

# SBK8 PTO Meeting Minutes



**Date, Time & Location:** November 18, 2025, 4:33 PM – 5:37 PM; Skybrooke K8 Media Center

**Members in Attendance:** Dr. Boylan, Shayla Collins, Kyleen Klocke, Beth Goetz, Samantha Kennell, Liz Hardee, and Julie Williams

## Approval of Previous Meeting Minutes:

- Minutes from October 21st reviewed - Shayla made motion to approve minutes; Kyleen seconded

## 1. President Updates:

- a. PTO President Shayla called the meeting to order, welcoming in-person and online attendees

## 2. PTO Treasurer Updates

- a. Monthly treasurer's report
  - i. Income: \$7,050 (primarily from Winterfest tickets and vendor booth payments)
  - ii. Expenses: \$4,378
  - iii. Net income: \$628-629
  - iv. Major expenses: Fall fundraiser remainder, teacher/staff support, Veterans Day breakfast, website reimbursement

- b. Budget vs. Actuals (Year-to-Date)

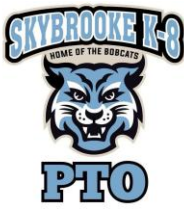
- i. Fundraising
  1. Income: \$58,729 (budgeted: \$48,700)
  2. Expenses: \$413 (budgeted: \$1,650)
  3. Net earnings over budget: \$11,265.82
- ii. Membership
  1. Income: \$1,970 (budgeted: \$2,500)
  2. Expenses: \$118
  3. Net: \$380 more than budgeted
- iii. Events
  1. Income: \$8,900
  2. Expenses to date: \$2,700
- iv. Teacher & Staff Support
  1. Budgeted: \$31,750
  2. Spent: \$3,900
  3. Remaining: \$27,200
- v. Teacher appreciation spent: \$806 (budgeted: \$5,250)
  1. PTO Admin
  2. Budgeted: \$2,085



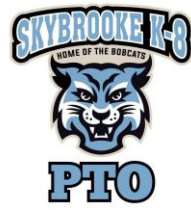
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3. Spent: ~\$1,000 (primarily for printing costs)
- c. PTO officially received 501(c)(3) status
  - i. Will set up Cheddar Up donation specifically for playground shade structures
  - ii. Can now accept tax-deductible donations
- 3. VP Family/Community Events Updates**
  - a. Dashing Through the Snow Fest Friday 12/5 6:00 - 8:30 PM
    - i. Location: School campus (utilizing gym and outdoor areas)
    - ii. Ticket sales:
      1. Staff tickets closed previous weekend
      2. General admission tickets available through November 23
      3. Close to selling out but still available
      4. Tickets to be distributed in Wednesday folders (deadline: end of day Monday)
    - iii. Features:
      1. 26 confirmed vendors
      2. Teacher/grade-level booths
      3. Food trucks (including peach cobbler, nacho wagon, lemonade stand, Kona, potential lobster truck)
      4. Book fair will be open
      5. DJ Bocher confirmed
      6. Platinum sponsors will have booths
    - iv. Logistics:
      1. Map finalized
      2. Parking in main lot with bus loop for volunteers/vendors
    - v. Portable lighting arranged through parent volunteer
    - vi. QR code payment system for teacher booths (no cash handling)
  - a. Spring fundraiser
    - i. Proposed color run event
    - ii. Target: \$20,000 fundraising goal
    - iii. Timing: February/March (coordinating with Dr. Boylan)
    - iv. Platform: Flat fee with no percentage cuts
    - v. Proceeds to be shared with Skybrooke K8
  - b. Spirit Wear Shop
    - i. Spirit shop currently closed; delivery before Thanksgiving
  - c. Sponsorships - 45
    - i. Two new sponsors added: Flamingo Lacrosse and Suncoast Chiropractic



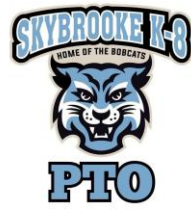
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- ii. Two more potential sponsors in discussion
- 5. VP Membership Updates**
  - a. Current Numbers:
    - i. 147 family memberships
    - ii. 83 teacher/staff memberships
      - 1. Using 136 for total teachers and staff
  - b. Working on distributing membership magnets
  - c. Teacher "favorite things" list updated on website
  - d. Recent drawings for Bobcat Pride spiritwear packages (\$50 value):
    - i. Family winner: Dominique O.
    - ii. Staff winner: Ms. Tully (2nd grade)
- 6. Old/New Business**
  - a. Upcoming Events
    - i. Great American TeachIN Day (tomorrow)
    - ii. Holiday meal for teachers planned for December 17
    - iii. Spirit week before winter break (dress-up days to be announced)
    - iv. House day activities ongoing every Wednesday
  - b. Action Items
    - i. Dr. Boylan to send update on fund request form
    - ii. Shayla to set up Cheddar Up donation for playground shade project
    - iii. Dr. Boylan to send Winterfest map and parking instructions to staff
    - iv. Shayla to manage teacher grade sales funds at Snow Fest
    - v. Dr. Boylan to coordinate with middle school team on student engagement strategies
    - vi. Shayla to include PTO member magnets in Snow Fest ticket envelopes
    - vii. Dale to connect with Kyleen regarding funding request
    - viii. Shayla to provide Dale with 501(c)(3) documentation
- 7. Member Comments/Questions**
  - a. Middle School Engagement Discussion
    - i. Challenges with middle school schedule (50-minute periods, 3-minute passing time)
    - ii. Morning celebrations don't work for middle school. It must be at the end of the day.
    - iii. Different planning periods for different departments
    - iv. Activity schedules require careful coordination
    - v. Pep rallies now separated between elementary and middle



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school

- vi. Discussion about finding appropriate ways to include middle schoolers in PTO activities

### 8. Committees

#### a. Staff Appreciation

- i. To show appreciation for everything our teachers and staff do
- ii. Sunshine Cart for teachers and staff
  1. Quarterly big surprise
- iii. Apple bar today for National Apple day
- iv. Katie Bakes sponsor: Birthday cake slices for teachers and staff
- v. Member Question: how can I help? Can fill out interest form and/or notate on sign in sheet

### 9. Meeting adjourned at 5:37 PM

### 10. Next Meeting - December 16th at 8:15 am - 9:15 am