



WEST LAB PTO

GENERAL MEETING
2026 – 2027 School Year
September 29th, 2026

AGENDA



AGENDA

- 1 Call to Order & Welcome
- 2 Approval of Previous Meeting Minutes
- 3 Principal's Report
- 4 President's Report
- 5 Treasurer's Report & 2026-2027 Budget Approval (Membership Vote)
- 6 Fundraising & Events Update
- 7 Committee & Program Updates
- 8 New Business & Member Questions
- 9 Announcements & Adjournment

**WELCOME &
CALL TO ORDER**



APPROVAL OF PREVIOUS MEETING MINUTES

PRINCIPAL'S REPORT

Principal's Report

Dr. Michelle Sanchez-Perez



PRESIDENT'S REPORT

Thank you for your
commitment!

BOARD MEMBERS

PARENTS & TEACHERS



Jessica D. Natalia G.

Co-Presidents



Melania K. Tatiana F.

Co- Vice Presidents



Joanne Y. Lisette R.

Co- Secretaries



Chris S. Cristian C.

Co- Treasurers



Mike H.

Middle School
Liaison



Dr. Sanchez

Principal



Ms. Rodriguez

Assistant
Principal



Ms. Gonzalez

EESAC
Chair



Ms. S. Ramirez

Elementary School
Teacher



Mrs. Jose

Middle School
Teacher

OUR MISSION & GOALS

OUR MISSION



The West Lab PTO is committed to supporting our children and school staff through programs, initiatives, and community involvement that help create an enriching learning environment where students can thrive and grow.

01.



SUPPORT STUDENT LEARNING

Provide educational resources, classroom support, and learning tools that empower both students and teachers every day.

02.



ENHANCE STUDENT EXPERIENCE

Create memorable, enriching, and engaging experiences that build school spirit, creativity, and student connection.

03.



INVEST IN OUR SCHOOL COMMUNITY

Strengthen our school environment through beautification, communication, appreciation, and community support initiatives.

TREASURER'S REPORT & BUDGET APPROVAL VOTE

FINANCIAL REPORT

 My TD Products Solutions Learning  			
Accounts Transfers Bill Pay Payroll & ACH Business Center Users & Access Account Options			
Good afternoon, HENRY S WEST LAB PTO INC .			
Today is May 19, 2026. Last accessed: May 18, 2026 3:25 PM ET.			
Banking	Available Balance	Today's Beginning Balance	Pending Transactions
BUSINESS CONVENIENCE CHECKING > x9025	\$79,950.22	\$79,950.22	\$0.00
TD SMALL BUSINESS MMKT PLUS > x0538	\$1,313.01	\$1,313.01	\$0.00
BUSINESS 6 MONTH CD > x9146	\$169,544.37	\$169,544.37	--
Total	\$250,807.60		

ramp 

Banking

Overview

Automations

Documents

Total balance

\$50,325.50

Available: \$50,325.50

All time earnings

\$291.16

TOTAL FUNDS: \$301,133

PROPOSED BUDGET

Revenue

Gross Margin by Activity	25-26	26-27	Var % vs Last Yr
Clubs	\$6,480	\$20,000	209%
Crab Crew	\$46,581	\$60,000	29%
Pep Rally/Fun Run	\$0	\$20,000	N/A
Dress Your Way	\$10,238	\$13,400	31%
Bank Interest	\$6,875	\$6,000	(13%)
Sponshorships	\$0	\$5,000	N/A
Uniforms	\$730	\$5,000	585%
Read-a-Thon	\$0	\$4,000	N/A
Bistro Bites	\$2,765	\$3,500	27%
Movie Night	\$956	\$3,000	214%
Bingo	\$1,654	\$3,000	81%
Book Fair	\$2,773	\$2,800	1%
Online Auction	\$1,144	\$2,500	118%
Talent Show	\$1,605	\$2,000	25%
Company Donation Match	\$0	\$1,000	N/A
Other Revenue	\$515	\$200	(61%)
Sub Total Gross Margin by Activity	\$82,316	\$151,400	84%

PROPOSED

BUDGET

Expenditures

PTO Operational Expenses	25-26	26-27	Var % vs Last Yr
Bank, Paypal & Stripe Fees	\$3,672	\$3,000	(18%)
Legal, Accounting & Insurance	\$5,526	\$5,800	5%
Pto Systems and Software	\$2,807	\$3,500	25%
PTO Expenses Misc	\$188	\$300	59%
Sub Total PTO Operational Expenses	\$12,194	\$12,600	3%
PTO Sponsored Events			
5th Grade Celebration	\$4,016	\$4,500	12%
8th Grade Graduation	\$8,408	\$9,000	7%
Field Trip Sponsorship	\$5,000	\$5,000	0%
Spring Jamboree	\$5,213	\$4,000	(23%)
Teacher Appreciation	\$2,153	\$2,500	16%
Crab Crew Parties	\$1,107	\$2,500	126%
All Other	\$3,212	\$4,000	25%
Total PTO Sponsored Events	\$28,001	\$29,000	4%
PTO Purchases			
TA Payment	\$90,000	\$90,000	0%
Teacher Supplies Reimbursement	\$4,431	\$6,500	47%
Beautification	\$484	\$500	3%
Copier Lease	\$5,057	\$4,500	(11%)
School Website	\$3,060	\$3,100	1%
Science Supplies	\$0	\$500	N/A
Recess Equipment	\$877	\$500	(43%)
Art Supplies	\$0	\$500	N/A
Music Supplies	\$60	\$500	736%
Gym Supplies	\$151	\$500	231%
Teaching Materials	\$237	\$400	69%
Middle School Projects	\$0	\$500	N/A
Total PTO Purchases	\$104,356	\$108,000	3%
Total Expenses	\$144,551	\$149,600	3%
Profit / Loss	(\$62,235)	(\$200)	(100%)

PROPOSED BUDGET



MOTION:

To approve the Henry S.
West Laboratory PTO
2026–2027 Budget as
presented.

**MOTION
PASSED**

VICE PRESIDENT'S REPORT

(Fundraising & Committees)

FUNDRAISING YTD

CRAB & MIDDLE CREW

Supporting our Students and Teachers Year-Round!

\$61k

Raised Through Family
Donations!



Thank you for your support
& donations!



Funding of
6 Teacher Aides



Accelerated
Reader Program



Teacher Supplies &
Special Equipment/
Needs



School
Beautification



Organize & Execute
Events & Activities
Throughout the Year



FUNDRAISING YTD

UNIFORMS & DRESS YOUR WAY



\$5k

UNIFORMS



\$12.8k

DRESS YOUR WAY



\$4.3k

AFTERSCHOOL
CLUBS



\$1.8k

ONLINE AUCTION

FUNDRAISING YTD

BISTRO BITES – Off Campus Events



\$1k



MORE TO COME...



UPCOMING FUNDRAISING

ON-CAMPUS EVENTS



BOOK
FAIR



MIAMI
HEAT
NIGHT



MOVIE
NIGHT



MCTEACHER
NIGHT



ENTREPRENEURSHIP
FAIR



OCT



OCT



OCT/NOV



NOV



DEC

Q&A

ANNOUNCEMENTS



THANK YOU!

SEE YOU JANUARY '27
FOR OUR 2nd
GENERAL MEETING