**FOJBE PTO Meeting Friday, September 1, 2023 – 8:48 AM JBE Cafeteria**

**Call to Order:** A FOJBE PTO Meeting was held in person in Jacksonville, FL on Friday, September 1, 2023. The President, Stephanie Deverson, called the meeting to order at 8:48 AM. Quorum was established.

**Roll Call/Quorum:** The following people were in attendance: Stephanie Deverson, Amee Bailey, Benedick Bato, Crystal Biggs, Amanda Chapman, Michelle Alford, Gina Billeter, Alana Ellis, Francie Hallahanb, Lina Houtz, Niven Jaghman, Theresa Jenkins, Cynthia LaBuz, Michelle Langevin, Sarah Lima, Alysia Okada, Sneha Prasad, Jena Pugh, Swapnoneel Roy, Trisha Sprouse, SriVani Vegesna, Stacy Znamirowski, Lysia Okada, Jaime Shachter, Cameron Mattingly, Lynda Taylor

**Minutes Approval: May Minutes Approved. Motion to vote by Amee Bailey, Motion seconded by Lysia Okada. Meeting Minutes were voted on and unanimously approved.**

**Financial Report:**

2022-23 Audit completed over summer by Lina Houtz

 August Financial Report

Beginning Balance: $85,165.35

Total Income = $57.00

Total Expenses = $7,236.28

Outstanding Checks (9) = $2,348.10

Reconciled Checks (2) = -$1,518.80

Ending Balance = $78,815.32

Detailed report on the website

**Report of the Executive Board:**

President- Stephanie Deverson

 Chairperson Vacancies

* VP Fall Programs-Jena Pugh volunteered to be chairperson. Motion to vote by Gina Bilieter seconded by Michelle Langevin.
* Starfish Sprint (Mar 8)- Katrina Wright volunteered as chairperson for Starfish Sprint and more volunteers are still needed. Amee Bailey discussed importance of Starfish Sprint, benefits of program for our school and job description of chairperson.
* Pictures (Oct 6, Nov 17, Feb 26)-Cynthia LaBuz volunteered as chairperson for pictures.

Principal-Cameron Mattingly-

“Return to school” breakfast and stocked teacher lounge appreciated and loved by all staff. Thank you to Ms. Jenkins for 100 mile club and Ms. Schacter for all work as Parent Champion.

Teacher Representative-Ms. Taylor-

* Discussed parent orientation day and inquired about helpfulness of having PTO representatives in library. Improvements that could be made included tech issues with computers and making sure they are updated for upcoming school year before orientation day. Overall session was helpful and informative. Parents/new families participated and utilized assistance. Orientation was a more successful time for session than open house.
* Packets were missing required paperwork.
* Teacher breakfast was fabulous and enjoyed by all.

**Correspondence:**

1. Mr.Tate leaving JBE after 20 years- Unknown date- Ms. Mattingly has asked for exact date and is waiting for reply.
2. Volunteer of the Month-Cheryl Culp

**New Business -** Brief Discussion Please

Annual Budget Review-

1. Amee Bailey highlighted large changes to budget for upcoming year which included increases in budget for Monster Mash, Donuts with Dudes, Muffins with Misses, Science night, and summer reading. Decreases in budget included spring and 5th grade dance. Motion to vote by Amanda Chapman and seconded by Nichole Biggay.
2. Bathroom Renovation completed under budget. Bathrooms painted and Décor added. 5th grade bathroom updated and bright.

**Upcoming Program Discussion:**

1. Fall Fundraiser (STEM September)- Stacy Znamirowski

Goal for fundraiser is 20,000. Raise $14,000 to pay stem teacher and $6,000 for supplies. Cheddar up, incentive zoo assembly (kids loved it). Lanyard for top contributor. Post on facebook.

Ms. Mattingly explained idea to get people pumped up with promo video with Ms. Moorer or/and a focus group.

1. Invention Convention-Vani Vegesna

18-22nd September, Flyer sent for approval and planning to print at school on Monday.

1. Science Assembly and Science Night Sep 27-28-Cheryl Culp

There will be 2 assemblies on September 27th, Code Ninja is a possibly for science night and plan to have food trucks set up in front of school. Children will be encouraged to dress up and winner for invention convention will be announced during event. Alumni would be very helpful to have in the classrooms assisting teachers as in prior years.

**Unfinished Business:**  Brief Discussion Please

School Improvement Purchases-Amee Bailey

Starfish Sprint produced more money than expected. During May meeting PTO voted on using leftover money for safety cones, supplemental curriculum, water filling stations, Paras for computer lab/book check out, new playground equipment, and bathroom refresh. The five resource classes provide teachers with common planning time.

 Completed Programs Report Out:

1. New Family Ambassador Program-Amee Bailey
2. Welcome Back Teachers-Stephanie Deverson

Tereasa Jenkins-Breakfast went well.

Beatification- Palm trees pruned and look amazing!

Sidewalk with wooden signs near front playground are broken and faded.

1. School Supplies – Chandra Guirgis

An adult to oversee will be helpful. Lists for school supplies confusing if parents are buying their own supplies. Make grade level lists and Ms. Mattingly offered to put it on the school website.

1. Packet Stuffing-Giselle Lipat

Utilize only adult volunteers for next year. Many packets had missing papers and lacked some of the important required paperwork.

1. New Family Meetup-Amee Bailey

Ambassador and new family play date. A guided tour was provided during event through the halls since some teachers were still working in their classrooms.

1. PTO Membership- Did not raise as much as expected. Both pick up tag and pik my kid app is being utilized, which seemed to cause some confusion during first days of school. Some parents are using or attempting to use older car tags from previous school years. Parents need to be instructed to obtain new tags for safety reasons.
2. Summer Reading Celebration-Reshan Chua

Most children had a membership already. A sign to direct families on where to go once entering the event would be helpful.

1. First Day Social-Reshan Chua

Coffee and a few snacks went well, magnets made and available for purchase. Add a link to Ms. Mattingly’s newletter for magnets. Magnets now available on cheddar up to be purchased. Once purchased they will be sent home with student.

Year-Round Programs Report Out: Theresa Vanderwilt

Volunteers for classrooms- Confusion with available spots for classrooms. Parents signed up for multiple positions. Use sign-up genius next year.

**Announcements:**

 **Linking all social media with PTO Website**

Next Meeting is Friday, October 6, 2023 8:45 am

 Save the Dates

* PTO Playground Play Day Tuesday Sep 12 8:00-8:25
* Ms. Alford mentioned confusion of multiple places to find information. Suggestion to post communication to Bloomz, which would have a link to other social media.

<http://fojbe.com>

<https://www.facebook.com/friendsofjaxbeachelementarypto/>

fojbeptopresident@gmail.com

**Meeting Adjourned:** The meeting was adjourned at 10:05 AM.

Crystal Biggs 09/01/2023

Crystal Biggs

Recording Secretary