

Executive Board Meeting Minutes

September 8, 2026 | 9:30 a.m.

Called to Order: 9:36 a.m.

Adjourned: 10:28 a.m.

SAT Prep Classes

The Board discussed plans for upcoming SAT preparation classes.

- A new instructor is needed. The Board will follow up on recommendations from the previous tutor.
- Pricing is still being determined, with consideration given to making the program a source of revenue for IBPO.
- A discount code for IB Program Support families was discussed.
- Juniors will receive priority registration.
- Fall SAT dates are October 3 and November 7. Spring programming will focus on ACT preparation.

Open House

Open House will be held Wednesday, September 16, from 5:30 to 7:30 p.m.

- Student volunteers are needed to assist with merchandise sales while parents follow their students' schedules.
- IBPO will have tables in the breezeway for merchandise and Program Support.
- The mandatory Senior Parent Meeting will immediately follow Open House.

Program Support

Report: Kelly Fitzgerald

- A final Program Support appeal was sent.
- Program Support information will continue to be included in IBPO communications.
- The annual fundraising goal is \$35,000.

- IBPO currently has four corporate sponsors, with a goal of ten.
- The Board will continue pursuing corporate sponsorships for events, including Teacher Appreciation and Coffee Cart.
- The Senior Banquet requires approximately \$20,000 in funding to operate.
- Teacher Appreciation is seeking a \$500 corporate sponsor for Coffee Cart.
- Coffee Cart SignUpGenius opportunities will include small individual contributions and in-kind donations.
- Kelly will promote donation and volunteer opportunities through IBPO social media.

11th Grade Pinning Ceremony

Planning for the Pinning Ceremony is underway.

- The committee discussed requesting monetary contributions in addition to in-kind donations.
- IBPO will cover the cost of invitations.
- Pins and stoles have been ordered.

9th Grade Breakfast

The 9th Grade Breakfast will be held September 24 at 7:45 a.m.

- The breakfast is for freshman students only and will take place during first period.
- A separate Parent Coffee will immediately follow from approximately 8:40 to 9:45 a.m.
- A SignUpGenius will be created for event needs.

Merchandise

- Sweatshirt costs have increased from \$19.00 to \$22.75.
- Current merchandise margins are approximately 45 to 50 percent.

IB Parent Social

The IB Parent Social will be held September 23 from 6:30 to 8:30 p.m. at the Gator Club.

- The Gator Club will provide some food.
- Name tags will use colored dots to identify students' grade levels.
- New event signage is needed; follow-up will be coordinated with Kelly.

Treasurer's Report

- More than \$10,000 has been received in Program Support.
- Donations have also been received for Sophomore Celebration.
- Bookkeeping and Square processing fees were noted.
- \$230 had been received through Square for Coffee Cart.

IBPO General Meeting Minutes

September 8, 2026 | 10:30 a.m.

Called to Order: 10:33 a.m.

Adjourned: 11:19 a.m.

Principal's Update

Dr. Anderson

- The first round of FAST testing has been completed for 9th and 10th grade students.
- Two additional teachers were allocated due to school enrollment of approximately 2,600 students.
- Spirit Week will take place during Homecoming week.
- Freshman elections are taking place this week.
- Open House will be September 16 from 5:30 to 7:30 p.m. Families will follow their students' schedules and receive an overview of classes.
- College Night at STC will be September 17 from 6:00 to 8:00 p.m., with approximately 100 colleges expected.
- Mr. Craig is the new career advisor and will work with Mrs. Hu.
- The recent University of Florida campus visit had strong student attendance.
- The first Student of the Month will be recognized soon.

IB Coordinator's Update

Dr. Minor

- Ms. Scarpinato has begun serving as the permanent IB Administrative Assistant.
- Mr. Verdoni has prepared the 11th grade student report needed for the Pinning Ceremony.
- A mandatory IB Senior Parent Meeting will follow Open House and is expected to last approximately 30 to 40 minutes.
- Dr. Minor will chair the DP and CP programs at the upcoming FLIBS meeting.

- Information regarding Florida's version of advanced programming is forthcoming.
- September Community Days went well, with the Senior Panel for freshmen receiving particularly positive feedback.
- October Community Day programming will include:
 - Leadership opportunities for 9th and 10th grade students, including Teen Court and Boys & Girls Club.
 - CAS advisor meetings for 11th and 12th grade DP students.
 - Programming for 11th and 12th grade CP students is still to be determined.
- Paul Gallagher is returning to IB as an Interventionist supporting all IB students.

Treasurer's Report

Jamie Black

- Program Support and Corporate Sponsorship contributions totaled \$9,830 as of August 31.
- Additional revenue has been received for Sophomore Celebration and merchandise.
- Families were encouraged to continue supporting IBPO initiatives.

Presidents' Update

Kristin Bonney & Alison Dietz

- Additional information about SAT preparation, including pricing, will be shared soon.
- Open House is September 16.
- The IB Parent Social will be held September 23 from 6:30 to 8:30 p.m. at the Gator Club.
- The 9th Grade Breakfast will be held September 24 for students.
- Parent Coffee will follow the breakfast from approximately 8:45 to 9:45 a.m.

Program Support

Kelly Fitzgerald

- IBPO is working to make Program Support opportunities as simple and accessible as possible.
- The goal is participation from 200 IB families; approximately 100 families are currently participating.
- The goal is 10 corporate sponsors; IBPO currently has four.
- Families were encouraged to bring questions to IBPO so the organization can help provide clarification and connect families with resources.

11th Grade Pinning Ceremony

Elena

- The Pinning Committee has met and is working on a redesign of the invitation and event program.
- A SignUpGenius will be used for event donations.
- Cookies will be ordered for the reception.
- Pins have been ordered.
- Questions regarding the PowerPoint presentation have been submitted for clarification.

Teacher Appreciation

Nikki, Melissa & Jenny

- Volunteer response for Coffee Cart has been strong.
- The next Coffee Cart will be September 18 with a College Football theme.

College Representative Visits

Jamie, reporting for Michelle

- The College Rep Visit SignUpGenius is active and will continue to be updated.
- Jamie will assist Michelle with coordinating visits.

- Volunteers will meet college representatives in the lobby, provide an IBPO welcome bag, and escort them to the RPAC or Student Success Center.
- Mrs. Hu is exploring ways to increase visibility for college representative visits in SchoolLinks.
- Juniors and seniors may attend college representative visits.
- Level 1 or Level 2 volunteers may assist and may remain for the presentation.

Questions and Announcements

- Community Days are required, and student attendance is updated accordingly.
- College Board and ACT testing locations may change because testing organizations rent testing facilities.
- IB diplomas from last year arrived last week, no official release date yet.