



KEENE'S CROSSING PTO

2023 - 2024 Board Members

Stephannie Nazzaro, *President*

Crystal McDermond, *Vice President*

Annie Marais, *Treasurer*

Erin Novo, *Co-Treasurer*

Allyson Billie, *Fundraising Coordinator*

Kim Conte, *Communications Coordinator*

Sarah Marsicek, *Holiday Events Coordinator*

Catherine Loeffert, *Family Events Coordinator*

Melanie Johnson, *Community Outreach Coordinator*

Jen Musico, *Volunteer Coordinator*

Laura Cobb, *Teacher Engagement Coordinator*

Keene's Crossing Elementary PTO

General Meeting Minutes

1/16/2024 / 5:30 p.m. / KCE Media Center

Meeting called to order by PTO President, Stephannie Nazzaro at 5:35 p.m.

Attendance: Stephannie Nazzaro, Crystal McDermond, Erin Novo, Allyson Billie, Kim Conte, Catherine Loeffert, Melanie Johnson, Jen Musico, and various other members.

Absent members: Sarah Marsicek, Laura Cobb, and Annie Marais.

Items reviewed with the group:

- **Playground Updates:** PTO is currently speaking with our preferred vendor to resurface the basketball court, paint the court, and replace basketball goals and padding. The vendor will be coming out next week to take a look in person. A painting company visited the school to discuss painting the red, white, and blue playground and updating the plastic pieces. Currently, we are waiting to hear back from OCPS for approval to move forward from this point.
 - Ms. Conte asked if vendors could apply at any time of the year. Ms. Nazzaro informed her that OCPS sets a time frame when vendors can apply and be approved.

- Outdoor Fan Update: One of our major projects for this school year is to install PE and Carline fans. We have given \$16,000 to the school and they take on the project from this point.
- Project Committees: We are looking to add committees of parents outside of the PTO to help us facilitate the big projects. If any parent is interested, please reach out to any PTO board member.
- Orlando Magic Spirit Night: Two sections were sold out to KCE students and families.
 - A member asked how many students get to go onto the court. Ms. Nazzaro answered 25 since we split with another school.
- American Heart Association Fundraiser: The event will take place at the end of January. The PTO helped with this last year. The PTO's role is to help Coach V with prize distribution and communication.
- Glow Dance: We have requested the date to be March 2nd. A save the date was posted to the PTO Facebook page. We will be adding a form for parents / guardians to fill out for volunteer opportunity. It will be at KCE in the Cafeteria. There will be two sessions, 5:30-7:00 and 7:30-9:00. We are planning on food trucks, to help keep ticket costs low. We are still working logistics.
- Updated Budget Report: Ms. Novo presented on behalf of Annie Marais.
 - Boosterthon Funds: \$16,000 for fans, grade level money, painting supplies, class prizes for top sellers / classrooms.
 - Holiday Shop: We made \$4,000.
 - 5th Grade Celebration: Winter Book Fair has a \$2,800 profit and goes to 5th Grade Celebration line item.
 - Miscellaneous Requests: Car line umbrella, sound system repairs, and charging stations for 3rd, 4th, and 5th Grade.

Ms. Johnson asked if we have a budget for the Spring Carnival since this is a free event because we met our Boosterthon School Wide Goal. The line item on the budget states \$5,000 but we feel this is low and less than what we spent last year.

Ms. Johnson asked if we were going to share the custodian request that we received at the last meeting. Ms. Nazzaro stated we have not received an invoice or any additional information.

Ms. Novo stated that we are encouraging teachers and staff to please reach out with any request big or small and we will review it. We are also working on an official request form to send out to staff.

If it is a financial request for a student, those will funnel through Ms. Tracey, our Guidance Counselor.

- Q&A
 - Ms. Lundell asked what projects the PTO needs help with. Ms. Musico stated we need help making calls to our approved vendors. The current projects include

basketball court, playground, and green space where portables used to be. We are hoping to get some guidance / instruction from Administration with the green space project. We are currently waiting on the unrestricted vendor list from admin. Ms. Linkous stated if we can get the tax id# from the vendor, we are able to search using that information. We will research who our district level facilities contact is and reach out to them with our logistics questions for our upcoming projects.

Ms. Lundell suggested we look into hiring a property manager for this type of need. She is going to share the company information that Summerport used for their project management company.

Mr. Loeffert asked the following questions: What are the current available dollars in the PTO balance? How much has been spent this year? What are the top 3 items that the PTO and the school are fostering?

Mr. Loeffert also stated that the audio for All Pro Dad's is awful and the audio for the Winter performance was embarrassing. He asked that the audio be a top priority. He also asked that the basketball courts be resurfaced. He also stated he feels like nothing is getting done.

Various board members recapped what we had already touched on.

One of the members volunteered her husband, who is additions approved and owns an audio/visual company to come out the following week and take a look at the system all with All Systems to try and diagnose the problem.

Our action items before the next meeting will be to follow up with basketball resurfacing company to have an on-site visit, reach out to project management companies, and work with audio/visual company to fix the sound system issues in the cafeteria.

Upcoming Events:

- 1/18 – Marco's Spirit Night
- 2/10 – Orlando Magic Spirit Night
- 2/13 – PTO meeting / 5th Grade Celebration meeting to follow.
- 2/14 – All Pro Dad's
- 2/15 – Marco's Spirit Night
- 3/2 – Glow Dance
- 3/14 – All Pro Dad's
- 3/15 – 3/22 – Spring Break
- 4/9 – PTO meeting and 2024-2025 Board Elections

With no further items to discuss the meeting was adjourned by Stephannie Nazzaro at 6:35 p.m.

The minutes were prepared by VP Crystal McDermond.