

Meeting Minutes
Lighthouse Elementary / Beacon Cove Intermediate PTO
General PTO Meeting: Wednesday, September 3, 2025 @ Beacon Cove Intermediate
(9am)

1. Welcome

Call to Order: 8:51am

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

Executive Board Members Absent:

Non-Executive Members Present: Multiple Committee Chairs, parents, grandparents, and school staff

2. Introduction of Executive Board Members and Committees - Brittany Pace & Ariel Dlugasch

- Introduction of Board Members and Non-Board positions (Adopt-A-Class, Spirit Night Coordinators, TSAW Chairs))
- Bait Shop Coordinator is needed for 2025/2026 School Year

3. Business Partner Update - Gina Florez

- \$15,000 budget goal for the year
- \$10,250 currently committed to by Business Partners
- Encouraged to contact Gina or use QR code to reach out to potential partners

4. Treasurer's Report -Budget and Fundraising - Allen Hoorn

- \$112,030 in bank as of August 29, 2025 split between checking and savings
- \$58,145.74 in Income for July-August 2025.
 - Income comprised of Uniform Sales (\$40,726.50), Business partners (\$10,020) and Supply Kits (\$5,568.02)
- \$43,077.40 in YTD Expenses. This number includes school enhancements and deposits for Fun Fair and Sweetheart Dance.
- PTO has added Zelle payment options for many transactions
 - This helps us reduce bank/cc fees
- Uniform sales are the biggest source of income for the PTO
- Books are Balanced
- Treasurers Report and FY25 are available - email Allen for access to records at Treasurer@JupiterPTO.com
- Budget Adjustment Request - PTO must pay sales tax on items purchased for resale. Executive Board recommends payment of sales tax on shirts when purchasing from vendors rather than when selling to LES/BCI families.

MOTION: Robyn Yousef motioned to approve an increase in the FY26 Budget of the Uniform Sales category by \$1500 (7.5%) in FY26. Motion was seconded by Gina Florez. Motion was approved by majority of membership. Motion was approved.

5. Events – April Vradenburg and Sumyr Moffitt

- Fall Fun Fair – October 24, 2025 at LHE (4:30-7:30pm)
- BCI/LES Holiday Shop – December 1-5, 2025. Shopping will be during school hours
- Sweetheart Dance – January 31, 2026 at Majestic Ballroom WPB
- Family Fun Night – TBD at Roger Dean Stadium
- Boys Night Out – TBD
- Events include all students at BCI and LES, including VPK students

- Digital Vibes confirmed.
- Kona Ice is pending and Sunset Slush can do it if Kona doesn't work out.
- Waiting on Little Moirs - Robyn will follow up with them.
- Melted Madness is in process.
- Bounce Houses are confirmed
- Sweetheart Dance: 1/31/26
 - Same location as last year.
 - Will shift check-in process to outside location to help address A/C concerns from last year.
 - Proposed theme is Tulips and Tuxedos. May be shifted to Tulips and Ties.
- Boys' Night Out: TBD - Potential options discussed include Pop Stroke and Bowling
- Holiday Shop: Kids will shop during Fine Arts time for gifts for their Family. Will need volunteers for this event.
- Potential for Silent Disco this year.

6. Business Partner Report - Gina

- Update on Vendors, contracts, and payments.
- PTO Board members are encouraged to share any contacts/connections for future Business Partners.

7. Volunteer Coordinators Report – Katrina and Melissa

- Volunteer Breakfast: (9/3/25) - Powerpoint is updated and Volunteer Coordinators will prepare QR code/sign up forms.
- Room Parent Communication Plan - PTO would like to set up direct communication process with Room Parents. Volunteer Coordinators will send google form to teachers to fill out their room parent. Without a room parent the info goes to teachers to distribute to class families.
- Volunteer Sign Up
 - Send Link to sign up for Newsletter to principals for inclusion in school newsletters.
PTO will also prepare flyers to be sent home in take home folders.
 - Post sign up links on social media - send request to Ariel

8. Board Business – Ariel

- PTO T-Shirt discount code
- Spirit Night Update (previously Dine for Cash) - see calendars for updates
- General PTO Meeting plan (9/3/25 @8:45). PTO Board encouraged to attend
- Luna Insurance
 - PTO collected donations for Luna's Insurance.
 - Message will be sent to those who donated requesting permission to hold these donations in a separate account until approval from the district is received.

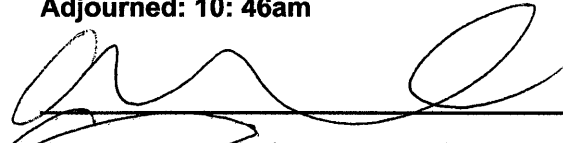
9. Next PTO Board Meetings

- General Meeting

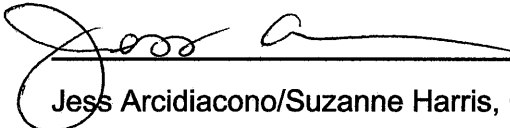
- Combined General Meeting and Volunteer Breakfast – 9/3/25 at Beacon Cove Cafeteria
- Executive Board Meeting
 - 9/5/2025 at BCI at 8:45am

10. Adjourn

Adjourned: 10: 46am


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 Hoom

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: Kristy Baynham (LHE) & Ali Farris (BCI)