

Executive Board Meeting Minutes
Lighthouse Elementary / Beacon Cove Intermediate PTO
Executive Board Meeting: Friday, September 5, 2025 at 8:45 a.m.
Beacon Cove Intermediate

1. Welcome

Call to Order: 8:53am

Executive Board Members Present: Ariel Dlugasch, Brittany Pace, April Vradenburg, Sumyr Moffitt, Robyn Yousef, Allen Hoom, Melissa Healey, Katrina Ventola, Jessica Arcidiacono, Pamela Buckman (Beacon Cove Intermediate Principal)

Executive Board Members Absent: Suzanne Harris, Nina Montez (Lighthouse Elementary Principal), Jen Beilinson, Gina Florez

Non-Executive Members Present: None

2. Approval of August Executive Meeting and General Meeting Minutes

Review and approval of August 15th and September 3rd meeting minutes

MOTION: A motion was made by Robyn to accept the August 15th and September 3rd meeting minutes as presented. The motion was seconded by April. The motion was unanimously approved.

3. Principals' Reports:

A. Beacon Cove Intermediate – Pamela Buckman

- PM1 Assessments Reading & Math for 3rd, 4th, and 5th grade are completed
- 5th Grade Science Diagnostics are almost completed
- Timeline Update: sometime during the third week of September, the new BCI Media Furniture is set to arrive. We hope to take pictures and post photos of the before and after on our socials.
- Getting ready to open the school store, will be looking for volunteers. Ali will send out information for that in the near future.

4. Volunteer Coordinators Report - Katrina and Melissa

- Sent out September Volunteer sign-up genius.
- Taylor DiTomasso (LHE Volunteer Liaison) has been added to the LHE Master list for volunteering
- The Room Parent communication/welcome e-mail will be sent out the Friday following all Curriculum Nights at BCI and LHE after lists are finalized
- Fun Fair Volunteer Sign-Up sheets have been created (one for HS Student Volunteers and one for Parent/Guardian Volunteers). Volunteering for this event will be further discussed at the next Executive Board meeting.

5. VP of Fundraising Report - Robyn

- T-Shirts: Robyn requested an update with the supplier for shirts. The order had not yet been fulfilled due to count inconsistencies at the factory. Robyn has approved them to proceed with the order so we can schedule pickup/delivery for

Monday or Tuesday with an eta to then perform inventory and update the PTO Shop website later next week.

6. Treasurer Report - Allen

- ④ Cash Basis: \$78,351.70, Income: \$54,579.43, Total Expenses: \$20,900.43 = \$112,030.70 in checking/savings
- ④ Credit card payments started in August.
- ④ We are keeping around 95% of our funds in savings to generate interest
- ④ ~~Current cash position \$106,665.57~~
- ④ PNC Bank is launching a new banking portal so we will not have access to our online accounts or Zelle 9/27-9/29. This outage will not impact Wix or use of PTO credit cards.
- ④ Close-out of Monster Dash (restricted donation). The PTO will be allocating \$5,491.11 (outstanding balance they are owed from last year) from the general fund to start Monster Dash this year. BCI is using the funds to purchase the t-shirts.
- ④ Department of Revenue Voluntary Disclosure - Ariel and Allen
 - Gina, Allen, Brittany, and Ariel met last week as part of the Voluntary Disclosure Committee
 - In July, Allen sent a preliminary letter to the FDOR for Voluntary Disclosure and they wrote back requesting some information from the PTO by 9/11/25. The committee is presenting two options:
 - Option 1: Do Nothing, let preliminary disclosure lapse.
 - Option 2: Submit Voluntary Disclosure
 - Committee recommends option 2

MOTION: A motion was made by Robyn to continue with option 2. The motion was seconded by Jessica. The motion was unanimously approved.

- ④ Ariel and Allen presented a letter that was drafted by the committee for the Florida Department of Revenue's Full Disclosure – Voluntary Disclosure Program. This letter includes any requested information and will be mailed promptly to meet the September 11, 2025 request deadline. Once mailed, we will await the response of the FDOR to see if the PTO has any liability.

MOTION: A motion was made by April to approve and send the proposed Full Disclosure – Voluntary Disclosure Program letter to the Florida Department of Revenue. The motion was seconded by Robyn. The motion was unanimously approved.

7. Business Partner Report - Ariel (read message sent from Gina)

- ④ Nineteen (19) confirmed Business Partners (BPs) with a few more prospective BPs on the list
- ④ Six (6) BP flyers have been sent home with students
- ④ MB Fitness would like to provide additional support for the Fun Fair

- The BP Application is now offered electronically; Zelle has been added as a payment method. Working with the treasurer to improve efficiency and tracking of all the moving parts associated with the Business Partnerships.

8. VP of Events Report - April and Sumyr

- Fun Fair: 10/24/25:
 - Teacher Experience: Kristin Gamble has agreed to help
 - Business Partner Tables: April and Sumyr will connect with Gina to discuss options and reaching out to the BPs for signups
 - Sunset Slush and Kona Ice are both slotted to be at the Fun Fair pending insurance renewal for Sunset Slush.
- Sweetheart Dance: 1/31/26
 - "One Night in Paris" was favored as the theme
 - Discussion of a possible "souvenir" for this event. Some suggestions included a small purse, bow, or necklace.
- Boys' Night Out:
 - Pop Stroke is the first option. Awaiting confirmation on cost and the ability to close the entire venue. If the venue is closed to the public, it will allow for more leniency on tee times. Perks include a playground and restaurant on site.
 - Planning on another t-shirt, green with tees/golf ball
 - Should Pop Stroke fall outside the budget, bowling is a second option. Sumyr will try to get a local contact instead of going through corporate.
- Family Fun Night:
 - Hoping to host a family fun night this year. Date and place are TBD. A baseball game at Roger Dean is the front runner.
- Winter Shop:
 - There is a conflict for the originally planned week for this event due to testing at both BCI and LHE. Ms. Buckman suggested the week after might be a better option. Ms. Montez will be contacted to see if this would work for her as well. If approved by both principals, April will see if the dates are still available with the company. It was noted that delivery of the shop items would occur during the week of testing.

9. Board Business - Brittany

- General Communication
 - The President(s) have requested the Board to send communications during school and business hours only. Should an e-mail or text need to be sent, please schedule the send during those times.
- Potential New Board Members
 - The Board is allowed to appoint new members until the May election
 - Suggestion that appointed members have a student in the school for at least one year prior to joining the board
 - Two positions that are currently vacant:
 - Co-Treasurer (1)
 - Co-Business Partner Coordinator (1)

- Bait Shop Committee:
 - New members of the Bait Shop Committee have been designated:
 - Cookie Desai, Johanna Rodriguez
- Brooklyn Bagels is looking to partner with schools by offering breakfast for teachers and staff. This information will be sent to the TSAW Committee

10. Next PTO Board Meeting

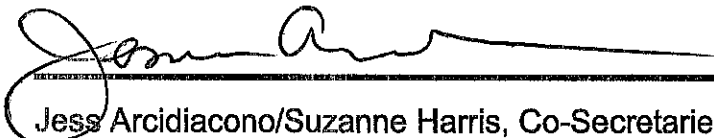
- Executive Board Meeting: 10/3/25 at 8:45am at Lighthouse Elementary

11. Adjourn

The meeting was adjourned by Brittany Pace at 10:19am


10/3/25

 Ariel Dlugasch/Brittany Pace, Co-Presidents Date


10/3/25

 Jess Arcidiacono/Suzanne Harris, Co-Secretaries Date

LHE/BCI PTO Executive Board 2025-2026

Co-Presidents: Ariel Dlugasch & Brittany Pace

Co-VP's of Events: April Vradenburg & Sumyr Moffitt

Co-VP's of Fundraising: Jen Beilinson & Robyn Yousef

Treasurer: Allen Hoorn

Co-Secretaries: Suzanne Harris & Jessica Arcidiacono

Business Partner Coordinator: Gina Florez

Co-Volunteer Coordinators: Katrina Ventola & Melissa Healey

NON-Board Positions:

Adopt-A-Class: Randi Karmin & Kristin Gamble

Spirit Night Coordinators: Courtney Roog & Blaire Teeters Crotty

LHE Teacher Liaison: Kristy Baynham

BCI Teacher Liaison: Ali Farris

TSAW Committee Chairs: Jamie Gilbert & Keri Morrison

Bait Shop Committee: Cookie Desai & Johanna Rodriguez