



Sept 2025 Executive Meeting Minutes

Date: Thursday September 4, 2025

Time: 6:00 pm

Location: Virtual (Through Google Classroom)

Called to order at 6:10pm by Barbara Paulison

Attendance:

Barbara Paulison (President)

Shawna Bitton (Vice President)

Melissa Pisco (Secretary)

Christopher Bkrich (Treasurer)

Mandy Thompson (Social Coordinator)

Old Business:

- Communication Plan
 - Google Classroom - general updates, signups, event info, documents
 - Group Text - time sensitive matter
 - When2Meet - scheduling future meetings
- EIN paperwork has been filed. The responsibility party is the school so it had to be submitted by mail. It could take 4-5 weeks. The mail will go directly to the school for the PTO.
- When we have the EIN we will be able to open a bank account in the name of the PTO. It does not need to be at the same bank as the school.
- Review Event Chairs

New Business:

- Update Bylaws
 - A few tweaks have been made, nothing that changes the intent.
 - See attachment. Changes in RED.
 - Future Amendment: State of FL is going to require everyone who works with children to have a specific background check with a specific agency. This will go into effect in January 2026. It will be a Level 2 background check. PTO will cover the costs for the Executive Team as outlined in Bylaws.

- Motion to approve ByLaws: Chris Approved: 5-0
- Fall Festival Planning
 - A signup genius will be sent out soon by email and then we can blast it out on email, etc.
 - Need to start gathering gift cards for the basket. Mandy can make a post on FB. People need to comment in order to increase the amount of people who will see it.
 - Mandy will create an Amazon Gift list for gift cards, candy, water and gatorade. It will get delivered directly to the school.
 - Nancy got a general approval for any snack/food item. We do not have permission for a generator. If we have a portable backup- we can plug lights into that- as long as it doesn't make a lot of noise.
 - Total of \$50 approved to reimburse Ms. Suggs for materials for ornaments for the Fall Festival.
 - Extra credit will be given to students in Ms. Bitton's class who volunteer.
 - Ask that teachers speak about it in the classroom.
 - Someone from PTO needs to be there at all times.
 - Beautification Team
 - Snack Shop will be there as a way of showing potential families how we use the snack shop as a way to teach economics.
- Thanksgiving Feast
 - All the parents come. Someone brings in the meat, families bring in the sides. It is done in shifts (middle school, high school). Everyone gets to eat lunch with their students. The date is the Thursday before Thanksgiving. This needs to be on the September PTO Agenda.
- Boxtops
 - This is digital now. It has had low participation in the past.
 - Barbara will write an email to all parents encouraging them to get connected. If they connect with their Walmart account it is an automatic \$5 donation to the school.
- New Website Design

- Minutes and Agenda needs to be posted on the Website
- Event Chairs
 - Fall Festival: Barbara Paulison and Serena Suggs
 - Digital Marketing: Angela Keidal (print related things...banners, flyers)
 - Candy Grams (for any holidays): Angela Keidel
 - School Snack Cart: Mandy Brown and Shawna Bitton.
 - Spaghetti Night: Serena Suggs, Christopher Brkich, Jaclyn Trenteseaux
 - Bake Sale:
 - Thanksgiving Feast:
 - Spring Dance:
- Nancy suggests we can have additional fundraising, and believes it will not take away from Fall Festival donations...donate snacks signup??
- Once we have funds- buy something off of each teacher's wish list.
- Career Day around April 2026

Fundraisers:

- School Snack Sale
 - Google Sheets
 - Temporary "Bank Account"
 - \$145 first week (two days, all donated items)
 - Chris's feedback for tracking until we open a Bank Account
 - High School students are learning how to do the "Business" side.
 - Kiona Ice will give us a freezer if we spend \$150. Cups, popsicles, ice cream sandwiches. We can order what we want. They will deliver it.
 - The PTO President, Barbara Paulison, authorized Mandy and Shawna to make school snack cart purchases for the remainder of the school year, at their discretion. Purchases may be reimbursed directly from snack cart proceeds. If reimbursement is needed from the PTO account, they are authorized to make purchases without prior approval, provided receipts are submitted to the Treasurer, Chris Brkich, for proper documentation and reimbursement.
 - Once PTO Debit Cards are issued, Mandy and Shawna should use the cards for all snack cart purchases whenever possible.

- Fall Festival - Barbara Paulison
 - Downtown Micanopy, expecting ~30,000 people
 - Booth at spot 92 to sell raffle/drinks/snacks
 - Parking at school reserved for staff and volunteers
 - Decoration of Booth: Mandy Thompson and Serena Suggs. Serena will have art class create plastic christmas jars and paper mache candles. Christmas tree holds projects for sale.

Possible Fundraisers: Dominoes, Krispi Kreme Donuts

Next PTO meeting: Monday, September 15th at 6pm (Tentative)

Next Meeting: Will send out a When2Meet and figure out a good time for everyone.

Meeting Adjourned at 7:18 pm

Minutes taken by Melissa Pisco