



March 6, 2025

## PTO Meeting Agenda

### Welcome & Greetings- Griffiths

- I. Review minutes from January
- II. Administration Report
  
- III. Budget-
  - a. Update on Community Business Partner letters- Danford
  - b. Business Partners
  
- IV. Fundraising- Finnell
  - a. Update Otis Spunkmeyer Cookie
  
- V. Teacher Appreciation- May 5th-9<sup>th</sup>
  - a. Tom's Traveling Coffee Truck is scheduled for May 6<sup>th</sup>.
  
- VI. Beanstack- Pooser
  
- VII. Hope Florida Resiliency Coach
  
- VIII. Visitor Cleanse Update

**Thank you for your dedication to PTO!**

- Our progress monitoring is mostly complete. We had only 10 makeups when we returned from break. Thank you to our families for ensuring their child was present at school. This month, we will be completing the iReady and Reading Plus assessments as well as Acaletics for grades 2-5.

#### **Budget:**

- The budget is updated as of 01/09/20245. This includes the Penny Wars as well as the cost for awarding the fifth graders for their winning.
- There were no questions.

#### **Fundraising Ideas:**

- Mrs. Finnell has spoken to the Cookie company about sending information. This will be shared at the next meeting.
- There have been many fundraisers from the teams.
- Ag will be doing beef jerky fundraiser
- Next month, we need to make a final decision for either the cookies and/or the color run.
  - Make a decision in February and fundraise for Color Run in March to have in April as March is the PTO fundraising month.

#### **Teacher Treats:**

- December- We will do a holiday cake
- January- White powdered donuts with hot chocolate
- February- Mini Flowers with chocolate
- March- Mini Pie for Pie Day
- April – Cookie Bar for teachers
- Shared the flyers for Teacher Appreciation Week and will finalized at the next meeting

#### **Bringing Up the Grade Awards vs. Most Improved:**

- In the third quarter we will start with “BUG” Awards for the third and fourth quarter awards instead of most improved
- Reading and Math only if the grades improve from the previous quarter to the next.
- Administration will meet with Grade chairs to explain.
- Quarter Two awards will continue with the Most Improved

#### **PTO Memberships:**

- Need to increase memberships
  - Currently at 76 families
  - 17 staff members have joined.
  - Need to continue to increase membership

#### **Community Business Partners:**

DEPOSIT	31-Oct		FALL FEST PHOTO			<b>\$70.00</b>	X	
DEPOSIT	31-Oct		FALL FEST PHOTO		<b>2616.49</b>	<b>\$157.00</b>	X	
		<b>BALANCE AS OF 10/31/24</b>	\$2616.49 - \$2087.24 (23/24 YR END) = \$529.25					
EXPENSE	1-Nov		WALGREENS - FALL FEST PHOTOS			<b>(\$31.71)</b>	X	NOV
EXPENSE	4-Nov		WALMART - FOOD ITEMS-TEACHER/STAFF TREATS			<b>(\$82.66)</b>	X	NOV
EXPENSE	6-Nov		PUBLIX - FOOD ITEMS-TEACHER/STAFF TREATS			<b>(\$17.24)</b>	X	NOV
EXPENSE	6-Nov		WALMART - FOOD ITEMS-TEACHER/STAFF TREATS		<b>2456.22</b>	<b>(\$28.66)</b>	X	NOV
		<b>BALANCE AS OF 11/30/24</b>	\$2456.22 - \$2087.24 (23/24 YR END) = \$368.98					
DEPOSIT	5-Dec		PENNY WARS			<b>\$117.17</b>	X	DEC
DEPOSIT	6-Dec		PENNY WARS			<b>\$58.15</b>	X	DEC
DEPOSIT	13-Dec		50/50 RAFFLE			<b>\$19.00</b>	X	DEC
EXPENSE	15-Dec		PUBLIX - CAKE - STAFF CHRISTMAS PARTY			<b>(\$46.99)</b>	X	DEC
EXPENSE	16-Dec		DOLLAR TREE - CANDY - PENNY WAR WINNERS			<b>(\$21.00)</b>	X	DEC
		<b>BALANCE AS OF 12/31/24</b>	\$2582.55 - \$2087.24 (23/24 YR END) = \$495.31		<b>2582.55</b>			
DEPOSIT	16-Jan		50/50 RAFFLE			<b>\$19.00</b>	X	JAN
EXPENSE	9-Jan		WALMART - REFRESHMENTS FOR PTO MEETINGS		<b>2579.77</b>	<b>(\$21.78)</b>	X	JAN
		<b>BALANCE AS OF 01/31/25</b>	\$2579.77 - \$2087.24 (23/24 YR END) = \$492.53					
<b>Total</b>						<b>\$ 2,579.77</b>		

EXPENSE	22-May		DAWN'S FLOWER PATCH - ARRANGMENTS - T. PRESSLEY, S. MOYE									X	MAY
EXPENSE	21-May		WALMART - STAFF TREATS - PAPER GOODS/FOOD \$1967.24 - \$2697.87 (22/23 YR END, INCLUDES 21/22 YR END = \$(1730.63)			<b>1967.24</b>		<b>(\$142.22)</b>				X	MAY
TRANSFER	10-Jun		TRANSFER TO CORRECT 4/9/24 TRANSFER FROM PTO TO CHERI \$2087.24 - \$2697.87 (22/23 YR END, INCLUDES 21/22 YR END = \$(610.63)			<b>2087.24</b>		<b>\$120.00</b>				X	JUN
			<b>BALANCED AS OF 06/30/24</b>										
			<b>END OF SCHOOL YEAR 2023/2024</b>										
EXPENSE	14-Aug		\$2087.24 - \$2697.87 (22/23 YR END, INCLUDES 21/22 YR END = \$(610.63)			<b>2087.24</b>							
EXPENSE	22-Aug		SNACKS FOR AUG & SEPT PTO MONTHLY MEETING TREATS					<b>(\$53.89)</b>				X	AUG
DEPOSIT	22-Aug		MEMBERSHIP FEES					<b>\$130.00</b>				X	AUG
EXPENSE	26-Aug		WALMART - SNACKS FOR MONTHLY STAFF TREATS					<b>(\$64.61)</b>				X	AUG
EXPENSE	26-Aug		WALMART-FOOD & PAPER GOODS FOR STAFF TREATS					<b>(\$37.13)</b>				X	AUG
DEPOSIT	26-Aug		MEMBERSHIP FEES					<b>\$60.00</b>				X	AUG
DEPOSIT	28-Aug		MEMBERSHIP FEES					<b>\$20.00</b>				X	AUG
			<b>BALANCED AS OF 08/31/24</b>			<b>2141.61</b>							
EXPENSE	5 Sep		\$2141.61 - \$2087.24 (23/24 YR END) = \$54.37									X	SEPT
DEPOSIT	5-Sep		DUNKIN DONUTS - DONUTS FOR PTO MEETING					<b>(\$54.72)</b>				X	SEPT
DEPOSIT	6-Sep		MEMBERSHIP FEES					<b>\$20.00</b>				X	SEPT
DEPOSIT	11-Sep		MEMBERSHIP FEES					<b>\$15.00</b>				X	SEPT
EXPENSE	12-Sep		POPSICLES & NARKINS - MEMBERSHIP PARTY					<b>\$20.00</b>				X	SEPT
DEPOSIT	16-Sep		MEMBERSHIP FEES					<b>(\$15.32)</b>				X	SEPT
DEPOSIT	19-Sep		MEMBERSHIP FEES					<b>\$144.00</b>				X	SEPT
			<b>BALANCED AS OF 9/30/24</b>			<b>2275.57</b>						X	SEPT
DEPOSIT	1-Oct		\$2275.57 - \$2087.24 (23/24 YR END) = \$188.33										
EXPENSE	3-Oct		MEMBERSHIP FEE/SPIRIT NIGHT-LW BURRITOS					<b>\$26.60</b>				X	
DEPOSIT	3-Oct		DONUTS & COFFEE - MONTHLY MEETING					<b>(\$54.72)</b>					
DEPOSIT	4-Oct		PTO MEMBERSHIP					<b>\$25.00</b>				X	
DEPOSIT	7-Oct		FALL FEST PHOTO					<b>\$5.00</b>				X	
DEPOSIT	15-Oct		FALL FEST PHOTO					<b>\$5.00</b>				X	
DEPOSIT	16-Oct		FALL FEST PHOTO KONA ICE - INCORRECT G/L NUMBER USED ON POSTING-CD - SHOULD BE ADMIN					<b>\$75.98</b>				X	
DEPOSIT	16-Oct		FALL FEST PHOTO					<b>\$5.00</b>				X	
DEPOSIT	21-Oct		FALL FEST PHOTO					<b>\$10.00</b>				X	
DEPOSIT	24-Oct		FALL FEST PHOTO					<b>\$10.00</b>				X	
DEPOSIT	25-Oct		FALL FEST PHOTO					<b>\$15.00</b>				X	
DEPOSIT	28-Oct		FALL FEST PHOTO					<b>\$15.00</b>				X	
DEPOSIT	29-Oct		FALL FEST PHOTO					<b>\$55.00</b>				X	
EXPENSE	29-Oct		DUNKIN DONUTS - TEACHER APPRECIATE TREATS					<b>(\$83.94)</b>				X	

EXPENSE	4-Dec		WALMART-SNACKS & BEVERAGES FOR PTO STAFF TREATS			(\$204.22)	X	JAN
DEPOSIT	5-Dec		SPIRIT NIGHT F/R - LOCCORTIOS			\$29.00	X	DEC
EXPENSE	8-Dec		SAC MEETING - REFRESHMENTS			(\$8.43)	X	JAN
		<b>BALANCE AS OF 12/31/23</b>	\$2690.11 - \$2697.87 (22/23 YR END, INCLUDES 21/22 YR END + 8.43 + 204.22 OUTSTANDING = \$204.89			<b>2690.11</b>		
DEPOSIT	8-Jan		PTO MEMBERSHIP DUES/DONATION			\$77.89	X	JAN
DEPOSIT	12-Jan		BRAKE BURGER-SPIRIT NIGHT DONATION			\$6.00	X	JAN
DISBURSEMENT	17-Jan		CORRECTION ON C/C 4553 - FRANCIS I DEAN - INSURANCE ON OBSTACLE COURSE INELIGIBLE FOR FALL FEST			(\$440.00)	X	JAN
DEPOSIT	23-Jan		MEMBERSHIP FEE			\$5.00	X	JAN
EXPENSE	24-Jan		SNACKS FOR PTO MONTHLY STAFF TREAT			2186.14	X	JAN
		<b>BALANCED AS OF 01/31/24</b>	\$2186.14 - \$2697.87 (22/23 YR END, INCLUDES 21/22 YR END = (\$511.73)			(\$152.86)		
EXPENSE	9-Feb		WALMART - SOCCER CONCESSIONS - PRE K - CODED TO PTO SHOULD HAVE BEEN CODED TO PRE-K			(\$37.38)	X	FEB
EXPENSE	12-Feb		WALMART - SNACKS FOR MONTHLY STAFF TREATS			(\$60.39)	X	FEB
REVERSAL	29-Feb		WALMART - SOCCER CONCESSIONS - PRE K - CODED TO PTO SHOULD HAVE BEEN CODED TO PRE-K			\$37.38	X	APR
		<b>BALANCED AS OF 02/29/24</b>	\$2125.75 - \$2697.87 (22/23 YR END, INCLUDES 21/22 YR END - OUTSTANDING \$37.38 = (\$609.50)			2125.75		
DEPOSIT	5-Mar		COLOR RUN F/R			\$76.00	X	MAR
DEPOSIT	6-Mar		SPIRIT NIGHT - LOCCORTIOS			\$26.00	X	MAR
DEPOSIT	19-Mar		COLOR RUN F/R			\$60.00	X	MAR
DEPOSIT	21-Mar		PTO MEMBERSHIP			\$5.00	X	MAR
DEPOSIT	26-Mar		COLOR RUN F/R			\$30.00	X	MAR
DEPOSIT	27-Mar		COLOR RUN F/R			\$90.00	X	MAR
DEPOSIT	27-Mar		COLOR RUN F/R			\$60.00	X	MAR
DEPOSIT	28-Mar		COLOR RUN F/R			\$30.00	X	MAR
DEPOSIT	28-Mar		COLOR RUN F/R			\$240.00	X	MAR
		<b>BALANCED AS OF 03/31/24</b>	\$2742.75 - \$2697.87 (22/23 YR END, INCLUDES 21/22 YR END - OUTSTANDING \$37.38 = \$7.50			2742.75		
DEPOSIT	1-Apr		COLOR RUN F/R			\$185.00	X	APR
DEPOSIT	4-Apr		COLOR RUN F/R			\$90.00	X	APR
TRANSFER	9-Apr		TRANSFER DEPOSIT OF \$120.00 FROM PTO TO CHEER (THIS TRANSFER SHOULD HAVE BEEN TRANSFERRED FROM NERHS			(\$120.00)	X	APR
EXPENSE	12-Apr		WALMART - MONTHLY STAFF TREATS			(\$113.12)	X	APR
EXPENSE	15-Apr		WALMART - STAFF APPRECIATION GIFTS FOR PTO			(\$39.98)	X	APR
EXPENSE	17-Apr		AMAZON - BALLOON TIES - PTO COLOR RUN			(\$39.96)	X	APR
EXPENSE	17-Apr		WALMART - POPSICLES FOR PTO COLOR RUN			(\$9.00)	X	APR
		<b>BALANCED AS OF 04/30/24</b>	\$2695.69 - \$2697.87 (22/23 YR END, INCLUDES 21/22 YR END = \$(2.18)			2695.69		
DEPOSIT	2-May		BRAKE BURGER-SPIRIT NIGHT DONATION			\$9.57	X	MAY
EXPENSE	5-May		PUBLIX - LUNCHESES FOR TEACHER APPRECIATION WEEK			(\$643.40)	X	MAY
DEPOSIT	8-May		REFUND FOR SALES TAX - PUBLIX - LUNCHESES TEACHER			\$42.10	X	MAY
DEPOSIT	13-May		REFUND - COLOR RUN			\$45.50	X	MAY

		<b>BALANCE THROUGH 7/31/23</b>	<b>\$1332.35 + 1365.52 (21/22 YR END BALANCE) = \$2697.87</b>		<b>2697.87</b>				
EXPENSE	30-Jul	WALMART	FOOD ITEMS FOR PTO BACK TO SCHOOL STAFF BREAKFAST & PTO MEETINGS						X
EXPENSE	2-Aug	AMAZON	TEACHER BALL POINT PENS						X
EXPENSE	9-Aug	WALMART	LOLLIPOPS FOR PTO MEMBERSHIP DRIVE INCENTIVE						X
EXPENSE	18-Aug	LESLIE MOYE	REIMBURSEMENT - JHW BACK TO SCHOOL BREAKFAST						X
DEPOSIT	18-Aug		PTO MEMBERSHIP FEES						X
DEPOSIT	31-Aug		PTO MEMBERSHIP FEES						X
		<b>BALANCE AS OF 8/30/23</b>	<b>\$2728.99 - \$2697.87 (2022-2023 YR END/INCLUDES 2021-2022 YR END) = \$31.12</b>		<b>2728.99</b>				X
EXPENSE	11-Sep	WALMART	COFFEE, WATER, BREAKFAST BISCUITS						X
DEPOSIT	12-Sep		PTO MEMBERSHIP FEES						X
EXPENSE	16-Sep	WALMART	POPSICLES FOR PTO POPSICLE PARTY						X
DEPOSIT	18-Sep		SPIRIT NIGHT F/R - LOCCORRITO'S						X
DEPOSIT	18-Sep		PTO MEMBERSHIP FEES						X
DEPOSIT	28-Sep		KONO ICE						X
		<b>BALANCE AS OF 9/30/23</b>	<b>\$3046.89 - \$2697.87 (2022-2023 YR END/INCLUDES 2021-2022 YR END) = \$349.02</b>		<b>3046.89</b>				X
DEPOSIT	2-Oct		PTO MEMBERSHIP FEES, FALL PHOTO BOOTH						X
DEPOSIT	3-Oct		FALL PHOTO BOOTH						X
DEPOSIT	3-Oct		FALL PHOTO BOOTH						X
DEPOSIT	6-Oct		FALL PHOTO BOOTH						X
DEPOSIT	6-Oct		FALL PHOTO BOOTH						X
DEPOSIT	9-Oct		FALL PHOTO BOOTH						X
DEPOSIT	10-Oct		FALL PHOTO BOOTH						X
EXPENSE	13-Oct		WALMART-SNACKS FOR STAFF MONTHLY TREATS						X
DEPOSIT	16-Oct		FALL PHOTO BOOTH						X
DEPOSIT	18-Oct		PTO SPIRIT NIGHT - BRAKE BURGER GARAGE						X
DEPOSIT	19-Oct		FALL PHOTO BOOTH						X
DEPOSIT	20-Oct		FALL PHOTO BOOTH						X
DEPOSIT	24-Oct		FALL PHOTO BOOTH						X
DEPOSIT	24-Oct		FALL PHOTO BOOTH						X
DEPOSIT	25-Oct		FALL PHOTO BOOTH						X
DEPOSIT	27-Oct		FALL PHOTO BOOTH						X
EXPENSE	30-Oct		PHOTO PRINTS FOR FALL PHOTO F/R						X
		<b>BALANCE AS OF 10/31/23</b>	<b>\$3213.22 - \$2697.87 (22/23 YR END, INCLUDES 21/22 YR END) = \$515.35</b>		<b>3213.22</b>				X
EXPENSE	13-Nov		ROCKIN' BOUNCIERS - FALL FESTIVAL						X
		<b>BALANCE AS OF 11/30/23</b>	<b>\$2873.76 - \$2697.87 (22/23 YR END, INCLUDES 21/22 YR END) = \$175.89</b>		<b>2873.76</b>				X

C. Donaldson/ B. Finnell

G/L Account Number

891-9800-510-1401-40011

Internal Account Name

PTO/PTFC

School/Dept. Name: Janie Howard Wilson

Date: 2022-23

User's Name	Date of Purchase	Merchant's Name	Description of Purchase	Card Number (Last 4 digits)	Dollar Amount of Purchase	
	<b>1-Jul</b>	<b>BALANCE</b>	<b>Forwarding Balance from 2022</b>		<b>\$ 1,365.52</b>	
DISBURSEMENT	19 SEPT	TRANSFER	CHANGE FUND DEPOSITED INTO INCORRECT ACCOUNT		<b>(\$100.00)</b>	X
DEPOSIT	22-Aug		MEMBERSHIP FEE		<b>\$140.00</b>	X
DEPOSIT	22-Aug		PTO SNACK F/R		<b>\$ 282.50</b>	X
EXPENSE	15 SEPT	WALMART	POPSICLES FOR PTO MEMBERSHIP		<b>(\$16.91)</b>	X
EXPENSE	15 SEPT	WALMART	POPSICLES FOR PTO MEMBERSHIP		<b>(\$14.43)</b>	X
DEPOSIT	3-Oct		MEMBERSHIP FEE		<b>\$55.00</b>	X
DEPOSIT	OCT '22		FALL CARNIVAL PHOTO F/R		<b>\$320.00</b>	X
EXPENSE	31 Oct	WALMART	PHOTOS FOR FALL CARNIVAL F/R		<b>(\$34.74)</b>	X
EXPENSE	9-Dec	ESTES ELECTRIC	POPCORN MACHINE		<b>(\$145.00)</b>	X
DEPOSIT	7-Feb		KONA ICE F/R		<b>\$136.04</b>	X
DEPOSIT	12-Feb		DRESS DOWN DAY F/R		<b>\$209.09</b>	X
DEPOSIT	17-Feb		PTO MEMBERSHIP FEES		<b>\$10.00</b>	X
DEPOSIT	27-Feb		50/50 RAFFLE PROCEEDS		<b>\$50.50</b>	X
EXPENSE	7-Mar	POSITIVE PROMOTIONS	PTO COLOR RUN F/R		<b>\$750.00</b>	X
			EOY AWARDS		<b>(\$260.73)</b>	X
		<b>BALANCE THROUGH 3/31/23</b>	<b>NO OUTSTANDING ENTRIES</b>		<b>\$2,746.84</b>	
EXPENSE	12-Apr	WALMART	POPSICLES FOR PTO COLOR RUN		<b>(\$19.84)</b>	X
EXPENSE	17-Apr	LESLEY MORALES	BALLOON ARCH		<b>(\$110.00)</b>	X
		<b>BALANCE THROUGH 4/30/23</b>	<b>\$1271.32 + \$1365.52 (21/22 YR END BALANCE) -</b>		<b>\$2,617.00</b>	
EXPENSE	2-May	SIMENAS TACOS 2	STAFF LUNCH FOR TEACHER APPRECIATION WEEK		<b>(\$192.49)</b>	X
EXPENSE	2-May	WALMART	FOOD FOR TEACHER APPRECIATE LUNCH		<b>(\$73.68)</b>	X
EXPENSE	2-May		PTO COLOR RUN F/R		<b>\$60.00</b>	X
EXPENSE	4-May	PUBLIX	TROPICANA SPEECH CONTEST - LUNCH		<b>(\$22.96)</b>	X
DEPOSIT	10-May		SCHOOLATHON - COLOR RUN		<b>\$300.00</b>	X
DEPOSIT	12-May		DRESS DOWN DAY F/R		<b>\$10.00</b>	X
		<b>BALANCE THROUGH 5/31/23</b>	<b>\$1332.35 + 1365.52 (21/22 YR END BALANCE) =</b>		<b>2697.87</b>	
		<b>BALANCE THROUGH 6/30/23</b>	<b>\$1332.35 + 1365.52 (21/22 YR END BALANCE) =</b>		<b>2697.87</b>	
		<b>END OF SCHOOL YEAR 2022/2023</b>				