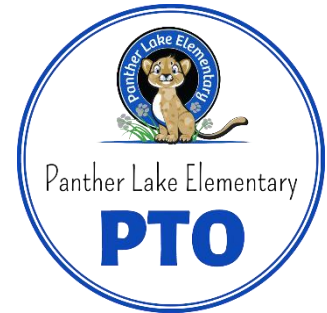


General PTO Meeting

Panther Lake Elementary Cafeteria

January 23, 2024 @ 6:30pm



Members In Attendance:

Michelle Sugarman

Betsy Shaw

Anne Witte-Russo

Jenn Lopez

Lydia Warmsley

Dr. Christine Syzmanski

Jillian Artis

1. Call to Order made by Mrs. Witte-Russo at 6:34pm. Mrs. Lopez made a motion to approve, motion seconded by Mrs. Sugarman. Motion carried.
2. Approval of Previous meeting minutes.
 - a. Minutes from the previous general meeting were reviewed and approved by the Board at their meeting held on January 18, 2024. Mrs. Sugarman made a motion to approve, motion seconded by Mrs. Lopez. Motion carried.
3. President's Report
 - a. Thank you to all volunteers who helped with the holidays! The Holiday Shoppe was very successful and was enjoyed by all the children. The Board would also like to thank Dr. Syzmanski for permitting us to extend the Shoppe for an additional three days.
 - b. The Board would like to thank the volunteers at Field Day on December 22, 2023. It was a very fun day!
 - c. Spring is going to be busy and will require volunteers to assist with the upcoming events.
 - i. The following events need Leaders and Volunteers:
 - Valentine Bingo on 2/9/24
 - Spring Dance 3/8/24
 - 5th Grade Celebration TBD
 - The Spring Festival will be led by Mr. Bryan Woodcock but will need three (3) volunteers to assist.
 - Reminder: All Volunteers must be ADDitions approved and signed up via SignUp Genius prior to the event.
 - d. Reminder to families ordering merchandise for school events: there will be a seventy-two (72) hours notice to fulfill orders prior to school events and to deliver the items to the teacher's mailboxes.

4. Treasurer's Report

a. Financial Reconciliation and Updates

- i. All the accounts have been reconciled and up to date as of December 2023.
- ii. The PTO's profit from the Holiday Shoppe is \$6,165.87. The Board would like to thank the families for supporting the Holiday Shoppe.

5. VP & Committee Reports

a. Vice-President

- i. Bingo Prizes - Mrs. Sugarman reported that Mrs. Butler is working on sourcing additional prizes. Cost of the tickets to the Bingo is set to \$2 per guest and will be capped at seventy (70) players. Three (3) rounds of Bingo will be played and there will be a winner at each round. Pre-ordered pizzas will be available for sale. The popcorn machine will need to be tested prior to Bingo night to ensure that it is functional and the Board can provide popcorn at this event.

b. Media and Marketing

i. Website and Social Media Report

- 1) User engagement on the PTO's social media's platforms have slowed down a bit but that can be accounted for by it being a new year. The Board will continue to provide information on the website and social media platforms and will contact Mrs. Melissa Gray to post information on the Panther Print newsletter.

c. Events and Fundraising

i. Upcoming Events and Fundraising opportunities

- 1) Valentine Bingo 2/9
- 2) Spring Dance 3/8
- 3) Spring Festival - Silent Auction 4/5
- 4) 5th Grade Celebration - TBD

- ii. Please refer to the President's Report noted above for the discussion regarding the leaders and volunteers needed for these events..

d. Multi-Lingual Liaison

i. Urban Air Prize Packs

- 1) Mrs. Lopez reported that she acquired a donation of prize packs to Urban Air. The Urban Air prize packs will be the prizes given away at the Valentine Bingo event. The Board thanks the Management of Urban Air for their generous donation.

6. New Business

a. Movie Night Rescheduled

- i. Possible dates discussed are April 19th or 26th. The issue with those dates is that the movie will be held outdoors at the PE Pavilion at 6:30pm; the sun will begin to set later in the day and could cause a problem with viewing it that early. The Board will discuss how to resolve this issue with Mr. Robert Russo, the parent volunteer leading the movie night event. The members present voted on screening Migration

(PG).

- b. Request for Funds - [School & District - BEST - MCCARTHY MATH ACADEMY](#)
 - i. Request for funds was formally withdrawn by Dr. Syzmanski.
 - c. Painting Murals in the hallways
 - i. Discussion to install murals in the lobby and possibly the hallways of the school.
 - ii. Artists are being recruited and also must be ADDitions approved. This project will be funded by the PTO.
 - d. 5th Grade Legacy Project
 - i. Discussion to establish a PLE tradition for the outgoing 5th graders to leave a legacy. Possible ideas include painting ceiling tiles or a trail of painted handprints in the 5th grade hallways. Painting ceiling tiles poses a yearly monetary cost of replacing ceiling tiles for the new class to decorate as well as the types of materials that the school is permitted to use. Members in attendance agreed that the simplest project is best for a yearly tradition. Other ideas are welcomed from the Panther Lake Elementary community.
 - e. Discussion to reschedule Pouncer's Homecoming Reveal, however we will need to find a volunteer to be Pouncer. The costume requires a volunteer who is between 5'7" to 6' tall. Please contact the Board if there is a volunteer who is willing to try the costume on and fits this requirement. Possible event to reveal Pouncer will be at the Spring Festival, however the Board would like to do it sooner.
 - f. Teacher Appreciation Week - Mrs. Artis, from the committee that manages teacher appreciation events, reported that the committee is seeking guidance of when to host PLE's Teacher Appreciation Week as it usually falls in the same week as the statewide testing for the students. The Board is working with Administration to settle on dates and will notify Mrs. Artis when a decision has been made. Mrs. Warmsley will also notify Mrs. Artis when the budget for Teacher Appreciation Week has been set.
7. Meeting Adjournment made by Mrs. Witte-Russo at 7:45pm. Mrs. Sugarman made a motion to approve, motion seconded by Mrs. Lopez. Motion carried.

End of Minutes

Minutes recorded by Anne Witte-Russo, Secretary

Panther Lake Elementary PTO INC FY 2023

Treasurer's Report

07/01/2023 - 12/31/2023

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Fundraising Totals	\$10,134.95	-\$11,498.96	-\$1,364.01	\$11,467.06	-\$12,831.07
Sponsorship	Income	Expenses	Year to Date	Net Budget	More/-Less
Sponsorship Totals	\$6,052.00	-	\$6,052.00	\$11,300.00	-\$5,248.00
Student/Family/Community Support	Income	Expenses	Year to Date	Net Budget	More/-Less
Student/Family/Community Support Totals	-	-	-	\$400.00	-\$400.00
Events and Activities	Income	Expenses	Year to Date	Net Budget	More/-Less
Events and Activities Totals	\$16,424.67	-\$11,772.75	\$4,651.92	\$3,088.76	\$1,563.16
Special Donations	Income	Expenses	Year to Date	Net Budget	More/-Less
Special Donations Totals	-	-	-	-	-
Promotion Ceremony/Celebration	Income	Expenses	Year to Date	Net Budget	More/-Less
Promotion Ceremony/Celebration Totals	-	-	-	-\$2,500.00	\$2,500.00
PTO Admin	Income	Expenses	Year to Date	Net Budget	More/-Less
PTO Admin Totals	\$18.44	-\$2,665.73	-\$2,647.29	-\$3,471.43	\$824.14
School/Teacher/Staff Support	Income	Expenses	Year to Date	Net Budget	More/-Less
School/Teacher/Staff Support Totals	-	-\$1,241.22	-\$1,241.22	-\$10,175.00	\$8,933.78
School Donations/Learning	Income	Expenses	Year to Date	Net Budget	More/-Less
School Donations/Learning Totals	-	-	-	-\$5,200.00	\$5,200.00
Misc Finances	Income	Expenses	Year to Date	Net Budget	More/-Less
Misc Finances Totals	-	-\$1,771.80	-\$1,771.80	-\$7,581.01	\$5,809.21
Store Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
Store Fees Totals	\$0.42	-\$55.02	-\$54.60	-	-\$54.60
Grand Totals	Income	Expenses	Year to Date	Net Budget	More/-Less
Grand Totals	\$32,630.48	-\$29,005.48	\$3,625.00	-\$2,671.62	\$6,296.62

Reported and Submitted by Lydia Warmsley, Treasurer