DJ is coming with 2 professional photo booths as well. They will provide printed strips. Please dress to impress. We're excited to see your outfits. If you want to volunteer, please sign up on our sign up genius on our social media pages. We've sold out the 1st session.
- e. Hearts for Teachers- Ariella Stallcup. Ari reported that we decorate the halls with giant hearts for all the teachers and staff with a theme that describes your teacher. Everyone pitches in to make one for everyone. Beth has emailed our room parents. It doesn't matter who makes them, though. They will be posted on social media starting tomorrow. Support staff and administration also need people to sign up since they don't have a room parent. We will need help putting them up on February 1. We will be hanging them up in the main hallway. We will email out to PTO members.

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## OLD BUSINESS

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- a. Student Givebacks- Jodi Johnson. Jodi reported the snowman soup was provided in December. Every student received a hot chocolate packet with snowman marshmallow. We might try to enlist some help next time. The kids enjoyed getting the cart for them in their classroom. We have some more coming up in the next couple of months.
- b. Chick-fil-A Spirit Day- Leigh Starnes. Leigh reported JCE loves CFA. \$510 was raised all day. Ms. K did a great job with the chorus. We appreciate the teachers and staff coming. Panera is next on 1/27 from 4/8 pm with 25% of proceeds coming back to us. We have to show a flyer or give code FUND4U for in cafe, delivery, or pick up offered. It's the Panera on San Jose Blvd. at 295. Jessica Gallison has done spirit nights again this year and will meet with her next week to get more info on the upcoming spirit nights.

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## NEW BUSINESS

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- a. Chick-fil-A Super Bowl Nugget Tray pre-orders- Leigh Starnes reported the sales will launch on 1/29 until 2/5 with pick up on Friday 2/9 outside extended day entrance from 4-5:30 pm. They're \$40 per tray with 64 nuggets (8 servings) with 1 bottle of sauce and a card for a free menu item included. Since it's Super Bowl 58, we'd love to sell at least 58 trays. They come with instructions to reheat. We get \$10 back from every tray.
- b. Souper Bowl- February 9. Elizabeth Lynn reported we will be hosting our first Souper Bowl lunch for our teachers and staff. Parents can sign up to bring crock pots of soups and rolls on Friday, 2/9. We will have a sign up sent out soon.
- c. Spirit Wear Pop-Up Shop- February 9. Elizabeth Lynn reported we will post up with the CFA tray pick ups from 4-5:30 pm with PE also out there with us to sell spirit wear.
- d. Grandparents Days (March 5 and 7)- create expense line. Kelsey Langenfeld reported she is the chair. She has found this event to be popular in other schools in the area. We are wanting to do a budget of \$2000 for breakfast for grandparents and child with decor and photo opp. We will divide families by day, split by last name into multiple days. It will be the week before spring break, 7-7:30 before school. Hickory Creek and Cunningham Creek both do this event, so we have ideas from them. Dr. Reichenberg has approved the event. It will be free. No revenue, as we won't be charging grandparents. They will have to RSVP. They will also need to be approved ahead of time for volunteers through the county. It will only be in the cafeteria, visitors are not allowed in the through the rest of the school.

- i. Ari Stallcup motioned to approve with Leigh Starnes seconding the motion.
  - ii. All in favor- APPROVED
- e. Spirit Sticks- report and request to increase expense line. Ari Stallcup and Leigh Starnes reported the next sale will be in March. We have over 2000 spirit sticks but we need more sticks before the sale. Typically we sale 1200-1800 spirit sticks in one sale. We started with over 4000 for the year. We want enough for our next sale or at upcoming events and to be stocked for the beginning of next year as well. Spirit Monkey is the company we buy from and they release new ones throughout the year. We found rings for their backpack for \$1. We've sold 2600 so far and are requesting an additional \$600 for the next spirit sale. We make 40 cents profit for each stick sold. We've sold 3200.68 worth so far with a budget of \$2000.
  - i. Jackie Clarke motioned to approve and Jencie Hect seconded the motion.
  - ii. All in favor- APPROVED
- f. Valentine's Grams- report and request to increase expense line. Ari Stallcup and Kelsey Langenfeld reported they met with their committee and have a preliminary plan. Because they're so popular, we expect to sell 600-700 grams. We decided not to do class grams this time. We want to implement something new for our teachers. We are asking for \$500 more money for the kids to have an option to send something fun to their teachers. \$2 charged for the gram for the teachers, once it sells out it's gone. It's not edible. There will be a note on who purchased the gram for the teacher.
  - i. Question: Erica Foster- "Will it be something that one teacher will get 100 and a not-favored teacher won't get any?" No, there will be a cap.
  - ii. Question: Leigh Starnes- "You're going to cap it but not every kid can buy their teacher a gram?" Correct.
  - iii. Question: Jenn Empey- "All staff included in this or just for teachers?" We won't be able to do for all stuff due to the amount. We were trying to make it for not just one person getting the credit.
  - iv. Question: Leigh Starnes- "Does PTO do something for Valentine's Day for teachers/staff?" Hearts for teachers and Souper Bowl will be in February with Teacher's Appreciation Week in May this year.
  - v. Question: Elizabeth Lynn- "Is it possible to buy a less expensive item to not exclude someone?" It would only save about .25 cents per item to get a less expensive version.
  - vi. Question: Heidi Karl- "Is it a lot more work for you all?" It's actually less work than the gram themselves.
  - vii. Question: Beth Boackle- "Is it possible to have a pool of items to divide up to everyone? You're buying for a staff member and 500 items are bought then it's divided." Yes, we can do that and everyone will get that one item.
  - viii. Question: Jencie Hecht- "Is it possible to only sell 130 and then cap it off after?" Yes.
  - ix. Question: Theresa Mendoza- "A message could be added and add the comments to the specific teacher?" Yes.
  - x. Jackie Clarke made a motion to approve with Jencie Hecht seconding the motion.
  - xi. In favor- 20
  - xii. Opposed- 1
  - xiii. APPROVED
- g. Fifth Grade Year-End Committee- funds request. Mrs. Thompson reported every 5th grader will have Kona Ice on their field day. We have a field day and use equipment that the school already has. Pizza is paid out of the grade fund with graduation and the field trip. Mrs. Apolinario has been paying for all of our graduation expenses and not asking to be reimbursed. She's been buying gift bags for students of the year which are chosen by their peers who best exemplify our JAGUAR characteristics. Gift bags include a \$10 gift card to Barnes and Noble and treats. She pays about \$50 for balloons and paper for certificates and programs. The request is for \$735 and \$525 of that is Kona Ice. Two parents and Mrs. Thompson and Mrs. O'Donnell have taken this on to see what could be done. We're looking to set up a station for each class to have room parents become involved in the field day. May 21 is the tentative date with graduation May 24. Leigh Starnes motioned to approve with Jencie Hecht seconding the motion. All in favor. APPROVED.

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## QUESTIONS AND COMMENTS

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- a. Question: Leigh Starnes- "In our August meeting, Dr. Reichenberg requested partial funding for Dreambox and somebody had mentioned a survey. Are there discussions on a survey happening before the end of the year? Mrs. Hatcher replied, "We can pull reports to look at the usage. We've been dealing with issues with tech to student ratio at times. It's the first year rolling it out. We just did additional training to help the teachers use it. The district is pulling the data because there is a leaderboard. According to the research the kids who are using the program are seeing large gains in their math scores. As a teacher, I can see their screen and comment on what they're doing. Greatest challenge is tech accessibility. It's recommended 25 minutes to complete the 5 lessons a week."
- b. Question: Jodi Johnson- "What is the goal each week of usage?" Mrs. Thompson replied, "5 lessons a week is the district's recommendation."
- c. Comment: Mrs. Clarke- "Ask your room parents to send out information on Lexia."
- d. Question: Leigh Starnes- "Can we get an updated number of available laptops?" Mrs. Hatcher replied, "We can do that. We're in the middle of looking at what each classroom has. We just got 20 new iPads and some new laptops. We get new ones and then old ones are on their way out. Tech is a priority for JCE. Testing is 3 times a year and all computer-based. We're happy to share numbers and come up with a plan."
- e. Comment: Elizabeth Lynn- "Dr. Reichenberg said tech is a priority, as well as outdoor enhancements with funding needs."
- f. Question: Erica Foster- "I know we have a certain amount of money to roll over for the next fiscal year. Do we have a number that we have to roll over and is it possible to roll over?" Elizabeth Lynn replied, "Our bylaws require we roll over the next year's budget. When we set and approve the following year's budget in May, then that money has to be in the bank account. Some schools do cut the budget low and do not carry over over a large amount. But you can be left in a tight spot in the event of something like Covid when fundraisers were canceled. We will start the discussions soon for next year's budget. We will have more funds coming in this spring through things like Jaguar Jamboree. We do try to be conservative in budgeting. It's hard to predict how much you will bring in through an event. We have had successful events and a lot more sources of income this year, which is great. New things do come up; for example, Grandparent's day was not included in the original budget this year but has since been approved. It's a balance between the previous board and the current board, too. We want to be transparent, so please ask us any questions you may have about the budget."
- g. Comment: Mrs. Clarke- "Data is taken throughout the year and I will be asking for money at the end of the year based on what has been used throughout the year."
- h. Our next PTO meeting we have Sheriff Robert Hardwick to talk about safety. His press secretary reached out to schedule with us.
- i. Upcoming Events:
  - i. Jan 19- Me & My VIP Dance
  - ii. Jan 22-29- Valentine grams on sale
  - iii. Jan 25 9:30 am cafeteria- JCE 101
  - iv. Jan 27 4-8 pm JCE Spirit Night at Panera (San Jose Blvd)
  - v. Jan 29-Feb 5- CFA nugget trays on sale
  - vi. Feb 9- Souper bowl, Spirit wear pop-up shop, and Chick-fil-A nugget tray pick up (4-5:30 pm)
  - vii. Feb 13 6:30 pm cafeteria- PTO meeting with guest speaker Sheriff Robert Hardwick

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## MEETING ADJOURNED AT 7:44 PM

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Motion to adjourn meeting by Beth Boackle and seconded by Mrs. Thompson. All in favor. APPROVED.

- 1. Welcome & Call to Order**
- 2. Guest Speaker - Sheriff Rob Hardwick**
- 3. 1/16/24 Minutes Approval - Katie Lindsey**
- 4. Principal & Board Reports**
  - a. Principal - Dr. Joy Reichenberg
  - b. President - Elizabeth Lynn
  - c. Treasurer - Ashley Janicki
- 5. Committee Reports**
  - a. Me & My VIP Dance - Jodi Johnson
  - b. Valentine Grams - Kelsey Langenfeld & Ariella Stallcup
  - c. Spring Family Event - Jencie Hecht & Brittney Jones
  - d. Grandparents Day - Kelsey Langenfeld
  - e. Jaguar Jamboree - Beckie Wagner & Erica Foster
- 5. Old Business**
  - a. Chick Fil A Nugget Tray Sale
  - b. Spirit Wear Pop-Up event
- 6. New Business**
  - a. Zaxby's Spirit Night
  - b. Jaguar Jamboree - request to increase expense line
- 7. Questions & Comments**
- 8. Adjournment**

#### **Upcoming Events**

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February 29 - Spirit Night at Zaxby's  
March 5 & 7 - Goodies with Grands (Grandparents Day event) @ 7-7:30 AM  
March 23 - Jacksonville Icemen Game @ 7 PM  
April 13 - Jaguar Jamboree  
April 16 - PTO General Assembly Meeting @ 6:30 PM

*JCE PTO GENERAL ASSEMBLY MEETING*  
**FEBRUARY 13, 2024 MINUTES**

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## WELCOME

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Elizabeth Lynn began the meeting at 6:36 pm, thanking everyone in attendance and introducing herself. Sheriff Rob Hardwick was introduced and completed his presentation on safety in our schools.

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## MINUTES APPROVAL

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Katie Lindsey asked for all in attendance to review the 1/16/24 minutes provided at the start of the meeting (also emailed out previously to all PTO members). Mrs. Thompson made a motion to dispense reading of the minutes with Leigh Starnes seconding that motion. Elizabeth Kanack made a motion to approve the minutes and Kelsey Langenfeld seconded the motion. All in favor. Approved.

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## PRINCIPAL'S REPORT

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The principal's report was provided by Mrs. Frank. She thanked our PTO for the Me and My VIP Dance, Souper Bowl lunch, and hearts for teachers and staff. She reported we celebrated our teachers of the year, Ms. Cover and Mrs. Johnston, at a banquet. We are currently hosting future teachers of Creekside High School. Please check lost and found. Testing dates for April and May will be announced soon. February 29 and March 1 are spring photos.

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## PRESIDENT'S REPORT

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Elizabeth Lynn reported in January we had the Panera spirit night and Me and MY VIP Dance. In February so far, we've hung hearts for teachers and staff with the most we've had in the hallway so far. All were signed up for, so thank you so much for helping. We had the Souper Bowl lunch for staff last week. We thank those who made soup and brought items in to contribute. The spirit wear pop-up shop was a success. Thank you for visiting our shop.

Elizabeth reported upcoming events. Goodies with Grands are March 5 and 7. Please sign up. Spring family night will be March 23. We're in full planning mode for Jag Jam on April 13 (spring carnival). We're excited to bring it back. It will be a full day of outside fun, baskets to enter to win, teacher time opportunities, etc. Classes will be working on baskets. We continue to work with Dr. Reichenberg for quotes and improvements needed as an end of the year give back to the school.

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## TREASURER'S REPORT

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Ashley Janicki reported we were able to get a \$100 gift card to Costco for Good Jag celebration that helped purchase orange juice and supplies. Spirit wear pop-up shop on 2/9 sold \$519 and hasn't been deposited yet. Big Frog spirit wear for November and December totaled \$428 with over \$4000 in income for spirit wear so far. Me and My VIP dance totaled \$4100. Valentine's grams totaled \$3400. Panera spirit night raised \$264. Chick-fil-A tray sales made \$550 for the super bowl. It's not shown yet on the report. It's strictly showing income from CheddarUp. For expenditures the 5th grade celebration was approved in the January meeting. Teacher and staff of the year were provided gift cards for the teachers and corsages for the event.

Ashley reported student give backs will be coming up again in March with packing and labels purchased. Quarterly carts are upcoming and purchases have been made for it. Goodies with Grands was approved at the January meeting. For the general fund, we were able to buy the bowls for Souper Bowl lunch, staff birthdays, supplies for events, purchased a balloon pump, magnetic hooks for events. We purchased a microwave for 4th grade. The Community Partnerships expense went up. We provided goodies for Community Partners for Valentine's Day. Spirit sticks' budget was increased at the January meeting and made purchases for upcoming sale in March. Winter family event expenses are mostly in now. Valentine's grams' expenses are partly in with more to come. Chick-fil-a expense includes turning over the money we got to pay for those.

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## COMMITTEE REPORTS

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- a. Me and My VIP Dance- Jodi Johnston reported about 500 people attended. Photos in the photo booth with strips received with frames as a gift. We're hoping to do another one next year.
- b. Valentine Grams- Kelsey Langenfeld and Ariella Stallcup both reported that all grams have been put together. They are so cute. It's a milk and cookies theme. We are able to surprise our staff with their own gram as well from all families at JCE who purchased. Every staff member will receive a gram. There are 6 child grams available online right now if someone is interested.
- c. Spring Family Event- Jencie Hecht and Brittney Jones reported it will be March 23 at the Iceman game 7:00 pm. Tickets are going to go on sale next week. \$20 a ticket and we will get \$5 back from each ticket. A flyer will go out online. We can purchase tickets directly through them and we just get the money back from them. We can spotlight a teacher event during the game that we will have plans for. We can take a big group picture on the ice at the end of the game.
- d. Grandparents Day- Kelsey Langenfeld reported there are 100 spots left for % and 135 for 3/7. Please let everyone know. We will close in about a week and a half. It's a free event for grandparents and kids of JCE. Send your pictures to Jodi of kids and grandparents together for a slide show.
- e. Jaguar Jamboree- Beckie Wagner and Erica Foster reported we are just getting started on Jag Jam. We will have inflatable slides, DJ, games, touch a truck with fire department and sheriff department, and more. Baskets are reported on by Beth Boackle. She reported they are a big part of the fundraiser. Themes are due on the sign up genius by March 1. Pinterest can be an inspiration. Funding comes from families. We have a letter you can use as a template. You can create an Amazon wish list or ask for money. Money raised will go back to JCE to help with school funding needed. Each class is responsible for a basket. Every student will receive a ticket to put in for a basket. Teacher Time will include teachers offering to donate time of their choice. For example, breakfast with Mrs. Thompson before school one day, play pickleball with 2 other teachers, etc. Tickets can be placed into these opportunities to win.
  - i. Question: Vicky Post asked, "Is it possible to create an extra basket with items that we have around our house?" Historically the baskets were very popular. Yes it can be a case by case basis.

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## OLD BUSINESS

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- a. Chick-fil-A nugget tray sale- Super bowl nuggets sold 55 trays. JCE got the gold star with the most trays sold. We got \$550 back this time with \$430 last fall. They also provided free item cards for the staff and teachers at the Souper Bowl.
- b. Spirit Wear Pop-Up Event- We sold items that were left in the closet that we had made this year. \$519 total made while handing out nuggets. Please take the extra nugget cards on the table.

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## NEW BUSINESS

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- a. Zaxby's Spirit Night- Leigh Starnes reported it will be February 29 4-8 pm. We have to show the flyer. We will send home the flyer and post online. They are a community partner with us.
- b. Jaguar Jamboree- request to increase expense line from \$5000 to \$11,000; Erica Foster reported we previously had a budget for \$5000 from years past. We have lots of expenses including custodians, security officers, games, and events. We have a group that will provide carnival games at max \$1300. There's an inflatable company with 2 obstacle courses, 6 games, and 5 slides with a budget of \$3000. The DJ is \$495 and also has games he will provide (sack races, ring toss, hula hoops). We will have face painting and hope for volunteers to assist. The fire and sheriff departments are free. We have a prize line budget of \$250. We have a craft budget of \$600. We might be able to do a rock wall if it's in the budget. We will make a profit on food. We are asking to increase our expense line from \$5000 to \$11,000 but also expecting increase in the profit. Ashley Janicki reported as of the end of January, we have \$150,000 with unallocated funds of \$51,000. Our estimated beginning budget for next year is \$80,000, bumped up from \$77,000 last year to \$80,000 this coming year, leaving unallocated of \$19,000. The event will be Saturday April 13 11 am to 3 pm. We are also soliciting sponsors through community partners and marketing opportunities. Ari Stallcup motioned to approve and Leigh Starnes seconded the motion to increase the budget from \$5000 to \$15,000. The results of a paper ballot vote were 21 yes and 0 no. APPROVED.

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## QUESTIONS AND COMMENTS

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- a. Katie Lindsey reported for everyone to pick up their thank you notes and nugget cards on the sign in table. Katie also reported the sheriff's office will host a cyber security parent info session on Thurs 2/15 at Creekside High School for those who want to attend.
- b. Elizabeth Lynn reported we had a lot of businesses sponsoring the teacher lounge stock but May is still open if you know anybody who is willing to sponsor our May stock.
- c. Upcoming Events:
  - i. February 29- Spirit Night at Zaxby's
  - ii. March 5 and 7- Goodies with Grands (Grandparents Day event) at 7-7:30 am
  - iii. March 23- Jacksonville Icemen Game at 7 pm
  - iv. April 13- Jaguar Jamboree
  - v. April 16- PTO General Assembly Meeting at 6:30 pm

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## **MEETING ADJOURNED AT 7:57 pm**

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Motion to adjourn meeting by Mrs. Thompson and seconded by Leigh Starnes. All in favor. APPROVED.



**1. Welcome & Call to Order**

**2. 2/13/24 Minutes Approval - Katie Lindsey**

**4. Principal & Board Reports**

- a. Principal - Dr. Joy Reichenberg
- b. President - Elizabeth Lynn
- c. Treasurer - Ashley Janicki

**5. Committee Reports**

- a. Valentine Grams - Kelsey Langenfeld & Ariella Stallcup
- b. Goodies with Grands - Kelsey Langenfeld
- c. Spring Family Event (Icemen game) - Jencie Hecht & Brittney Jones
- d. Jag Jam - Beckie Wagner & Erica Foster

**5. Old Business**

- a. Spirit Nights at Zaxby's & Five Star Pizza
- b. Spirit Sticks Sale - March 28

**6. New Business**

- a. 2024-25 School Supply Kit Pre-Orders
- b. 5th Grade Graduation Signs
- c. Spirit Day at Cool Eddy's
- d. PebbleGo software - funds request by Mrs. Clarke/Media Center
- e. New fridge for PTO closet - funds request by PTO Board
- f. Tower Garden - discussion of restricted funds

**7. Questions & Comments**

**8. Adjournment**

**Upcoming Events**

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May 6 - 10 - Staff Appreciation Week (more info to follow)

May 9 - Spirit Day at Cool Eddy's

May 14 - PTO Annual Meeting | 6:30 PM @ JCE Cafeteria

*JCE PTO GENERAL ASSEMBLY MEETING*

**April 16, 2024 MINUTES**

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## WELCOME

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Elizabeth Lynn began the meeting at 6:35 pm, thanking everyone in attendance.

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## MINUTES APPROVAL

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Katie Lindsey asked for all in attendance to review the 2/13/24 minutes provided at the start of the meeting (also emailed out previously to all PTO members). Mrs. Thompson made a motion to dispense reading of the minutes with Ari Stallcup seconding that motion. Leigh Starnes made a motion to approve the minutes, and Mrs. Thompson seconded the motion. All in favor. Approved.

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## PRINCIPAL'S REPORT

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The principal's report was provided by Mrs. Hatcher. She thanked our PTO for all the efforts for Jag Jam. Parent input forms have been emailed and are due back by 5/10/24. We are in the midst of 3rd progress monitoring for testing. Currently K-2 is testing and 3-5 will test in May. This Friday is a student-teacher holiday.

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## PRESIDENT'S REPORT

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Elizabeth Lynn reported Jag Jam was this past weekend. We represented JCE really well to the entire community. We doubled the estimates of people we'd have. It was a really good start to bringing the carnival back. We are so grateful for volunteers. It took so many people to put this all together.

Elizabeth reported we're working on proposals for year-end gifts to give back to JCE. We are working with Heidi and Dr. Reichenberg on quotes with hopes to bring these to the May meeting. Teachers—if you have any requests, please talk to your colleagues and such, we'd like to have that information to see what we can fund. Requests are due by end of April if possible.

Elizabeth reported all 4 board members have agreed to run for a second term. If you're interested in running, you're welcome to do that. You can nominate yourself or have a friend nominate you. There can't be off-the-floor May nominations at the May meeting. It has to be done between now and 2 weeks before the annual May meeting. There are tons of opportunities to get involved in committees and chair events for next year. Ask friends to get involved. There's always something that needs to be done. Any questions please reach out to Elizabeth Lynn via email or in person.

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## TREASURER'S REPORT

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Ashley Janicki reported we've had a lot going on since the February meeting. I added an extra column titled "Updated Budget," put in old budgeted items, and things that have closed out. For Jag Jam we are at \$27,681 for income, including sponsorships, day of sales, and presales. This does not include expenses yet. Spirit stick sale at the end of March was very successful. Valentine's Grams had a couple left over but sold the night before to include \$25 additional income. The spring family event was at the Icemen game. We are waiting on a check from them.

Panera, Zaxby's, and 5 Star Spirit Nights totaled \$825. We spent \$1466 for cafeteria lanyards and budgeted \$1200. We updated the budget to what we actually spent to zero out the account. The following were closed out: literacy week, student binders, staff lunch, teacher staff year, teacher breakfast, license, red ribbon week, Christmas tree lane, staff tea carts, PE, school supplies, grandparents day, accounting fees, insurance, Jag challenge, membership expenses, winter family event, Valentine's grams, boo grams, bingo, welcome back event, CFA trays, and holiday event.

We were able to purchase balls and bubble machines for playground. Christmas tree lane came within \$0.58 of their budget. Goodies with grands was successful, with Kelsey and committee way under budget. After multiple follow-up attempts, the accounting fees have been closed out. Teacher appropriations, annual and Jag challenge, are both available until April 30. Family fun day expense still has moving parts with receipts to be turned in and returned items not used.

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## COMMITTEE REPORTS

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- a. Valentine's Grams- Kelsey Langenfeld and Ariella Stallcup reported they went off without a hitch. We talked about doing something for staff, so families sponsored flowers and chocolate to all staff. Total income received was \$3439 with \$1466 spent in expenses.
- b. Spring Family Event- Brittney Jones reported we attended the Icemen game on March 23. It was super easy to plan with no real expense except for \$20 for Dr. Reichenberg's flowers. They created the flyer, link, sign up through Icemen, and reserved 200 seats. We sold 164 seats. We earned \$820 and are waiting on the check to clear. There was a teacher spotlight, honoring Dr. Reichenberg. She was given flowers and featured on the jumbotron.
- c. Grandparents Day- Kelsey Langenfeld reported Goodies with Grands happened on Tuesday March 5 and Thursday March 7. It was a free event provided for kids and their grandparents. We had a cap of 275 people per day and had 206 people on Tuesday and 164 on Thursday. The budget was \$2000 with \$1220 spent, which was \$780 under budget. It was a sweet event. Thanks to all our sponsors and volunteers.
- d. Jaguar Jamboree- Erica Foster reported everyone worked really hard. We had 12 people on our committee. It was a great event and so fun. It far exceeded our expectations. It was very successful. We had 3 people working to find volunteers to include about 70 volunteers both shifts but we could have used more. Dan Brown made all the games, and we can now use those for years to come. Mr. Weber's church, Bridge City Church, provided volunteers and became a title sponsor. We were able to raise \$3250 just in sponsorship money before the event occurred. Timing was great this year with all the events leading up to the actual event.
  - i. Comments:
    - 1. Mrs. Johnston suggested more information on the signup genius as to what volunteers are signing up for.
    - 2. Kelly Robinson said "We killed it, and I loved everything about it."
    - 3. A suggestion was made to move vendors to the field, but it might draw people away from baskets.
    - 4. A suggestion was made to move baskets away from food.
    - 5. A suggestion was made to provide sunscreen.
    - 6. A suggestion was made to front load admission, and then transfer the volunteers to the food station.
    - 7. A suggestion was made to send wristbands home ahead of time.

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## OLD BUSINESS

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- a. Spirit Nights at Zaxby's and Five Star Pizza—Leigh Starnes reported that Jessica Gallison has coordinated spirit nights this year. Zaxby's was successful with about \$360 raised. Five Star Pizza made a little under \$200 but the business rounded it up to \$200. They are also a community partner. We have an average for spirit night checks of \$330.
- b. Spirit Sticks Sale—Leigh Starnes reported we sold a little over 1400 spirit sticks. We implemented a new inventory system to track what's hot and what's not. We move the "what's not" to the discount side, which helps us buy more new inventory. We sold over 4000 spirit sticks this year.

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## NEW BUSINESS

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- a. 2024-25 School Supply Kit Pre-Orders—Elizabeth Lynn reported you can now pre-order your school supply kits with the information included in Dr. Reichenberg's and in PTO's email this week. We are working with EPI, which has provided the supplies for several years now. We researched different companies, but we feel that EPI is still a good fit. We get a signing bonus of \$1000. We've identified students who need assistance with Mrs. Milite. When kits are delivered, they have been properly done, labeled correctly, and if any missing items, they Fed-Ex the supplies to us overnight. It has been a good experience overall. PTO makes about \$5 per kit. They are now for sale with a deadline of May 21. Make sure to order the child's grade for next year, not this year.
- b. 5th Grade Graduation Signs— Elizabeth Lynn reported for Jeanine Hoff that we are selling graduation signs this year with the order deadline of April 19. The child's first name will be on the sign and will sell for \$25.

There are certain levels of PTO membership that will receive a free or reduced-price sign. We have sold about 70 so far. We sold 91 last year. If you know a 5th grade family, please let them know.

- c. Spirit Day at Cool Eddy's—Leigh Starnes reported it will be Thursday, May 9 1-9 pm with 20% of all proceeds going back to JCE PTO.
- d. PebbleGo Software—Funds have been requested by Mrs. Clarke/Media Center. Mrs. Clarke reported that most of you have been in the library and helped a kid on the computer. PebbleGo is one of the options on the computer. Book Fair pays for BookFlix and also this year, TrueFlix. The district had to get rid of PebbleGo in the budget, which is grades 3-5 now, due to new laws in FL. They will replace it next year with TrueFlix for grades 3-5 only. Mrs. Clarke is proposing PTO funds for PebbleGo to include \$1399. Scholastic BookFlix and TrueFlix cost about \$1495 each. Our school usage did go down just a little bit due to Lexia being pushed and Dreambox in the library as well. We've used PebbleGo 10,000 times this year with most-looked at articles about animals. In the past, PTO has helped pay for PebbleGo. We can use it all year long. You can log in using jce as the username and jags as the password. PTO bought laptops, and it's nice to have software for them.
  - i. Mrs. Johnston made a motion to approve the funds requested.
  - ii. Jencie Hecht seconded the motion.
  - iii. All in favor—APPROVED
  - iv. The book fair will be May 1-May 10 with parent night on May 2. It tentatively coincides with the art show. I will send a signup genius when Leigh completes. Social media will advertise.
- e. New Refrigerator for PTO Closet—Funds requested by PTO board. Elizabeth Lynn reported our refrigerator is older and vintage. This year the doors have stopped sealing, and we're currently using locks to keep it closed. It's not convenient. Now the shelving has broken. We use the refrigerator for everything (Jag Jam, Quarterly Carts, TAW, etc.) and need a refrigerator that is functional. We're requesting about \$1000 to look for a nice refrigerator to be more functional.
  - i. Mrs. Clarke made a motion to approve the funds requested.
  - ii. Leigh Starnes seconded the motion.
  - iii. All in favor—APPROVED
- f. Tower Garden—Ashley Janicki reported that we've had restricted funds for a tower garden purchased back in 2017. The original money from what we can track was provided by a local orthodontist to fund the tower garden that PTO was going to keep up funding throughout the years for. However, that hasn't happened. We have \$385.78 we haven't been able to access because it's been tied up. We reached out to the financial committee and they suggested we bring it to the meeting to possibly move to the butterfly garden funds and approve by membership.
  - i. Jencie Hecht made a motion to approve moving funds to general fund.
  - ii. Leigh Starnes seconded the motion.
  - iii. All in favor—APPROVED

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## QUESTIONS AND COMMENTS

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- a. Leigh Starnes asked— "In advance of the May meeting, will we be sent an updated budget and proposals that are pending to review before the meeting?" Elizabeth Lynn responded, "Yes. It will be a draft since it can change. We have to have at least 20 people there or we can't approve a budget or vote. May 16 is the meeting. We did get a quote for a PE roof, speaker system for outside, etc. We will have more information before that meeting."
- b. Theresa Mendoza asked— "Do we know if the county would earmark money for a large project, like the PE roof?" Heidi responded, "Years ago the district did say they would put in some money, but the district doesn't have as much money as they had in the past with new schools being built, etc." Elizabeth Lynn responded, "I went to a focus group for the county and Dr. Forson the Superintendent and the district CFO were present. The ½ cent sales tax is going to be on the ballot again, but the district said we have to budget for next fiscal year like that sales tax money is gone. The pot of money that supplies those extra things may or may not be there depending on the election in November. They're making cuts at the district offices and in schools."

- i. Theresa asked, "Is there a formal way to keep emphasizing the request for a PE roof every year?" Mrs. Clarke asked, "Can we put \$10,000 every year into a fund to save for that PE roof eventually?" Elizabeth Lynn responded, "It's always a risk with restricting the money, if prices continue to go up, or the next group of board members come in and may not want a PE roof, and that money is essentially tied-up."
- ii. Leigh asked, "Has a structure been discussed?" Elizabeth Lynn responded, "It may not be practical for PTO to fund a building."
- iii. Mrs. Thompson asked, "Can we fund the shade cloths over the recess area?" Elizabeth Lynn responded, "Yes, possibly. There are grants we've looked at before through American Dermatology Association with a max grant of \$8000. We have to have a history of sun education and use the grant in a very short amount of time. We can look at sun shades. The number was discouraging for the PE roof."
- c. Ari Stallcup asked, "I know technology has been a huge thing, and we've been behind. Is that what we're considering to do again for next year?" Elizabeth responded, "Dr. Reichenberg stated they have received several grants and it's not a huge need right now." Heidi responded, "Through PTO and grants, we feel like we're in a much better place laptop-wise now. We have 12-13 carts now that are up and running."
- d. Upcoming Events:
  - i. May 6-10: Staff Appreciation Week (more information to follow)
  - ii. May 9: Spirit Day at Cool Eddy's
  - iii. May 14: PTO Annual Meeting, 6:30 pm in JCE Cafeteria

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## MEETING ADJOURNED AT 7:32 pm

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Motion to adjourn meeting by Leigh Starnes and seconded by Mrs. Thompson. All in favor. APPROVED.



**Julington Creek Elementary School PTO**

**General Assembly Meeting Agenda**

Tuesday, May 14, 2024

6:30 PM

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**1. Welcome & Call to Order**

**2. 4/16/24 Minutes Approval - Katie Lindsey**

**3. Principal & Board Reports**

- a. Principal - Dr. Joy Reichenberg
- b. President - Elizabeth Lynn
- c. Treasurer - Ashley Janicki

**4. Committee Reports**

- a. Staff Appreciation Week - Danielle Leder & Danielle Fletcher

**5. Old Business**

- a. Spirit Day at Cool Eddy's
- b. 5th Grade Graduation Signs
- c. New fridge for PTO closet - purchased and delivered
- d. 2024-25 School Supply Kit Pre-Orders
- e. Wal-Mart Technology Grant - new iPad

**6. New Business**

- a. Election
- b. Committee Chairs/Volunteer Sign-Ups for 2024-25
- c. Funding Requests/Proposals and 2024-25 Budget

**7. Questions & Comments**

**8. Adjournment**

**1. Magnetic Mobile White Boards**

Requested by Mrs. Thompson, 5th Grade Lead

Total: \$2,936.70 (6 boards per classroom–5 classrooms total) at \$97.89/board

Will be utilized by all 5th grade students for collaborative in-class math & science work

**2. Branded Inflatable Event Arch**

Total: \$1,233

Inflatable arch to be used for outdoor events (field days, Jag Jam, fun run, etc.) in lieu of balloon arches; 15' wide continuous air, color yellow; customized with "Julington Creek Elementary" & pawprints in royal blue

**3. Outdoor Audio System (AnuVision)**

Total: \$8,576.16

Outdoor paging station with Bluetooth speakers and signal processor to be located at car-line. Includes installation/labor. Will allow for PM car-line use as well as music for special events, etc.

**4. Book Vending Machine (Inchworm)**

Total: \$6,090, plus estimated \$3,500 to stock with books (stocking would be a recurring annual cost); optional custom JCE wrap is \$295.

To promote literacy & reading in a fun and interactive way, students will receive a token (for ex, on their birthday (or half-birthday)) to select a book from the vending machine. A variety of titles (from picture books to chapter books) will be available. Every student will receive a new book each year to keep.

Or

**One Book - One School (a "Read To Them" program)**

Total: \$7,877

Promote reading/literacy at home & school through One Book - One School. Read to Them programs help create a memorable reading experience across a school community. Every student gets a copy of the selected title. At home, families read together following the reading schedule and have access to games, activities, trivia questions and more. At school, teachers can use the materials from their Book Resource Page to enrich their students' experience with the book. This program encourages family engagement and good reading habits, builds community within the school through a shared experience, and more.

**5. Electronic LED Sign (multiple quotes)**

Total: \$38,000 - \$41,000 +

Electrical work TBD.

Replace our existing “brick” sign and letterboard with an electronic LED version (approx 4’ x 8’).

\*\*This is potentially a multi-year project. If there is interest from membership in pursuing this proposal, a percentage of the required cost could be set aside this year, and the balance could be the focus of fundraisers next year.

**6. Campus Beautification Fund**

Create a line item of \$2,000-3,000 for the purpose of refreshing campus outdoor spaces (specifically the main entry/flagpole area and outdoor classroom) with mulch, flowers, etc.

**7. Recess Equipment Line Item Increase**

Increase line item 6036 by up to \$4,000 to fund additional playground enhancements or equipment.



# JCE PTO GENERAL ASSEMBLY MEETING

May 14, 2024 MINUTES

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## WELCOME

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Elizabeth Lynn began the meeting at 6:37 pm.

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## MINUTES APPROVAL

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Katie Lindsey asked for all in attendance to review the 4/16/24 minutes provided at the start of the meeting (also emailed out previously to all PTO members). Mrs. Thompson made a motion to dispense a verbal reading of the minutes with Leigh Starnes seconding that motion. Jencie Hecht made a motion to approve the minutes, and Mrs. Thompson seconded the motion. All in favor. Approved.

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## PRINCIPAL'S REPORT

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Dr. Reichenberg thanked everyone for all their hard work that went into Staff Appreciation Week last week. So many of you practically lived up here, and everyone felt so loved. We had our book fair night and art show. So many of you poured volunteer hours into these events, making it possible. From helping out in the media center and hanging art, thank you so much for all of that! The kids loved seeing their artwork hanging up. We are wrapping up the school year. We have a few more rounds of testing. 3rd grade is tomorrow and Thursday, and 5th grade science is next week. We have a couple of big field trips coming up, Universal Studios for 5th grade and bowling for 4th grade. Thank you all for this awesome year. I can't believe I get to work with you all. We're so appreciative.

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## PRESIDENT'S REPORT

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Elizabeth Lynn thanked our amazing volunteer force for such a wonderful year! We couldn't do it without you. We've had more teacher volunteers than I've ever seen. We've had new parents get engaged. We've had an incredible year, with volunteers and financially. Coming up we have our staff grab and go luncheon next Tuesday in the lounge and will serve Chicken Salad Chick.

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## TREASURER'S REPORT

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Ashley Janicki reported the only outstanding item to deposit is spirit night check from Cool Eddy's. This week it will be deposited. Everything else has been transferred over from CheddarUp. We've received the Icemen check. I've continued to go and close out accounts for expenditures. 5th grade celebration is still open with graduation next week. Appropriations were due on April 30 but they are still coming in, so this account has been left open. Nurse's Day and Principal's Day still need to be calculated in. Staff Appreciation Week was great and slightly over budget of \$120, but this was approved by the board. PebbleGo was voted on and approved at our April meeting and paid out. There will be a student giveback coming home to the kids next week. The staff end of the year gifts will be given out next week. Chick-fil-A platters were paid for by PTO for the SSYRA breakfast this week. We lowered the budget on general fund to cover any last expenses.. We recently purchased a refrigerator and printer from the general fund. The website fees are due in June. Final expenses came in for Jag Jam and were just shy of \$11,000 in expenses.

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## COMMITTEE REPORTS

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- a. Staff Appreciation Week- Danielle Leder and Danielle Fletcher; reported by Elizabeth. They arranged a great week with the help of their committee. They provided Chick-fil-A cookies and tea, lunch from Cantina Louie who provided food for a discount in exchange for advertising, and breakfast from Cup

Runneth Over Cafe & Parlor Doughnuts. They provided room service using door hangers to pick treats and delivered to their classrooms. We had a donation of \$500 from 2 of our Community Partners.

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## OLD BUSINESS

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- a. Spirit Day at Cool Eddy's- Leigh Starnes; a check will be coming for \$415. Thanks for coming out and eating ice cream!
- b. 5th Grade Graduation Signs- Jeanine Hoff; reported by Elizabeth Lynn. We sold 89 signs. We'd like to lower the price point next year. Ordering and execution went well. There are only 4 signs left to be picked up.
- c. New Fridge for PTO Closet- It's been purchased and delivered.
- d. 2024-25 School Supply Kit Pre-Orders- Ari Stallcup; they are on sale now. Teachers have stickers in their boxes today to stick on the kids and send home. We've sold 245 kits so far. Flyers are going out again this week. Order by 5/21 or price increases \$5 per kit.
- e. Walmart Technology Grant- Earlier in the year, Leigh Starnes applied for a grant for technology, and Walmart gave us \$250. We decided to purchase an iPad which was gifted to STEM (Mrs. Pierce). The iPad will help with robots and coding.

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## NEW BUSINESS

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- a. Election- The board is running unopposed. All board positions were approved verbally. Ashley Janicki is the Treasurer, Jodi Johnson the Vice President, Katie Lindsey the Secretary, and Elizabeth Lynn President.
- b. Committee Chairs/Volunteer Sign-Ups for 2024-25—This week the new SignUp Genius will be sent out. It will be a list of major events and committees available. We are already reaching out to current committee chairs to see if they can come back next year. Some new chair positions are available for next year. New Family Liaison chair is something PTO has had in the past. They will act as a point of contact for families. If you've joined the school mid-year and don't know anybody, the chair would reach out to them. If the registrar feels like the family needs a friendly face to reach out to, the chair is their contact. The chair will give out information to families of popular things in the area. Food Pantry Chair will organize food donations for families in need in our area and at our school. HUGS reached out to our PTO to help fill in the gaps between what they provide with food and clothing. HUGS delivers food to the school once a month and pairs up with Fruit Cove Baptist Church to provide backpacks and food. Local PTOs are organizing a monthly drive to stock a food pantry. We've been in touch with HUGS about this and other schools have a framework for this. We'd like to see a chair step up to help organize this. Membership Chair will help decide on membership merchandise that comes with different levels of membership, promote memberships, and help distribute membership packets. We're hoping to get membership packets out earlier this year. Most of the volunteer time will be front-loaded at the beginning of the school year.
- c. Funding Requests/Proposals and 2024-25 Budget
  - i. 2024-25 Budget
    1. We've reached out to several committees to see what their plans are for next year to help anticipate needs for next year's budget. The 23-24 budget is in the middle column on the handout provided and the proposed budget for 24-25 in the last column. We have a new line for Kindergarten signs and expenses for the welcome Kindergarten event.
      - a. Mrs. Thompson asked, "Does 5th grade celebration have to be added in every year? That's why it's not listed in the budget?" Ashley responded, "Yes. it has to be requested each year."
      - b. Jenn Empey asked, "Did you say you had to pay for Quickbooks?" Ashley responded, "Yes the company who had been paying for it asked for it to be taken over by us, but they never responded when we reached out to set that up."
      - c. Leigh Starnes asked, "For spirit wear expense line item, I've seen it went up to \$4,000. Is it increasing because of having inventory on hand?" Jodi answered, "Yes, PE was still selling stuff last year, so we're hoping we have inventory for

back to school this upcoming year. Our primary selling event is at back to school."

- d. Andy Gerger asked, "What does membership gear entail?" Elizabeth responded, "It includes spirit sticks, magnets, tote bags, t-shirts, etc. in membership packets depending on the level the member joins."
  - e. Jencie Hecht asked, "Classroom appropriations—are there any more or less classes next year?" Dr. Reichenberg responded, "overall around the same total number."
  - f. Beth Boackle asked, "Family fun day expense, why is it dropping by \$10,000?" Ashley responded, "The hope is we have a lot more items already purchased, but we also plan to have it voted on during the year if we need more."
  - g. Leigh Starnes asked, "Is holiday shop also depending on money in the fall?" Ashley answered, "It depends on if we use the same company, how we promote it, electronic cards vs. cash. Company would be getting money directly upfront if we use electronic cards."
  - h. Jenn Empey asked, "Software program—is it not funded on a recurring basis?" Elizabeth answered, "We funded DreamBox this year at the beginning of the year. PTO did fund it and has been used all year. When we met with Dr. Reichenberg this spring, she felt like the school could cover it this coming year. Students will have access to Lexia and DreamBox all summer. PebbleGo also can be used all summer."
  - i. Kara Gerger asked, "Why did grandparents' celebration get reduced?" Elizabeth answered, "We only spent \$1200 this past year, so we felt like we could decrease the budget."
2. Leigh Starnes made a motion to approve the proposed 24-25 budget, with Ari Stallcup seconding the motion, and all in favor. APPROVED
- ii. Funding Requests and Proposals— Ashley reported we have \$48,358.64 unallocated.
    1. Magnetic mobile white boards—Mrs. Thompson asked for 30 boards, 6 per classroom x 5 classrooms, total of \$2,936.70. They will be utilized by all 5th grade students for collaboration in science and math work. They are using them at Fruit Cove Middle School now in math classrooms. They are double-sided boards, can have 6 stations around the room, students can work in pairs, 24 kids all working on math problems at the same time, allowing it to be more interactive to more students at the same time. IF everybody is up at the same time, the kids who are uncomfortable getting up in front of everyone wouldn't be alone. They can help expand thinking in math and can be used in science with experiments and models. Ari Stallcup asked, "Are they able to be stored in class?" Mrs. Thompson answered, "Yes, all can be folded and pushed together and stored in the classroom."
    2. Branded inflatable event arch—This can be used for outdoor events, 15' wide, continuous air, will say "Julington Creek Elementary" in blue, and would eliminate outside balloon arches which pop frequently. Total is \$1,233.
      - a. Beth Boackle asked, "Does it need a generator?" Elizabeth stated, "No, it's specifically plugged into an outlet."
      - b. Kara Gerger asked, "How tall is it? Could you add on to it?" Elizabeth stated, "It's taller than the man in the picture."
    3. Outdoor Audio System—It's an outdoor paging system with Bluetooth speakers and signal processor to be located at carline. The price includes installation, the quote expires at the end of June, and it's \$8576.16. It allows paging for carline. Because our carline is so long, it would increase our capacity to have students be able to hear. It attaches to a Bluetooth microphone, so we would be less reliant on radios. It can play music, expands our listening capacity. We currently drag a speaker out during carline with Jazzy.
      - a. Mrs. Thompson commented, "I was at training at another district school, and they were playing upbeat music when the kids arrived every morning. I think we could get a lot of use out of that."

- b. Jencie Hecht asked, "Is there a warranty that comes with it to last longer?" Elizabeth stated, "It is a vendor that has been used before here and has a limited warranty through the manufacturer."
  - c. Vicky Post asked, "Have we been happy with the other equipment we have through this company?" Dr. Reichenberg stated, "Yes."
  - d. Kelly Robinson asked, "Does it integrate with our other equipment?" Dr. Reichenberg stated, "Yes."
  - e. Teresa Mendoza asked, "Do any of the other local schools use this system or are there other companies they use instead?" Dr. Reichenberg stated, "Several other schools are going to this type of system at their carline. Most of us do not have it automatically installed. The newer K-8 schools are having them built in. Freedom Crossing recommended it per their principal. Another school also has it."
  - f. Beth Boackle asked, "The person who is saying the carline names, do they hear the names inside or just outside?" Dr. Reichenberg stated, "No, strictly outside."
  - g. Rachel Kent asked, "This will make carline more efficient?" Dr. Reichenberg stated, "Yes, it makes it more streamlined."
  - h. Vicky Post asked, "Can it tie into the indoor system?" Dr. Reichenberg stated, "We can look into it."
  - i. Teresa Mendoza asked, "In the event it moves forward, can we make sure there's something for security to access? Can they update their software to prevent hacking?" Dr. Reichenberg stated, "We can look into it."
  - j. Leigh Starnes asked, "Are the kids inside now during carline?" Dr. Reichenberg answered, "Yes, they are inside now since it was so hot. Leigh responded, "Can you talk us through connecting the interior system with the exterior system?" Dr. Reichenberg stated, "We will not eliminate the walkie talkie system if they stay inside depending on the weather. Once children are out, we have the capability with the microphone to call them to the right place. When they're on separate ends of carline, it's impossible to hear children's names at times. It's not a perfect system and maybe eventually we can integrate inside. Heidi Karl stated, "While we may at some point have the capability, we probably wouldn't bring it inside because of the other events going on in the school already."
  - k. Kelly Robinson asked, "Do we know if there's any way to have it outside on the field, in the pods, etc. to separate it from other areas of the school?" Dr. Reichenberg stated, "We have not researched it but we can look into it."
  - l. Mrs. Carlton commented, "I teach Kindergarten, and I'm in the carline hallway with them. We all take turns and have 2 walkie talkies in the hallway. Adults have a good handle on listening to the walkie talkie, but when kids are lined up outside it's really noisy with cars and kids talking and walkie talkies aren't heard as well. The external speakers would be helpful to eliminate issues when outside. I think the walkie talkies inside are fine. I don't think it's always the issue. Kids are getting distracted."
  - m. Mrs. Clarke asked, "What does it look like?" Elizabeth stated, "It will be wired in."
  - n. Vicky Post asked, "Are they still going to hear it on the first system and the second system?" Heidi Karl responded, "As Coach Petrick is calling names, we have to wait for a pause in her name calling to send kids to the first car."
4. Book Vending Machine- It's to promote literacy and reading in a fun and interactive way. Every JCE student will receive a new book to keep each year. It totals \$6090 with a recurring cost of \$3500 to stock and an optional custom JCE wrap is \$295. Students would receive a token on their birthday or half birthday to select a book from the vending machine with a variety of titles available. Every student would receive a new book each year to take home. It encourages reading. It's fun and a novelty. Schools who have done it for several years have had good luck and success with it. A possible location

to place it is outside of the office by the PTO bulletin board. We looked into a program through Scholastic called FACE which allows us to buy nice chapter books. There are other ways to keep costs reasonable.

- a. Beth Boackle asked, "Can you only use Scholastic to stock books?" Jodi responded, "There are other options. Books have to be off state approved list, and there will be a mix of all age ranges. The company only sells the machine, not the books. There are some schools who ask for donations of gently used books. Program we applied for offers big packages and has promotions of buying 150 books and getting 50 free for example."
  - b. Jenn Empey asked, "Does it only take the token?" Jodi answered, "Yes, we'd be in charge of handing out the tokens, maybe on their birthday or half birthday."
  - c. Kelsey Langenfeld asked, "Is the \$6090 only to cover the vending machine? My nieces have this at their school in Denver. and it's really popular." Elizabeth responded, "Yes."
  - d. Mrs. Clarke commented, "Durbin has one but I like the birthday idea. They have not had any technical problems with it."
  - e. Ari Stallcup asked, "Could we sell tokens?" Elizabeth responded, "We haven't thought about that. We'd have to increase spending to buy more books. Our goal is for every student to benefit from it."
  - f. Andy Gerger asked, "What do you do if it's broken? Elizabeth responded, "It has a warranty, for repairs you would call a vending machine company. You can buy 1 year, 2 years, or 4 years for an extra \$300-400."
  - g. Jodi stated, "Our thoughts are that this would become a new chair position to be the bookkeeper and stock the machine."
  - h. Leigh Starnes asked, "Are you envisioning multiple purchases a year?" Jodi answered, "Yes, based on what's popular and data."
5. One Book-One School—This program would provide each student with a copy of a selected book. It encourages family engagement and good reading habits, builds community within the school through a shared experience, and more. It totals \$7877 and includes books, family, and teacher resources. Every student and staff member would receive the book. It could be a theme for the year and tie into assemblies. Teachers to tie into the classroom as well. It's a give back that would touch kids and families alike. We reached out to Mrs. Clarke and she selected some titles that she felt could be read to Kindergarteners and 5th graders could read for all to enjoy. The program is to encourage literacy.
- a. Mrs. Johnston commented, " We had been in a school in Virginia, and it was pretty neat. They rolled it into morning announcements, incorporated into classrooms, and every student had knowledge of it."
  - b. Ari Stallcup stated, "They did it district-wide in Pensacola, and it was neat with different questions provided for each grade level."
  - c. Mrs. Ragusa asked, "Is the purchase price per year?" Elizabeth responded, "Yes, it's one year of the program for a school our size."
  - d. Kelly Robinson asked, "To the teachers, do either of the book programs sound more engaging?" Mrs. Johnston stated, "One book, one school sounds more engaging, but both are very different."
  - e. Mrs. Clarke commented, "You can have a theme of the year, like superheroes for example. Everybody is involved. Could branch out to the community like Westminster and do a project. Could have a wall of the one book, add projects during the year, etc."
  - f. Mrs. Clarke asked, "Could we buy it ourselves and it would be cheaper?" Jodi responded, "Yes, we could buy it cheaper but we're missing out on the programming that it comes with. Maybe a committee could handle the programming of it another year."

- g. Erica Foster asked, "It seems like the program primarily involves the parents reading to the child for younger kids, but is there something for kids who don't get read to at home?" Jodi responded, "No, we can't force engagement. We promote and work hard to engage, but you can't capture everybody realistically."
  - h. Mrs. Thompson asked, "Is it possible to provide audio of the book to include everyone at home to engage families who aren't reading to their children?" Mrs. Clarke responded, "I'd be happy to post videos on YouTube of reading the book."
6. Electronic LED Sign (multiple quotes)--It would replace the existing brick sign and letterboard with an electronic LED version approximately 4'x8', electrical work and cost TBD, potentially a 2-year project, with total \$38,000-41,000 or above. The idea is to replace the faux brick letterboard marquee at the middle carline entrance. The most expensive option was to reuse the current brick. Fruit Cove Middle was trying to fundraise for this, and the county agreed to pay the electrical part of it.
  - a. Jenn Empey asked, "What benefit does it have? Business partners advertising?" Elizabeth stated, "County is allowing advertisements for business partners, birthday kind of similar to the rock. It's an aesthetic piece, modernization, controlled via Bluetooth, a more prominent sign than what we have now, helps communication."
  - b. Rachel Kent asked, "Is there a special program to hook up to this? How do you get stuff on it? Added expense?" Elizabeth responded, "No, it's coming through the school office."
  - c. Kara Gerger asked, "Is there anything wrong with the current sign?" Elizabeth responded, "No it's metal, has the plastic marquee. It's just a higher tech version of what we have now."
  - d. Mrs. Johnston asked, "The schools who have added them recently, did they pay for it on their own?" Elizabeth stated, "Yes, their PTOs paid for it."
7. Campus Beautification--This would create a \$2,000-\$3,000 expense line for refreshing campus outdoor spaces, like swapping out mulch, keeping the outdoor classroom looking nice, front entrance, etc.
8. Recess Equipment Line Increase--It would increase line 6036 by up to \$4,000 to fund additional playground enhancements or equipment, such as balls, nets, basketball backboards, etc.
  - a. Leigh Starnes asked, "Are there specific things you're wanting to buy with the money?" Elizabeth responded, "Yes, new basketball boards, not a lot of room for new playground equipment right now, upgrading things we already have, basketball backboards are \$500-\$1000 a piece. We only paid for balls for recess this year and soccer nets. Some items purchased for ESE classes."
9. Questions:
  - a. Teresa Mendoza asked, "Is there any appetite to add in some money for the PE roof?" Elizabeth responded, "The last quote was 2 months ago and it was \$289,000. There's not going to be an appetite from the county to pay for it either. Realistically it may not be possible right now. If membership wants to do that, we can vote on that."
  - b. Dan Brown asked, "Has the sign been approved by the county?" Elizabeth responded, "No, it hasn't been approved yet. We are not restricting money for a sign only. It would go back into the bank account."
10. Jencie made a motion to approve magnetic mobile white boards, inflatable arch, outdoor sound system, book vending machine (including machine, JCE wrap, stock with books, extended 4 year warranty), campus beautification (\$3,000), and recess equipment line for \$4,000. Kelly Robinson seconded the motion. A paper ballot was provided with 27 all in favor and 2 opposed. APPROVED for a grand total of \$30,329.86, leaving \$18,028.68 in available funds.

11. Beth Boackle made a motion to approve one book, one school program with Ari Stallcup seconding the motion. A paper ballot was provided with 20 in favor and 8 opposed. APPROVED with \$10,151.78 left over in available funds.
12. Leigh Starnes made a motion to roll over the remaining money to the bank account for next year with Kelsey Langenfeld seconding the motion. All in favor, APPROVED.

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## **QUESTIONS AND COMMENTS**

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- a. Mrs. Clarke asked everyone to return their library books as soon as possible!

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## **MEETING ADJOURNED AT 8:35 pm**

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Motion to adjourn meeting by Mrs. Thompson and seconded by Leigh Starnes. All in favor. APPROVED.