

**FOJBE PTO Meeting**  
**Friday, January 8, 2021 – 12:30 PM**  
**ZOOM Virtual Meeting**

**Call to Order:** A FOJBE PTO Meeting was held on Zoom, in Jacksonville, FL on Friday, January 8, 2020. The President, Jaime Shachter, called the meeting to order at 12:34 AM. Quorum was established.

**Roll Call/Quorum:** The following people were in attendance: Jaime Shachter (President), Nichole Bigay (Secretary), Nicole Schkrutz (Treasurer), Bhavini Kuverji (VP Membership), Shannon Beckham (Advocacy), Christelle Rouse (VP Fundraising – Fall), Jessica Brothers (Teacher Representative), Cameron Mattingly (Principal), Lina Houtz, Charlye McGurrin (VP Fundraising – Spring), Kathy Poe, Stephanie Deverson, Ruchi Gupta, Yuvarani Subramaniam, Kara Scremin, Ameer Baily, Paula Poseiro, Kathy Waller, Sneha Prasad, Tracy Tousey (VP Programs – Year-round), Laura Cauley, Melinda Oklok

**Read & Approve Prior Minutes:** Motion to approve the minutes from FOJBE PTO meeting held on December 4, 2020 was made by Kathy Poe and the Motion was seconded by Tracy Tousey. The Motion passed without objection.

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

December Financial Report

- Beginning Balance: \$50,533.83
  - Income: Total income for the month of December was \$0.00
  - Expenses: Total expenses for the month of December were \$5,255.15
  - Outstanding Checks: 7 outstanding checks, totaling -\$420.73
- Ending Balance: \$44,857.65

**Correspondence:** PTO received 2 Thank You notes from Ms. Erickson & Ms. Farrell concerning the staff lounge remodel, these notes were read. The PTO also received several shout outs via text or on the Starfish Parent Connection Facebook page from: Ms. Cheanvechai, Ms. DeSpain, Ms. Horton, Ms. Allen, Ms. Moorer, Ms. Lomblo and Ms. Skube.

**Report of the Executive Board:**

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

1. Staff Lounge Remodel: Thanks to an effort led by Mahak Gupta and Christelle Rouse and other key volunteers, PTO was able to complete an overhaul on the staff lounge at school over winter break. The teachers were surprised upon returning back to school in January. This project has been in the works for almost a year and was funded by PTO school improvement dollars. PTO's fundraising efforts and the generous donations from last year made this remodel possible.
2. Two retirements will occur this year: Ms. Peters (4<sup>th</sup> grade) & Ms. Shiver (1<sup>st</sup> grade). PTO would like to honor these two teachers. Volunteers were requested to help coordinate this effort. Kathy Waller will post the request for volunteers in the FOJBE PTO Facebook page.
3. Playground Playgroups for DHR students: Ms. Mattingly requested permission from the district to allow small groups to gather and meet outside/afterschool; permission was granted. This will allow DHR students to meet in person and socialize. Parents will also be able to meet face to face. Meetups will take place after school hours and will be worked around extended day. Classes will have an assigned session, grouped by team teachers. The meetups will be a parent initiative. PTO will give assigned times and will advertise. Masks will be optional since outside, but no shared equipment will be available and bathrooms will not be accessible.

4. Volunteer of the Month for December: Mahak Gupta & Christelle Rouse

B. Principal's Report:

1. Teachers and staff are extremely grateful for the staff lounge remodel, everyone is enjoying spending time in the lounge now.
2. This month mid-year diagnostic testing will be finished this month. Teachers will be communicating the results with parents.
3. Student led conferences will be held toward the end of the year. Admin and teachers are brainstorming ways to lead these conferences virtually.
4. Kindergarten & 2<sup>nd</sup> grade gifted screening will occur at the end of this month. Ms. Camacho is the main contact for the screenings.
5. A mid-year stakeholder meeting through SAC will be held on Feb 2<sup>nd</sup> @ 7:50 AM. The last meeting was held partially in person and partially virtual. Ms. Mattingly is reaching out to the district to see if the meeting can be solely virtual. If approved, a Go To Meeting link will be sent out to attend virtually.
6. Ms. Mattingly recognized Ms. Tousey for heading up the BEAM foodbank drive. She received a thank you from BEAM; 521 pounds of food was delivered from JBE, the largest donations from a church/school this year!
7. Annual literacy week will be held from Jan 25 – Jan 29. Ms. Peters has been coordinating with the PTO literacy committee. The theme of the week will be built around humanity and kindness. Classes will create a kindness quilt. Students will receive a bracelet after completing acts of kindness and all students will receive a book at the end of the week. DHR students will pick up these items with their 4<sup>th</sup> quarter supplies.
8. A JBE Middle School Night will be held virtually and will take place either the 1<sup>st</sup> or 2<sup>nd</sup> week of February. Principal, Assistant Principals and school counselors will be invited to attend from the Middle Schools. More information will follow.

C. Teacher Representative Report (Ms. Brothers)

1. Teachers were extremely appreciative of the staff lounge remodel.

**Membership:** Membership dive will continue to be kept open. 2 new memberships were purchased since the last meeting.

**Volunteer Coordinator:** No Report

**Advocacy (Shannon Beckham):** No Report

**Wellness:**

- PTO is still in the process of recruiting classroom wellness parents using a virtual model.
- Buddies will be sharing New Year's Resolution letters with each other this month.
- An Eagle Scout will be building sunshade for the front playground. Cost of materials has been set. These will be constructed sometime this spring.

**Unfinished Business:**

A. Completed Programs

1. Teacher Breakfast – December 16<sup>th</sup> (Melinda Oklok): Teacher breakfast was held for teachers and staff at their December staff meeting before break. Maple Street provided a biscuit breakfast sandwich.
2. Community Outreach Drive – December 7<sup>th</sup>-18<sup>th</sup> (Tracy Tousey): 521 pounds of food was delivered to BEAM.

B. School Improvement Survey: Most of the results have come in. The annual survey helps determine priorities for PTO spending on school improvements. The survey will remain open for an additional week. Input from all of our stakeholders is critical in determining how to best support our school with fundraising dollars. Student Council members will be completing the survey for their class as well as their buddy classes. This will ensure we garner feedback from the students on this year's survey - a first! This is a quick 4 question survey.

**Preliminary Results:**

104 Respondents: 17 teachers, 11 students, 76 parents

**Priority for School Improvement Results:**

Classroom Technology: 28

Education Materials/Programs: 13

Health/Wellness: 24

Playground Upgrades: 15

Recess/Playground Equipment: 2

School Technology: 3

Outdoor Classrooms: 16

Other: 3 (Closed Boundaries around outdoor spaces, Quality Instructors/Teacher, Whatever is most needed at this time)

Teacher Priorities: 1<sup>st</sup>: Classroom Technology, 2<sup>nd</sup>: Health/Wellness

Student Priorities: 1<sup>st</sup>: Health/Wellness, 2<sup>nd</sup>: Playground Equipment

Parent Priorities: 1<sup>st</sup>: Classroom Technology, 2<sup>nd</sup>: Health/Wellness & Outdoor Classrooms

Preferred Virtual PTO Meetings Times: 8:00, 9:00, & 12:00. Times will continue to alternate going forward.

Any changes to the survey will be reviewed at the next meeting. At this time Classroom Technology and Health and Wellness are the biggest priority for school improvement. Discretionary dollars raised this spring will be spent in these areas next year.

C. Middle School Parent Forum: Alum & student/parent ambassadors will be invited to attend to help answer questions current 5<sup>th</sup> grade parents have concerning Middle School options. This event is virtual, informal, and just for parents/students.

**New Business:**

A. Upcoming Programs

1. Book Swap – January 25<sup>th</sup>-29<sup>th</sup> (Nichole Bigay and Melissa Little): Unfortunately, due to COVID restrictions the book swap will be canceled this year.

2. Literacy Week – January 25<sup>th</sup>-29<sup>th</sup> (Lina Houtz): Theme for literacy week is “Make a Difference - Be Kind”. PTO will help purchase bracelets for all kids. Kindness Quilts will be displayed or posted virtually at the end of the week. Activities are planned for each day.
3. FUNd Run – February 10<sup>th</sup>-26<sup>th</sup> – Charyle McGurrin: Kickoff is February 10<sup>th</sup> and will run through February 26<sup>th</sup>. PTO is partnering with Coach Paape. Kids in school will still be running. This year’s event will be a communication campaign, the committee is requesting parents to share the advertising to help increase donations. Volunteers are needed to help prepare the event (i.e. video promotions/requests for donations/requests for raffle prizes). Volunteers will be needed in the mornings from 8:30-9:30 to count money. Shannon Beckham offered to advertise via the weekly news program put on by DHR Safety Patrols.

B. Chairperson Vacancies:

1. Rewards Program (year-round)
2. School Pictures (spring)
3. Play Day (spring): program still tentative at this time

**Other Business:**

- A. Volunteers are needed to serve on the PTO Board Slating Committee.
- B. Melinda Oklok mentioned brainstorming some kind of end of year outdoor performance/event/ceremony to help replace the spring play. Ms. Mattingly requested that this idea be tabled to the March meeting.

**Announcements:**

- A. Next Meeting is Friday, February 5<sup>th</sup>, – via Zoom @ 12:00 PM
  - <http://fojbe.com>
  - <https://www.facebook.com/friendsofjaxbeachelementarypto/>
  - [fojbepresident@gmail.com](mailto:fojbepresident@gmail.com)

**Adjournment:** The meeting was adjourned at 1:38 PM.

*///signed February 5, 2021///*

Nichole Bigay, Recording Secretary