

**FOJBE PTO Meeting**  
**Friday, October 4, 2019 – 8:45 AM**  
**Jacksonville Beach Elementary Cafeteria**

**Call to Order:** A FOJBE PTO Meeting was held at the JBE Cafeteria, in Jacksonville, FL on Friday, October 4, 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), Jena Pugh (VP Spring Programs), Christelle Rouse (Fundraising), Nicole Schkrutz (Treasurer), Nichole Bigay (Secretary), Ms. Brothers (Teacher Representative), Kathy Poe, Shannon Beckham, Martha Lonsdale, Ameer Bailey, Gabriela Raymond, Allsion Sullivan, Grace Maxwell, Linda Torres Reed, Jessica Brothers, Kathy Waller, Kara Scremin, Ms. Andrews

**Read & Approve Prior Minutes:** Motion to approve the minutes from FOJBE PTO meeting held on September 6, 2019 was made by Tracy Tousey and the Motion was seconded by Nicole Schkrutz. The Motion passed without objection.

**Financial Report:** Nicole Schkrutz (Treasurer)

- Beginning Balance: \$53,521.91
  - Income: Total income for the month of September was \$8682.00.
  - Expenses: Total expenses for the month of September were \$2896.90.
  - Outstanding Checks: \$262.84.
- Ending Balance: \$59,569.85.

**Correspondence:** No correspondence was discussed.

**Membership:** We will continue outreach efforts in order to get new members. While the Cheddar Up list of this year's members is well organized, we are still unable to get an accurate membership list due to the handwritten list from open house and first day of school being difficult to read. Handwritten membership sheets will be present at each meeting, to ensure attendees have voting rights. A better plan will be in place next year to ensure we get an accurate and readable membership list.

**Report of the Executive Board:**

A. Presidents' Report: Jaime Shachter gave a brief report.

1. School Improvement Survey Results:

- a. There was a total of 220 responses from the School Improvement Survey conducted in August. Total number of responses amongst each grade were consistent, although 1<sup>st</sup> grade had the lowest turnout; this group will be targeted next year. Ms. Poe mentioned some PTO members did not receive the survey as some members do not receive Ms. Mattingly's emails, this will be addressed in the upcoming years.
- b. Teachers gave great feedback; 29 staff completed the survey.
- c. What would you like fundraising dollars spent on in the 2019-2020 school year?
  - Classroom technology (interactive/smart displays, accessories, computers, etc) had the highest response, with 80/219 responses. This was also the highest response from teachers. It was noted that the teachers amongst the younger grades on the 1<sup>st</sup> floor have a desire to have their classroom technology upgraded, as PTO efforts last year upgraded technology to the older grades.

- Education Materials/Programs (online learning service subscriptions, books, supplies, etc.) had the 2<sup>nd</sup> highest response with 45/219. It was noted that teachers make requests for education materials/programs first to Ms. Mattingly. PTO will look at what needs were unfulfilled by the school and district by grade levels.
  - Playground Upgrades (shade, landscaping/surfacing, etc.) had the 3<sup>rd</sup> highest response with 35/219. PTO will be looking into surfacing for the front playground to address safety concerns and potential shade. It was noted that a SAC chair works in the dermatology field and is willing to help pursue grants for shade structures, which can be very costly. Peggy Tattersal noted that 100MC may be able to help with grants as well.
- d. Are you willing to attend PTO meetings?
- Mornings had the highest response with 89/206, although many requested for night with 69 responses. Many suggestions were made to accommodate the request for evening PTO meetings:
    - Ms. Brothers suggested having a PTO meeting in conjunction with an evening assembly such as Science Night.
    - A member also suggested looking into a central location for an evening meeting to accommodate those that do not live near the school.
    - Also discussed was the option to consider moving the morning meeting to an earlier time (i.e. 7:45), accommodating those members that work. It was discussed that with 100MC, students would have the availability to walk/run on the track during the meeting. Member also suggested moving the meeting to an earlier time could be difficult with parents that have multiple drop-offs.
    - Member also suggested streaming the meeting. Bylaws would need to be changed if we looked into electronic voting. Jaime is open to suggestions.
- B. Principal's Report: Ms. Andrews gave a brief report in lieu of Ms. Mattingly.
1. Art of Family had over 45 participants.
  2. Parent Academy "Understanding Your Gifted Child" had over 35 participants.
  3. Parent Academy "Achieving Success in Reading" is scheduled for Oct 15<sup>th</sup> from 5:45-6:45.
  4. Red Ribbon week will be finalized the week of Oct 7-11, information is forthcoming.
  5. An interview panel is being formed for Ms. Hoch's replacement. Ms. Mattingly is looking for 1-2 members to be a part of this panel, please inquire for more information.
- C. Teacher Representative: Ms. Brothers.
1. Ms. Brothers had no new information to report.

#### **Unfinished Business:**

##### **A. Completed Programs**

- a. Parent Academy: Noted in the principal report, there were over 35 participants at the Gifted parent academy. No further discussion.
- b. PTO Mixer: Jaime Shachter reported that it was a small turn out, however everyone had a great time. PTO is looking into possibly holding another mixer in the spring. Kara Scremin mentioned that Engine 15 could possibly host, a portion of proceeds could go back to the PTO. It was suggested that the mixer may need more advertisement in the future.
- c. Art of Family: Noted in the principal report, there were over 45 participants. No further discussion.

## New Business:

### A. Upcoming Programs

- a. Fall Fundraiser (Saddle Up September for STEM): Christelle Rouse- The fundraising goal of \$17,000 has been reached. Christelle noted that the biggest challenge of this fundraiser is getting communication out to the parents, as some are not on Face Book. There was discussion noting that Ms. Mattingly's weekly email included the attachment for the fundraiser and there is worry that the attachments are not opened. Also noted, many teachers may have not included the fall fundraiser in their newsletters. An email was sent via homeroom parents which include: an outline describing what the STEM program entails, included specific kits the STEM teacher is requesting, and also a reminder of the fundraiser deadline. However, homeroom parents are having a hard time gaining classroom parents emails and this may not have reached a huge number of parents. There was a suggestion for a prize for the most improved class during the final push for donations in the final days. In the future, Christelle will look into better communication and advertisement. Members noted that they like the balloons on the fence advertising the fundraiser, however the poster of the raised funds was too small. There was a suggestion to simplify the flyer next year ("If you want the STEM program to continue, donate X amount). There was discussion noting that the fall fundraiser is supposed to be low key, leaving the efforts of the spring fundraiser to be more robust. All in all, many members feel that reaching our goal of \$17,000 has made this fundraiser successful and there is belief that the remaining \$3K can still be made.
- b. Book Fair: Heather Harris- Scheduled for the October 7<sup>th</sup>-11<sup>th</sup>. There is a Sign Up Genius for volunteers on Face Book. There is a still a big need to help set up the book fair. Members noted that they may be able to help, and this need will be filled.
- c. Donuts with Dad: Rachael Calzada- Scheduled for October 10<sup>th</sup> and 11<sup>th</sup>. There is a need for volunteers, Sign Up Genius is on Face Book.
- d. Community Outreach: Tracey Tousey- Scheduled for October 14-25. Items will be collected to benefit the Mission House Homeless Day Facility and Clinic. Flyer was sent via Peach Jar and printed flyer will go home on Monday, October 7<sup>th</sup> with students. Flyer includes a list of items needed. There will also be volunteer opportunities.
- e. Red Ribbon Week: Eleanor Swartz/Ericka Glocker- Scheduled for October 21-25, PTO supplies a photo booth on one day during the week. Sign Up Genius will be posted for volunteers to man the photo booth.
- f. Monster Mash: Christelle Rouse, Dabni McCrary, Eileen Tyrell- Vendors and bounce house have been booked. Christelle asked for suggestions for a kid friendly food truck (i.e. burgers or hot dogs, grilled cheese, etc.) A taco food truck has been booked. Member replied that she might have suggestion for grilled cheese food truck. Flyer is in the works.
- g. Veterans Day Breakfast: Eileen Tyrell- Flyer has been sent home. A breakfast reception will be held from 8:00-8:45 for military families. The flag raising ceremony will include a chorus performance. Breakfast is only for military families, although all parents are welcome to stay for chorus performance and ceremony. Military personnel also have the opportunity to speak to a class about their job and service in the military.
- h. Invention Convention: Eric Ansart- Flyers went out yesterday/today (October 3<sup>rd</sup>/4<sup>th</sup>). Packet Request Forms must be submitted by Monday, October 21<sup>st</sup>.
- i. Science Night/In-school Assembly: Aimee Herdt/Meredith Ring- "Science Guy" is booked for an in-school assembly on Wednesday, November 20<sup>th</sup> and on Thursday, November 21<sup>st</sup> at the night assembly. Top earners from the Saddle Up September fundraiser from each grade will be assisting the "Science Guy" during these assemblies.

B. Chairperson Vacancies

- a. Family Dinner (fall): Scheduled for December 12th. This event has been simplified and the majority of the evening has been pre-planned. If a chairperson is not secured in the next week, this event could be canceled. The tasks still needed for this event are the following: finding a catering contract, selling tickets, and decorations. The entertainment has already been planned as it is planned in conjunction with the cultural assembly and the chorus also performs. Ms. Guthrie may also have art available for display. Suggestions for catering included Sticky Fingers (which has catered in the past) and Rennas Pizza for an Italian fare. Member suggested reaching out to the chorus parents for volunteer opportunities via Ms. DeSantis.
- b. Magnet Tours (spring): Kathy Waller is willing to do transition handoff.
- c. Advocacy (year-round): This was a new chair position last year and was not fully developed. Request for chairperson was made.
- d. Diversity Liaison (year-round): This also was a new chair position last year and was not fully developed either. Request for chairperson was made.

C. Ms. Hoch Retirement Planning Committee

a. Retirement in December

An open retirement celebration will be scheduled for January, to ensue lower costs and to alleviate another event during an already busy December. A venue has not been secured. The teacher hospitality chairs are planning an in-house staff send off before winter break. There is a post on Starfish Parent Connection requesting parents (past and present) to help plan the celebration.

**Other Business:**

A. After School Enrichment:

- a. Kara Scremin noted that the After School Enrichment program has had low participants this year and some activities have been in danger of being canceled. Information for these programs were sent out later this year due the new security policy. It seems as if parents have already committed to other activities, by the time that the flyers were sent home. It was suggested that the list of activities and information needs to be advertised in the spring for the upcoming school year and spring activities need to be advertised before Christmas break. It was also suggested that information for these activities need to be included in the open house packet. There was also a request that the flyers be electronically uploaded so that all information is in one place (possibly using Face Book or FOJBE website as Peachjar only stores the most recent flyers). There has been a challenge to find out what the school is hosting as after school activities and what the after-school enrichment committee can offer in addition.

B. Obtaining Classroom Rosters for Homeroom Parents

- a. There was a discussion on many homeroom parents having difficulty obtaining contact information from the parents in their classroom. This has caused many communication difficulties affecting PTO programs. Jaime Shachter is meeting with Ms. Mattingly and will give the feedback received on this challenge.

**Announcements:**

- A. The next meeting is scheduled for Friday November 1, 2019 at 8:45 in the cafeteria.

**Adjournment:** The meeting was adjourned at 9:53 AM.

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//approved Nov 1, 2019//  
Nichole Bigay, Recording Secretary