

Meeting Minutes
Lighthouse Elementary / Beacon Cove Intermediate PTO
Executive PTO Board Meeting: Friday, August 15th, 2025 @ Lighthouse Elementary
(8:45am)

1. Welcome

Call to Order: 8:48am

Executive Board Members Present: Ariel Dlugasch, Katrina Ventola, Melissa Healey, Allen Hoorn, April Vradenburg, Sumyr Moffitt, Jessica Arcidiacono, Suzanne Harris, Jen Beilinson, Robyn Yousef, Gina Florez, Nina Montez (Lighthouse Elementary Principal)

Executive Board Members Absent: Brittany Pace, Pamela Buckman (Beacon Cove Intermediate Principal)

Non-Executive Members Present: Blaire Teeters Crotty (Spirit Night Committee), Dr. Nicole Griffin (Bait Shop Liaison)

2. Principals' Reports

A. Lighthouse Elementary – Nina Montez

- Discussed positive start to the school year and enrollment numbers
- LES Curriculum Night is tentatively Wed., (9/10)
- BCI Curriculum Night is 9/8 & 9/9
- Potential for hosting a Parent Night this year
- Sunsail Fundraising Project Update
 - Project is moving forward and a meeting about proposed vendors/scope will take place in August.
 - PTO Board members (Nina, Allen, April, and Brittany) will attend the meeting with Principal Montez.
 - Discussed further fundraising to allow for full scope of project

3. VP of Fundraising Report – Jen and Robyn

- **Uniform Shop** during Meet the Teacher was a success
- **New Vendor** option was discussed for consideration and approval.
 - New vendor may be able to produce shirts in a shorter time frame.
 - Board requested to have sample shirt washed/dried in order to ensure the logo stays on the shirt similarly to the current vendor prior to approval of new vendor.
- **Shirt Restock** - Jen is ordering more shirts. Will post on social media once in stock

4. Treasurer Report – Allen

- Bank Updates (24/25 FY Closeout) -
 - \$4,980.28 in Checking
 - \$93,958.76 in Savings
 - \$5,365.13 in CC Liability (last statement balance - will be paid on 9/6/25)
 - CD is still open and will be used once PTO has more Cash Reserves (Due to donation to BCI and LES, current cash reserves are currently lower)
 - Allen presented FY25 Closeout Balances - amended numbers to match items that came through after the report.

MOTION: A motion was made by Allen to approve FY25 Annual Financial Report and add to PTO records and to formally close FY25 books. The motion was seconded by Katrina. The motion was approved unanimously

- PTO agreed to send thank you to Olga for her exemplary service last year.
- Department of Revenue Voluntary Disclosure
 - Board discussed ensuring compliance with Rule 12A-1.0011(3)(c)(1).
 - PTO discussed two options for compliance - To pay taxes to vendors for items intended for re-sale or to register as a dealer.
 - Treasurer strongly recommended paying sales tax to vendors when purchasing items instead of registering as a dealer.
 - This will only apply to items purchased for resale not for use (ie PTO Board member shirts are for use, while t-shirt sales are for resale).
 - This will impact profit from t-shirt sales, but PTO Board will work to ensure the extra cost will be covered from other areas of the budget
 - Moving forward a small committee will be formed to ensure communication about actions that require communication with state entities.

MOTION: A motion was made by Sumyr for the organization to pay FL Sales Tax to the supplier at the time of purchase on items purchased for resale. The motion was seconded by Gina. The motion was approved 9 in favor, 2 abstained. Motion was approved.

MOTION: A motion was made by Katrina to increase the Uniform Sales category in FY26 Approved Budget from \$20,000 to \$21,500 to account for paying 7% Sales Tax at cost price. The motion was seconded by Gina. 10 in favor 1 abstained. Motion was approved.

- Uniform Shop Sales
 - FY25 YTD sold \$38,013 as of 8/15/25. We have budgeted \$35k for this year - so have already exceeded last year's sales.
- Bait Shop Update.
 - Bait shop committee is Allen and Momo.
 - Co-Volunteer Coordinators should be part of this committee - Katrina will attend the next meeting.
 - Discussed hosting specific training for Bait Shop volunteers
 - Dr. Griffin joined at 10:05am to discuss this item. Allen has agreed to be point of contact for purchasing Bait shop items and PTO discussed the process to ensure protection from potential conflict of interest or perceived conflict of interest by separating purchasing from approval as well as designating another Board member to review purchases semi-annually.

MOTION: A motion was made by Allen to approve and adopt the Bait Shop Conflict of Interest Resolution as presented. The motion was seconded by Robyn. The motion was approved unanimously.

5. VP of Events Report – April and Sumyr

- Fun Fair: 10/24/25
 - Board is still looking for teacher experience volunteer - Ariel will follow up on potential volunteer for this.

6. Spirit Nights - Courtney Roog and Blaire Teeters Crotty

- Schedule for year was shared with Membership.
- See PTO calendar (available on website) for dates/details.

7. Deals and Discounts - Brittany Pace

Free shipping code FUN4LH Oriental Training

Small Cakes Cupcakery and Creamery - mention LES or BCI they will give percentage back to schools


8. Staying Informed

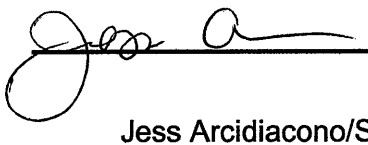
- Visit www.jupiterpto.com for newsletter sign ups, Spirit Night Calendars, minutes, presentations and more
- Please sign up for the newsletter (sign ups available on website). Membership must opt in to receive PTO communications.
- Follow Social Media:
 - Facebook: Lighthouse Beacon Cove PTO
 - Instagram: @lighthousebeaconcovepto

9. Questions from the audience

- Emily Gregory introduced herself as a candidate running for House State Seat in District 87

10. Adjourn - Adjourned: 9:20am

 9/5/25
Ariel Dlugasch/Brittany Pace, Co-Presidents Date

 9/5/25
Jess Arcidiacono/Suzanne Harris, Co-Secretaries Date

LHE/BCI PTO Executive Board 2025-2026

President(s): Ariel Dlugasch & Brittany Pace

VP(s) of Events: April Vradenburg & Sumyr Moffitt

VP(s) of Fundraising: Jen Beilinson & Robyn Yousef

Treasurer: Allen Hoorn

LHE & BCI Secretaries: Jessica Arcidiacono & Suzanne Harris

BP Coordinator: Gina Florez

Volunteer Coordinators: Katrina Ventola & Melissa Healey

Lighthouse Elementary School Principal: Nina Montez

Beacon Cove Intermediate School Principal: Pamela Buckman

NON-Board Positions:

Adopt-A-Class: Randi Karmin & Kristin Gamble

Spirit Night Coordinators: Courtney Roog & Blaire Teeters Crotty

TSAW Committee Chairs: Jamie Gilbert & Keri Morrison

Teacher Liaisons: TBD (LES) & Ali Farris (BCI)