

**Meeting Minutes**  
**Lighthouse Elementary / Beacon Cove Intermediate PTO**  
**Executive PTO Board Meeting: Wednesday, July 10<sup>th</sup>, 2024 @ via Zoom (9:30am)**

**1. Welcome**

**Call to Order: 9:36am**

**Executive Board Members Present :** Ariel Dlugasch, Keri Morrison, Katrina Ventola, Olga Sokolova, April Vradenburg, Brittany Pace, Jen Beilinson, Nina Montez (Lighthouse Elementary Principal), Pamela Buckman (Beacon Cove Intermediate Principal)

**Executive Board Members Absent:** Momo Yamakawa

**Non-Executive Members Present:**

**2. May General Meeting Minutes**

**Review and approval of May 13<sup>th</sup>, 2024 meeting minutes**

**MOTION:** A motion was made by Keri to accept the May 13th meeting minutes as presented. The motion was seconded by Olga. The motion was unanimously approved.

**3. Principals' Reports**

**A. Lighthouse Elementary – Nina Montez**

- Planning for Professional Development
- In the process of hiring and may have 1 opening in K-2 and 1 opening for a paraprofessional
- Student enrollment and classroom balancing is in process
- Classroom signs and landscaping improvements are in the works

**B. Beacon Cove Intermediate – Pamela Buckman**

- No teacher vacancies
- Class rosters are near completion
- Refresh on furniture for offices and teacher's lounges are in the works
- T-Shirts are selling and being picked-up

**4. VP of Fundraising Report – Jen and Keri**

- Store opened Monday, July 8<sup>th</sup> and orders came rolling in
- Re-orders for teachers and students are being placed
  - Dri-fit and Athletic polos
  - Larger sizes up to 4X can be ordered

**5. Treasurer Report – Olga**

- Ariel and Olga are now signers for the accounts and old signers have been removed and debit cards closed
- \$169K in account (not including recent t-shirt sales)
- Waiting for online access to account in mail from PNC
- Working on financial report to submit for previous school year and 990 form
- Monster Dash account should be cleared out
- Planters, etc. need to be purchased
- Olga and Ariel will coordinate with the school treasurers to receive recent purchase invoices

## 6. VP of Events Report – Ariel and April

- Looking for potential venues for Sweetheart Dance
  - Considering switching to Daddy/Daughter Activity instead of a dance
  - Wanting to find a venue big enough to hold all the students/parents that would like to attend
- Fall Fun Fair will be on October 25<sup>th</sup>, 2024

## 7. Business Partner Report

- No report given

## 8. Board Business – Ariel

- Ariel would like to bring on a Co-President, Co-VP of Events, and Co-Treasurer to be voted on at the General Meeting in the August
- Lisa Gentile resigned as Business Partner Coordinator
- Diana Docea would like to be the Business Partner Coordinator
- Ariel would like to clarify if a Board Member resigns, can someone be appointed, or do we need a General vote?

**MOTION:** A motion was made by Katrina to accept Diana as Business Partner Coordinator. The motion was seconded by April. The motion was unanimously approved. (This is contingent on no objections at the General Meeting in August)

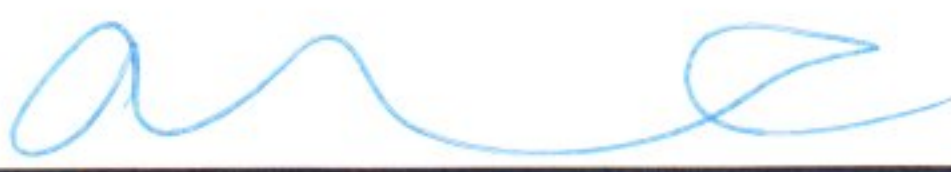
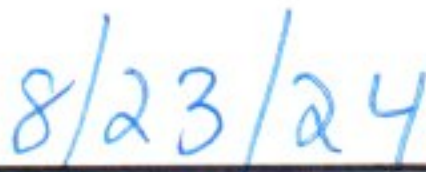
- Randi Karmin will assist with Adopt-A-Class
- Sabrina Barron will become the Social Media Specialist
- Courtney Roog will remain as the Dine for Cash Coordinator
- Ariel will confirm with Kristy Baynham and Ali Farris if they would like to remain the Teacher Liaisons
- The Non-Board positions have typically been PTO appointed for 1 year terms
- Nina suggested that the Teacher Liaisons be appointed by Teacher vote – Ariel will look into this
- Supply kits will be delivered next week
  - BCI will be ready for organization and delivery to classrooms next week (July 15<sup>th</sup>-July 19<sup>th</sup>) and the following week (July 22<sup>nd</sup>-26<sup>th</sup>)
  - LHE will be ready for organization next week (July 15<sup>th</sup>-July 19<sup>th</sup>) and delivery to classrooms the last week of the month (July 29<sup>th</sup>-August 2<sup>nd</sup>)
  - Volunteers will be limited to Board Executive Members and High School Volunteers
- Sign-Up Genius forms will go out for time slots for Meet the Teacher
- Curriculum Night for BCI will be in September
- Curriculum Night for LHE will be determined once the teachers are back in school
- Ariel is working on gaining full access to the Google Admin. account to get PTO emails for the Board
- PTO T-Shirt discount code: #ptolove (50% off)
- Teacher T-Shirt discount code: #Teacherlove (50% off)
- Ariel has access to both Facebook and Instagram accounts and is working on linking them

**9. Next PTO Board Meetings**

- Executive Board Meetings
  - Fridays at rotating locations between LHE and BCI
  - First Meeting August 23<sup>rd</sup> at 8:45am at LHE
- General Meeting
  - Combined General Meeting and Volunteer Breakfast – Wednesday August 28<sup>th</sup> at 8:30am-10am

**10. Adjourn**

**Adjourned: 10:51am**

   
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Ariel Dlugasch, President Date

   
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Brittany Pace, Secretary Date

**LHE/BCI PTO Executive Board 2024-2025**

President: Ariel Dlugasch  
VP of Events: April Vradenburg  
VP of Fundraising: Keri Morrison and Jen Beilinson  
Treasurer: Olga Sokolova  
LHE & BCI Secretary: Brittany Pace  
BP Coordinator: Diana Docea \*\*  
Volunteer Coordinators: Katrina Ventola & Momo Yamakawa

**NON-Board Positions:**

Adopt-A-Class: Randi Karmin \*\*  
Social Media Specialist: Sabrina Barron\*\*  
Dine for Cash Coordinator: Courtney Roog  
Teacher Liaison: Kristy Baynham (LHE)  
Teacher Liaison: Ali Farris (BCI)