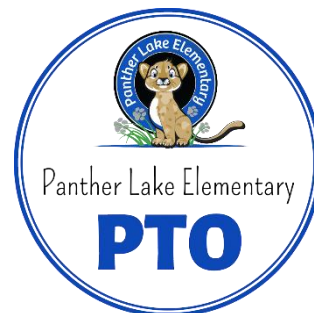


# PTO General Meeting Minutes

Panther Lake Elementary, Cafeteria  
November 28, 2023 @ 6:30pm



## Members in Attendance:

Michelle Sugarman  
Anne Witte-Russo  
Karin Mesquita  
Carissa DeBernardo  
Jazz Lund

Christine Szymanski  
Betsy Shaw  
Lydia Warmsley  
Christina Butler  
Derick Agustin

1. Call to order made by Mrs. Sugarman at 6:31pm.
2. Motion to approve the previous meeting minutes from October 24, 2023 made by Mrs. Sugarman. Motion supported by Mrs. DeBernardo, seconded by Mrs. Mesquita. Motion carried.
3. President's report ( Michelle Sugarman)
  - a. Email accounts were set up and moved to Google for Nonprofits. Microsoft account expenses will no longer be required, those funds will be reallocated to supporting the students and faculty of Panther Lake Elementary (PLE).
  - b. Mrs. Witte-Russo was tasked with establishing an updated calendar of events within Google so all members of the Board can simultaneously see the planned events.
  - c. The PTO donated food, water, and PLE water bottles to all volunteers at the Teach-In event on November 15th. The PTO Board has once again extended their thanks and appreciation to all of the Teach-In volunteers.
  - d. Vote for approval of the 2023-2024 annual budget.
    - i. The budget as established on August 2023 by previous Treasurer Mrs. Christine Simeonides will stand.
    - ii. The budget will need to be amended after reconciliation is completed by Mrs. Warmsley.
    - iii. Call to vote was made by Mrs. Sugarman. Motion supported by Mrs. Mesquita, seconded by Mrs. Lopez. Motion carried.

#### 4. Treasurer's report (Lydia Warmsley)

- a. Gained access to the PTO's mobile banking on the afternoon of November 28, 2023 which will now enable us to conduct a reconciliation of the funds between August to October 2023.
- b. We will also need to reconcile the merchandise offered by the PTO store within the next month.
- c. Mrs. Warmsley has advised that the budget for the gifts for Teacher Appreciation Week will need to be increased so that we may include the entirety of the PLE staff, which is approximately seventy (70) individuals.
- d. A new account in CheddarUp was created for items that do not fall under the other categories offered by the PTO. This category will be known as Panther Miscellaneous.

#### 5. VP & Committee Reports

##### a. Vice-President (Karin Mesquita)

- i. Volunteer Opportunities for December 2023 will be posted via SignUp Genius.
  - Holiday Shoppe Decorating will be on Wednesday, December 6th
  - Holiday Shoppe Operations Volunteer Help needed for the week of December 11th-15th
  - Field Day on Friday, December 22nd. The Popsicle Station will be manned by the PTO Board.
    - It has been advised for Mrs. Butler and Mrs. Mesquita to monitor the weather conditions as we get closer to Field Day. If we experience cooler weather, that station will offer hot chocolate and another snack for the children to enjoy instead.
    - A question regarding the Field Day event was asked to Principal Dr. Szymanski to provide the timeline for the day. There will be eight (8) stations for the classes to rotate between and each station will run fifteen (15) minutes each. Grades 3rd - 5th will go at 8:50am-10:50am. Grades K - 2nd will go at 12:20pm-2:20pm.

##### b. Media and Marketing (Carissa DeBernardo)

- i. Website and Social Media Report - nothing new to report.

##### c. Events and Fundraising (Christina Butler)

- i. Upcoming Events and Fundraising opportunities
  1. The PTO is now registered with Publix for food donations provided to PLE.

2. In negotiations with Urban Air to host a future Spirit Night. They have availability between Monday to Thursday nights between 6-9pm and will offer 20% off of admissions to non-members. Urban Air has also donated two (2) Platinum level memberships to a family of four (4) to raffle off at the Spring Festival.
  - d. Multilingual Liaison (Jennifer Lopez)
    - i. WhatsApp and Volunteer Report - nothing new to report, awaiting new information to share with the members of the WhatsApp Multilingual group.
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6. New Business
    - a. Pouncer Reveal and Homecoming Celebration is tentatively planned for Friday, December 22nd during Field Day. Mrs. Witte-Russo and Mrs. Butler to coordinate the event.
    - b. PLE Blanket Fundraiser
      - i. The Fundraiser will begin in December. Discussion began on how many blankets should the PTO preorder. The following points was agreed by those present: 200 blankets will be preordered with no rush shipping. Those present agreed to order blanket sized at 50x60 inches and will be sold at \$20 each. Mrs. Sugarman said it will take approximately forty five (45) days to arrive after the order was placed for purchase distribution. Mrs. Sugarman asked for a general vote, motion supported by Mrs. Mesquita, seconded by Mrs. Lopez. Motion carried. Vote was unanimously passed by those present.
    - c. Panther Store on Friday, December 8th - Mrs. Lund asked for volunteers and for a restock of the store. A restock of the store will be provided after the budget reconciliation is completed by Mrs. Warmsley.
    - d. A reminder to the PTO was made by Mrs. Witte-Russo that there will not be a PTO General Meeting for December. The next PTO General meeting will be on Tuesday, January 23rd at 6:30pm.
  7. Meeting Adjournment was called by Mrs. Sugarman at 7:37pm. Motion supported by Mrs. Mesquita, seconded by Mrs. Lopez. Motion carried.

End of Minutes

Minutes recorded by Anne Witte-Russo, Secretary