



PTO BOARD MEETING JULY 24TH 2023 @ 9:00 AM

Virtual meeting via Webex

In Attendance: Principal Alyssa Ledbetter, Vice Principal Dana Franklin-Riashi, President Siobhan St. Amour, Vice President Sarah Greif, Treasurer Shaunna Rohletter, Secretary Ashley Heflin

- 501C3 Status - bank account opened by Siobahn and Shaunna. Money for Trupayroll. Close to completing e-verification process. Will get invoice and pay soon.
- School Supply kits- 124 Sold - Waiting on verification of delivery day. Once that is known, we will get 5-6 people willing to distribute. Tentatively set for Friday August 4, but can push to Monday, August 7 if needed. To be delivered by the book vending machine entrance. Will need class lists for distribution. Discussion of slip of paper for parent contact information if any questions or concerns related to school supplies.
- Balloons to be ordered by Mrs. Ledbetter for two balloon towers for back to school decoration. Will move TBE backdrop from cafeteria to front of school.
- Bulletin Board to be decorated with "Back to School" or "What you did this summer" theme. To celebrate Lighthouse recognition, will use nautical colors: Navy, Teal, White. Potentially have kids send in pictures of their summer/ vacations to decorate. Sarah to manage.
- Teachers will be back August 8th. Breakfast to be provided. Lunch will be Publix subs-to be ordered by Mrs. Ledbetter. Will need a volunteer to pick up and deliver. Friday lunch will be provided by the Capri Church consisting of hotdogs and hamburgers.
- Meet the teacher will be Wednesday Aug 9th from 8:30 to 9:45.

- Tissues and tears for 1st day. Will do coffee and donuts from Dunkin Donuts. Will be held in the media center. Shaunna to make a flyer with information for Kindergarten parents. Discussions of best way to distribute/ display. Tissues left over from 5th grade graduation.
- Staff breakfast/CPL's/ committee's to be discussed by board to figure out how we will go forward. Discussion of filling Event Coordinator position on PTO Board.
- Volunteer Orientation date TBD when Mrs. Hope is back.
- August Dine out - Joey's on Wednesday 16th August. Discussion on e-verification process. Joeys pizza needs one more step to be approved on application. Shaunna to follow up with Mary.
- Discussion of editing By-Laws. Mrs. Ledbetter has been researching best way to amend. Will email the by laws of Laurel Oak and Pelican Marsh to the board for review. After review, will discuss at next board meeting.
- Dates discussed for school events/ fundraisers for the year. Tentative schedule given by Christine High. Board will review before turning in to Mrs. Ledbetter. Holiday gift shop will need to be moved up to the week of November 27-December 1 due to testing that starts on December 4. Discussions of doing gift shop every other day instead of every day. Will discuss these details at a later date with board.
- Discussion of best way to transition from school funds to PTO funds. Best way for PTO to start handling the majority of fundraisers, specifically the Fitness Fundraiser. Will be a process this year as we separate.
- Mailbox will be a basket in Mrs. Nancy's office for added security. Discussion of changing name on bank account to clearly separate PTO bank information from school information. Siobhan will look into what can be done.
- Treasurer's Report by Shaunna: \$5574.13 in school account. No funds in PTO bank account other than \$24 to open the account. Waiting on a check from Joey D's from previous dine out. All future funds raised will go to PTO bank account.

Next General Meeting Wednesday 23rd August 8.45am

Next Board Meeting: Tuesday 5th September 9am