

SBK8 PTO Meeting Minutes



Date, Time & Location: August 19, 2025, 5:32 PM – 6:30 PM; Skybrooke K8 Media Center

Members in Attendance: Dr. Michele Boylan, Tammy Sutula, Shayla Collins, Stephanie Laaninen, Nina Danaie, Jessica Lane, Kyleen Klocke, Jenni Mullins, Beth Goetz, and Kelly Noel (see sign in sheets for others in attendance)

1. President Updates:

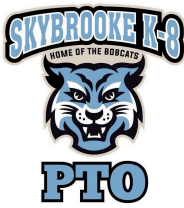
- a. PTO President Shayla called the meeting to order, welcoming in-person and online attendees.
- b. Each board member introduced themselves with their role and children's grades

2. Committee's Needed:

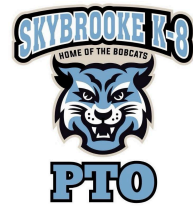
- a. Compliance & Audit Chair: needed for end of year audit
- b. Historian/Photographer: take photos at events to be shared on social media, newsletters, and yearbook
- c. Staff Appreciation: help foster culture, express our appreciation for our staff, and assist with staff birthdays
- d. Family/Community Events Committee: volunteers all things event related
- e. Spirit Squad: plans fun and engaging opportunities for our Bobcats
- f. Helping Paws: can include making copies and sorting for distribution, assist to distribute spiritwear orders

3. PTO Treasurer Updates

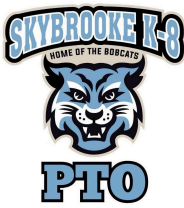
- a. Treasurer's Report
 - i. Detailed Income:
 1. Sponsorships: \$6,660 (confirmed, more pending)
 2. Membership Dues: \$1,770
 3. Ticket Sales: \$1,415
 - ii. Current Financial Status:
 1. Bank Account Balance: \$7,426
 2. Cheddar Up Balance: \$2,272
 3. Total Available: \$9,699
- b. Nonprofit Status Update:
 - i. Registered as independent nonprofit in Florida
 - ii. 501(c)(3) application in process, expected completion by year-end
 - iii. Currently able to receive donations; tax-deductible status pending



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- c. 2025 budget breakdown:
 - i. Income Sources:
 - 1. Fundraisers: 70%
 - 2. Sponsorships: 14%
 - 3. Membership Dues: 4%
 - 4. Ticketed Events: 13%
 - ii. Expense Allocations:
 - 1. Core Purpose (67%):
 - a. Student Enrichment: PBS store funding, testing incentives
 - b. Teacher Support: Appreciation events, classroom materials
 - c. School Improvements: Recess equipment, playground shades
 - 2. Community Events (24%):
 - a. Family events
 - b. Staff events
 - c. Student-only events
 - 3. Member Appreciation: 2%
 - 4. Administrative Expenses: 7%
- 4. **VP Family/Community Events Updates**
 - a. Completed Events: Boohoo Yahoo Breakfast
 - i. First day of school event for Pre-K and Kindergarten parents only
 - ii. Came in under budget & successful community building event
 - b. Back-to-School Bash: (September 5th) surprise special guests, mascot meet-and-greet, inflatables and games from Swag, food trucks (additional cost), DJ (elementary music teacher), sports teams showcase (football, volleyball, cheerleaders)
 - c. Ticket Information:
 - i. Available until September 1st or until sold out
 - ii. Early access for PTO members
 - iii. Not a drop-off event - parent attendance required
- 5. **VP Fundraising Updates**
 - a. Spirit Wear
 - i. Current shop open until Friday
 - ii. Using Elite as vendor
 - iii. Delivery through teachers' mailboxes
 - iv. New items in October (including hoodies)
 - v. Holiday shirt planned



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- vi. PTO shirts: \$16
 - b. Megablast Fundraiser: Kickoff: September 11th
 - c. - School-wide pep rally, three-week fundraising period, culminating Event: Pounce Party, October 10th, participation incentives throughout, Goal: whole school participation
 - d. October 10th: outdoor activities: inflatable obstacles, dance party, snow cones, DJ
 - e. Sponsors
 - i. 30 confirmed sponsors
 - ii. 30 additional pending
 - iii. Various sponsorship levels (\$100-\$750)
 - iv. Both monetary and in-kind donations accepted
 - v. Current sponsors include:
 - 1. Swag Marketing (donated slide)
 - 2. Carrabba's (food donations)
 - 3. Advent Health
 - 4. Orlando Health
 - f. No spring fundraiser set up at this time
 - i. Ideas for a spring fundraiser?
 - g. Spirit Wear
 - i. Everyone can still order & PTO shirts will be added
- 6. VP Communications Updates**
- a. <https://sbk8pto.com/>
 - i. Meeting Minutes
 - ii. List of Sponsors
 - iii. Link to Spirit Wear
 - iv. List of Teachers Favorite Things
 - v. Link to School Calendar
- 7. VP Membership Updates**
- a. Current Numbers:
 - i. 146 family memberships
 - ii. 51 teacher/staff memberships
 - b. Benefits: Early event access, private mascot meet-and-greets, priority parking at events, early ticket purchase windows, inaugural PTO member magnets
- 8. Old/New Business**
- a. BYLAWS UPDATE:
 - i. Maximum rollover amount set at \$10,000
 - ii. Ensures current year funds benefit current students
 - b. Request for support

