

FOJBE PTO Meeting
Friday, September 6, 2019 – 8:45 AM
Jacksonville Beach Elementary Cafeteria

- Family Dinner (which has been scaled back)
- Magnet Tours (Kathy Waller is willing to help with turnover)
- Diversity Liaison
- Advocacy/Legislation

Call to Order: A FOJBE PTO Meeting was held at the JBE Cafeteria, in Jacksonville, FL on Friday, September 6, 2019. The President, Jaime Shachter, called the meeting to order at 8:46 AM. Quorum was established.

Roll Call/Quorum: The following people were in attendance: Jaime Shachter (President), Tracy Tousey (VP Year Long Programs), Amanda Ferrelle (VP Fall Programs), Jena Pugh (VP Spring Programs), Christelle Rouse (Fundraising), Nicole Schkrutz (Treasurer), Nichole Bigay (Secretary), Ms. Brothers (Teacher Representative), Dabni McCrary, Karen Bagaria, Kathy Poe, Alexis Kane, Leslie Ann Mallory, Mary Lauren Eubank, Kate Ansart, Brandy Fox, Ritu Sharma, Ndhu Naiu, Linda Torres Reed, Kathy Waller, Martha Lonsdale, Allison Sullivan, Kara Scremin, Crystal Biggs, Valerie Gregg, Shannon Beckham, Ameer Bailey, Tanya Watson, Peggy Tattersall, Melynda Waldron, Teresa Padro, Shelley Vail, Vanessa Galan, Katherine Lazarus, Carey Johnson, Grace Maxwell.

Read & Approve Prior Minutes: Motion to approve the minutes from FOJBE PTO meeting held on August 22/29, 2019 was made by Valerie Gregg and the Motion was seconded by Kathy Waller. The Motion passed without objection.

Financial Report: Nicole Schkrutz (Treasurer)

- Beginning Balance: \$ 69,832.09
 - Income: Total income for the month of August was \$13,116.00.
 - Expenses: Total expenses for the month of August were \$28,064.95.
 - Outstanding Checks: \$1,361.23
- Ending Balance: \$53,521.91.

Correspondence: No correspondence was discussed.

Membership: Membership for the 2019/2020 School year is currently being consolidated. Memberships were purchased on Cheddar Up as well as in person on the first day of school. A data base is a work in progress for members to combine both. Membership should be reconciled by October.

Report of the Executive Board:

- A. Presidents' Report: Jaime Shachter gave a brief report.
1. School Improvement Survey was sent out and 211 surveys have been completed. Due to the hurricane, the survey will remain open until September 9th. PTO is asking Homeroom Parents to send an email reminder to classrooms; a reminder will also come from a follow up newsletter from Ms. Mattingly.
 2. There is no longer an Amazon Smile account; it was not closed down when the PTA dissolved in May 2018 and became FOJBE PTO. Due to IRS regulations, we cannot continue using Amazon Smile at this time since FOJBE PTO is a private foundation.
 3. A PTO Mixer will be held September 20th from 6:30 PM to 9:30 PM @ Queen's Harbour Community Center. It is open to the entire PTO Membership. This is a social and fun way to make connections through PTO!
 4. After the meeting we will be cleaning up the PTO room, all are welcome to help out.
 5. The following key Program Chair Positions are still open:

- B. Principal's Report: Ms. Mattingly gave a brief report concerning new safety procedures.
1. Ms. Mattingly discussed the guidelines of a visitor vs. a volunteer and the requirements for each. The Distinction between a visitor and a volunteer is outlined in Chapter 9 of the Duval School Board Policy Handbook. Both the guidelines for visitors and volunteers are posted in the front office.
 - a. Both visitors and volunteers must check in the office using the new badge pass screening. The ID reader will check the visitor's background by scanning a drivers license.
 - A badge pass will be issued with a photo i.d. for the visitor/volunteer to wear at all times while on the school grounds. The badge pass will also include the location of where the visitor/volunteer is supposed to be while on school grounds (i.e Cafeteria while @ PTO meeting).
 - If you move from one location while visiting to another, please check back into the front office to have your badge revised.
 - All staff, including Cafeteria, Custodial, Administration, Teachers and Students are wearing a badge.
 - b. Clearance just as a visitor does not merit a volunteer role. Volunteers are required to complete a background screening through DCPS prior to volunteering in the school.
 - This process has not changed.
 - It is the volunteers' responsibility to determine when this screening expires.
 - Ms. Selby will be checking volunteer status during check-in.
 - c. Other regulations for visitors/volunteers include the following:
 - All visitors who wish to enter a classroom during an instructional period must have prior approval by the principal or teacher.
 - Please refrain from engaging teachers during the school day.
 - Loitering in and around school premises is prohibited.
 - Volunteers/visitors are NOT allowed to be left alone with students. All staff are aware of this; a faculty or staff member must be present with volunteers and students at all times. A Level 2 Volunteer Screening through DCPS must be completed and passed to be left alone with students.
 - Member asked about homeroom parents needing access to students without a teacher (i.e. teacher appreciation week). Ms. Mattingly responded to coordinate in advance for a para-professional or herself be present.
 - 100-mile club runs are a separate activity; Mr. Oswald will be present during each run. Volunteers do not have to check in at the office during 100MC while outside on the track.
 - Visitors do not act in an authoritative capacity with students.
 - Please also refrain from giving food without permission from the teacher, as many students have allergies.
 - In addition to checking in, visitors/volunteers must check out with the front office by scanning their drivers license, this also ensures that volunteer hours are tracked.

C. Teacher Representative: Ms. Brothers.

1. Ms. Brothers was introduced as the new teacher representative.
2. Teachers/students are very thankful for the new interactive TV's and the new playground.

Unfinished Business:

A. Completed Programs

- a. Teacher Breakfast: Chair, Martha Lonsdale- It was a success and much appreciated!
- b. School Supply Distribution: Chair, Kate Ansart- 434 Orders were taken, which increased by ~100 from the previous year. Distribution took under an hour and a half, completed by 15 volunteers. This program was encouraged by teachers via PTO to ensure students have the correct supplies. After receiving a report that the zipper failed on a trapper, the trapper was quickly replaced by the supply company. Several members noted that the trapper is not adequate and asked that we look to see if other options are available. Kate Ansart will research trapper options for next year.
- c. Packet Stuffing: Chairs, Katherine Lazarus/Amea Bailey- It was a success. Admin/School had everything organized. Some suggestions were made going forward, (i.e. electronic link for files and larger envelopes).
- d. Summer Reading Celebration: Chair, Mindy Waldron- 95 kids were in attendance. Beach Bowl was very accommodating and they committed to hosting JBE in the future.
- e. Newcomers' Coffee: Chairs, Ashley Thomas/Carolina Stewart- There was a good turnout, she was thankful for the seasoned veterans who also attended. Many new families were able to make connections.
- f. Health Screenings: Chairs, Peggy Tattersal/Corey Reid- This is the 1st year having hearing and vision on the same day. Duval County has all new screening for vision, which is more thorough and more efficient. The county brought 8 hearing audiometric units, allowing it to run smoother and faster.
- g. School Pictures (Fall): Chair, Karen Bagaria- Pictures went well with no issues and were completed by 11:30 AM; there were a good amount of volunteers.

New Business:

A. Upcoming Programs

- a. Fall Fundraiser (Saddle Up September for STEM): Christelle Rouse- Students will be rewarded this year for donations; any amount of donation will receive a prize. Top earners for each class will receive a Science Kit. Top earners from each grade will receive all small rewards along with the opportunity to assist the Science Guy during the assembly. Flyers are currently being designed and the poster will be up next week, delayed due to hurricane. PTO is hoping to earn \$20K from this fundraiser to fund our STEM teacher and program supplies for next year. The fundraiser may extend into October due to the hurricane and the late start.
- b. Book Fair: Heather Harris- Scheduled for the October 7th-11th. This is the same weeks as Donuts with Dad.
- c. Donuts with Dad: Rachael Calzada- This program usually comes under budget as Cinotti's Bakery gives a great discount. Rachel is hoping to purchase a coffee percolator this year, so that coffee can be made prior to the event starting in a timely manner. This can be done while staying within budget. PTO may consider purchasing 2 using funds from Muffins for Mom. Many members agreed that a new coffee percolator is needed and will be used among many other school programs.

- d. Red Ribbon Week: Eleanor Swartz/Ericka Glocker- The Student Life Committee will be planning activities. They meet the second Tuesday of the Month (Sept. 10th) and will be planning a tentative schedule for the week. There will be daily themes along with a photo booth, similar to this event in the past.
- e. Monster Mash: Christelle Rouse, Dabni McCrary, Eileen Tyrell- Planned for Friday, October 25th. Costumes are encouraged, the event will include a bounce house, food trucks, and FREE RITAs Italian Ice. This is a free, fun event for the family. RSVP's are encouraged but not required.

B. Budget Review/Approval

- a. \$56,400 is being carried forward, typically we only carry ~ \$6K. The excess balance being carried forward from last year is due to: funds merged from transition from PTA to PTO, the excess from save our staff last year, and FunD run was above what we expected and under budget. The PTO Board has met to discuss ways to spend some of our excess funds.
 - i. Income is projected based on Prior Year Data, each line item was noted and the following key information on Income was discussed:
 1. Box Top has been declining, hopefully with the electronic box top program we will bring in \$1,000.
 2. Fall Fundraiser: Typically we aim to raise \$17 (\$12K for STEM Teacher and \$5K cushion).
 3. Business Partner Funds: The program is very robust and providing solid financial support to our endeavors. Chairpersons are working to find title sponsors for program events during the year to offset expenses.
 - ii. Expenses: Most of our programs come in under budget, the following key information was noted:
 1. Assembly is a fairly new line item. The Science Guy will provide in-school assembly in November in association with Science Night/Invention Convention, and Kate Ansart is planning a multicultural assembly in December (potential to use same presenters for Family Dinner if we get a chair).
 2. Family Dinner: The entire funds raised for tickets should go to the food, since our performers (chorus) and entertainment is at no cost, no additional funds should be needed, especially since art projects are not a component of this year's event.
 3. Health Screenings & Invention Convention expenses are primarily used for incidentals and meals for volunteers.
 4. Monster Mash has a slightly higher budget since it is a free night.
 5. Science Night: Proceeds from the science kits offset expenses.
 6. 5th Grade Activities: Potential for amendment to be made after spring fundraiser to use 10% of money raised by 5th Grade during FunD Run for Picnic, 5th Grade Dance & Graduation Lunch.
 7. Beautification: Due to lack of volunteers to support this program, the budget was increased to establish a contract with Rockaway Garden Center to manage this item. Thanks to a healthy business partnership with Rockaway, we've already received \$1300 in kind donation for the back-to-school beautification, so only \$1K was needed from PTO funds for the total front landscaping makeover for the fall.
 8. School Cleaning Supplies: Increased from 1K to 3K, PTO is researching purchasing automatic soap dispensers/towel dispensers.
 9. School Improvements: The current survey will help determine how the funds will be spent.

10. School Theme/Decorations: Chairperson will be purchasing seasonal decorations to make the school welcoming and vary with times/holidays during the year.
 11. Fall Fundraiser: Incentives will be added this year to help generate more interest and more participation.
 12. Student Planners: Offset by business partners.
 13. Auditorium Equipment: Lighting will be purchased this year to be used during all of the many programs and assemblies requiring stage (pep rallies, presenters, school play, science night, dance, talent show, etc.). This will allow us to be self-sufficient instead of relying on an Event Planning Company that has provided lighting in the past free as an in-kind donation.
 14. Graduation/Award: Students who received a perfect Score for 4th and 5th and students that have had significant growth will be celebrated, this will include approximately 35 kids.
 15. Enrichments: Added a grant for STEM, and included a one-time bonus Music Grant to purchase ukuleles for a new music program.
 16. Teacher Grants: Due to surplus carry-forward, all teacher grants were increased to put the extra funds directly back into supporting the classrooms.
- b. A motion to approve the 2019-2020 budget was made by Tracy Tousey and seconded by Amanda Ferrelle. The motion passed without objection.

C. Ms. Hoch Retirement Planning Committee

a. Retirement in December

The Hospitality Lead Teachers, Ms. Billiard and Ms. Denny, are planning an offsite retirement celebration. PTO can possibly partner. Requests to help chair and volunteer on the committee were made.

Announcements:

- A. The next meeting is scheduled for Friday October 4, 2019 at 8:45 in the cafeteria.
- B. Save The Date: PTO Mixer is scheduled for Friday, September 20th, 6:30 PM, Queens Harbor Community Center.

Adjournment: The meeting was adjourned at 10:06 AM.

_____/approved October 4th, 2019//_____
 Nichole Bigay, Recording Secretary