

PTO Meeting

*P*arent *T*eacher
*O*rganization

Thursday, 10/12/23



2023-2024 PTO Board Members



LAUREN RAMIREZ
PRESIDENT



SAMANTHA DAWSON
VICE PRESIDENT



ASHLEY HALL
SECRETARY



DONNA MASIELLO
TEACHER LIAISON



ANNAMARIA LONG
FUNDRAISING
COORDINATOR

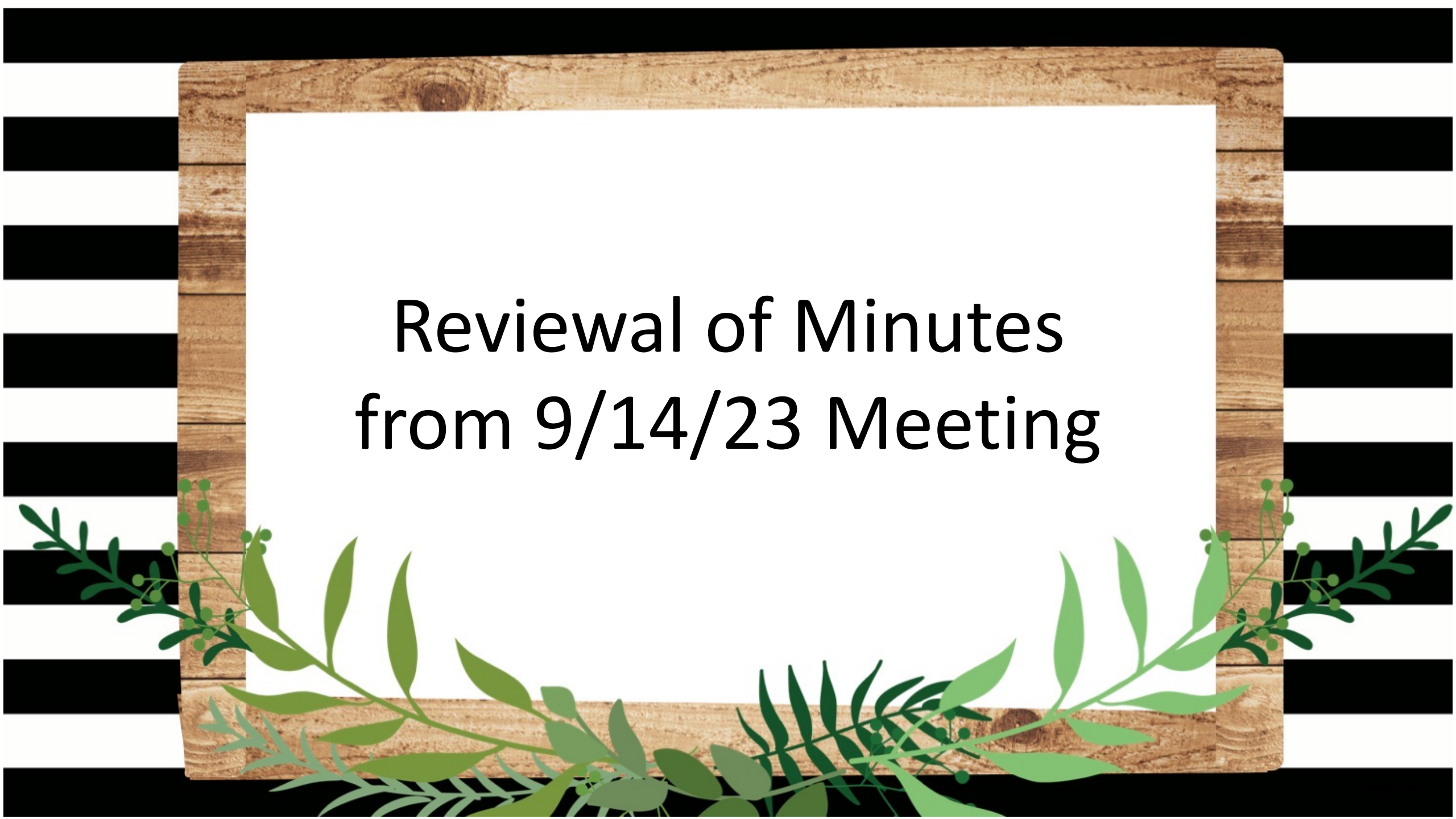


JOY MAHON
FUNDRAISING
COORDINATOR



OLGA WENGERT
TREASURER

Welcome



Reviewal of Minutes from 9/14/23 Meeting

Date / time Thursday, September 14, 2023, | *Meeting called to order by* Lauren Ramirez at 7:40 am

Call to Order

The Belle Terre Elementary School PTO (Parent Teacher Organization) meeting was held in person at BTES in the library and virtually through Google Meetings on Thursday, September 14, 2023.

The PTO President, Lauren Ramirez, hosted the meeting, and the meeting was called to order at 7:41 am.

The 2022/2023 PTO Board was introduced by Lauren Ramirez (President (P)).

- President (P): Lauren Ramirez in person
- Vice President (VP): Samantha Dawson in person
- Treasurer (T): Olga Wengert in person
- Recording Secretary (RS): Ashley Hall in person
- Fundraising Coordinator 1 (FC): Joy Mahon in person
- Fundraising Coordinator 2 (FC): Annamaria Long in person
- Teacher Liaison (TL): Donna Masiello in person

All present members monitored the chat box on Google Meeting



Attendance

Google Meeting (virtual):

First name	Last name	Email	Duration	Time joined	Time exited
Crystal		cris*****@***.com	35 min	7:39 AM	8:14 AM
Carmen	Fleischmann	carm*****@**	34 min	7:39 AM	8:14 AM
Samantha	Marcalo	samd*****@***.co	41 min	7:40 AM	8:21 AM
btes	pto	btespto@flaglerscho	46 min	7:34 AM	8:21 AM
+1 386-***-**96			1 min	7:57 AM	7:58 AM

PTO sign-in 9.14.23

Samantha Marcano	samdanwson1989@gmail.com
Meredith Rodriguez	meredithrodriguez22323@gmail.com
Olga Wengert	Olga.Wengert @ Ameris Bank.com
Alma Bevacqua	bevacqua@flaglerschools.com
Tim Ruddy	ruddy+@flaglerschools.com
Sarah Ashman	ashmans@flaglerschools.com
Kristin Frank	frankk@flaglerschools.com
Maria Ruiz	ruizm@flaglerschools.com
Vanessa Ajayi	ajayiv@flaglerschools.com
Jessica DeFord	defordj@flaglerschools.com
Will Furry	FurryW@flaglerschools.com
Michaela Brady	Will@willfur
Joy Maho	joymahone@gmail.com
Stephanie Waldner	waldners@flaglerschools.com
Toni Allen	2oneluv2265@gmail.com
Corinne Schaefer	Corinneanne@icloud.com
Annamaria Long	annamaria.abad@gmail.com




Approval of Minutes

Reviewal of minutes from the May 11, 2023 meeting read by Ashley Hall, approved by Samantha Dawson, and 2nd by Jessica DeFord.

Treasure's Report

Treasurer's Report – Treasurer's Report we currently have \$6,610.16.

1. Bought shirts \$2,012.40 in sells so far.
 2. \$10,000 was given to the school for a playground cover.
- 


a. Spirit Gear

- i. Old Shirts- were all sold or given to teachers.
- ii. New Shirts- sold out of youth sizes during Back to School Jam and Meet the Teacher. We started a new round of pre-orders, and most were already received and delivered.
- iii. Doing one last order for the year. Open right now.
- iv. Zip-up hoodies will be on preorder. Email will be sent for pre-order.

b. School Store

- i. Have not yet started it for this school year.
- ii. We no longer have the same location, so we need to figure out how we would run it. The idea has been thrown out to keep items on a rolling cart that can be stored in our closet. Looking for ideas on how to

c. Holiday Shop

- i. Location – in the works- if we can not find a place for it, we can not have it.
 - ii. Items need to be ordered ASAP; we are just waiting on a place to hold them.
- 

Unfinished Business

- a. Volunteers- need badges
- b. Business Sponsors- always looking for them
- c. Back to School Jam
 - i. sold shirts
- d. Meet the Teacher
 - i. sold shirts & preorders
 - ii. gave out information
- e. Teacher Luncheon- provided lunch to all teachers and staff on 8/9
 - i. Thank you, Donna

New Business

- a. Back to School Dance
 - i. TOMORROW, Sept. 15, 2023 from 3:40-5:15 in Multipurpose Room
 - ii. Volunteers still needed to help monitor (car-rider pickups)
 - iii. Passing out wristbands for dismissal from dance.
 - iv. Sold 312 tickets
- b. Plan Hero
 - i. Renewed for another year
 - ii. All teachers added so they know when there are events to help

- c. Future Dances (available for other grade levels to host)
 - i. October 20: Halloween (5th Grade)
 - ii. November: 3rd grade would like a dance here. If not, move to March.
 - iii. December: Holiday shop- NO dance (PTO)
 - iv. January 12: Winter dance (4th)
 - v. February 9: Daddy/Daughter (2nd Grade)
 - vi. March 14: Spring Fling
 - vii. April 19: Mother/Son
 - viii. May 10: End of the Year (PTO)
- d. Bylaws review/changes
 - i. We will talk with DeFord about making all the final changes that were
 - ii. Once approved by DeFord, we will vote on these changes.

Principal's Report

Principal, Jessica DeFord, reported:

- a. Mrs. Jessica DeFord
 1. If you see social media parents being upset, please send it to the admin
 2. We have a flat buster going around – look for him
 3. We have new lunchroom tables
 4. Check out our new front office
 5. Important dates – Flu shots and childhood cancer Awareness month
8. Title one: Spread the news to parents with a newsletter that they are asking PTO to buy. Make parents engaged and help with their children. They are connecting home and school. Digital to be sent and not printed. It can be in Spanish and English. The cost is \$389 for just English and \$129 if we want to put it in Spanish. They might not need any other language. They could change it on their own. Parents want to be involved but do not think of these ideas, which can help.
 - a. PTO approved the motion and gave the money to Title One!
9. Questions: Want to find a way to track the newsletter and see if parents are reading it and if it is helpful?
10. Adjournment
 - a. End time 8:13 am approved by S. Dawson and 2nd by J.Mahon |




11. Next Meeting

- a. Thursday, October 12, 2023 @7:40am

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Next Meeting

- 10/12/23 at BTES Library and online through Google Meetings
 - Minutes compiled by Ashley Hall (RS), Samantha Dawson (VP), Olga Wengert (T), and Lauren Ramirez (P).
- 



Olga Wengert
Treasurer

Treasurer's Report





Treasurer's Report

Bank Account Balance of as 10/10/2023

BUSINESS CHECKING - Checking [REDACTED] - Available \$8,222.11 [Make a Transfer](#)



<input type="checkbox"/>	Post Date ↓	Reference	Additional Reference	Image	Description	Debit	Credit	Calculated Balance
<input type="checkbox"/>	10/10/2023 07:41 PM (ET)	Square Inc 23			PREAUTHORIZED ACH CREDIT Square Inc 231010P2 231010 *****87842 Lauren Ramirez		\$176.40	\$8,222.11
<input type="checkbox"/>	10/10/2023 07:41 PM (ET)	Square Inc 23			PREAUTHORIZED ACH CREDIT Square Inc 231009P2 231010 *****89695 Lauren Ramirez		\$210.54	\$8,045.71
<input type="checkbox"/>	10/10/2023 07:41 PM (ET)	Square Inc 23			PREAUTHORIZED ACH CREDIT Square Inc 231009P2 231010 *****89694 Lauren Ramirez		\$426.16	\$7,835.17
<input type="checkbox"/>	10/06/2023	Square Inc 23			PREAUTHORIZED ACH CREDIT Square Inc 231006P2 231006 *****33858 Laure n Ramirez		\$452.50	\$7,409.01
<input type="checkbox"/>	10/05/2023	109 BTES :Parent Institute Newsletter			CHECK	\$518.00		\$6,956.51
<input type="checkbox"/>	10/05/2023	Square Inc 23			PREAUTHORIZED ACH CREDIT Square Inc 231005P2 231005 *****07727 Laure n Ramirez		\$295.27	\$7,474.51
<input type="checkbox"/>	10/04/2023	Square Inc 23			PREAUTHORIZED ACH CREDIT Square Inc 231004P2 231004 *****06753 Laure n Ramirez		\$312.52	\$7,179.24
<input type="checkbox"/>	10/03/2023	Square Inc 23			PREAUTHORIZED ACH CREDIT Square Inc 231003P2 231003 *****98699 Laure n Ramirez		\$470.54	\$6,866.72
<input type="checkbox"/>	10/02/2023	Square Inc 23			PREAUTHORIZED ACH CREDIT Square Inc 231002P2 231002 *****06426 Laure n Ramirez		\$14.01	\$6,396.18
<input type="checkbox"/>	10/02/2023	Square Inc 23			PREAUTHORIZED ACH CREDIT Square Inc 231002P2 231002 *****06425 Laure n Ramirez		\$38.29	\$6,382.17

Bank Statement Continued until 09/15/2023

Business Online Banking

✓ Approvals

<input type="checkbox"/>	09/29/2023	Square Inc 23				PREAUTHORIZED ACH CREDIT Square Inc 230929P2 230929 *****88091 Laure n Ramirez	\$28.02	\$6,343.88
<input type="checkbox"/>	09/28/2023	Square Inc 23				PREAUTHORIZED ACH CREDIT Square Inc 230928P2 230928 *****14251 Laure n Ramirez	\$75.47	\$6,315.86
<input type="checkbox"/>	09/21/2023	AMZN Mktp US T10R45LA				CHECK CARD PURCHASE MERCHANT PURCHASE TERMINAL 469216 AMZN Mktp US T10R45LA2 Amzn com WASEQ # 326427103288XXXXXXXXXX XXXX8171	\$584.94	\$6,240.39
<input type="checkbox"/>	09/19/2023	106	106	<input type="checkbox"/>		CHECK 09/15 Dance DJ	\$300.00	\$6,825.33
<input type="checkbox"/>	09/18/2023	107	107	<input type="checkbox"/>		CHECK 09/15 Domino's Pizza	\$315.00	\$7,125.33
<input type="checkbox"/>	09/18/2023	102	102	<input type="checkbox"/>		CHECK 2022 PTO Tax prep LCI	\$9.99	\$7,440.33
<input type="checkbox"/>	09/18/2023	Square Inc 23				PREAUTHORIZED ACH CREDIT Square Inc 230918P2 230918 *****06887 Laure n Ramirez	\$22.70	\$7,450.32
<input type="checkbox"/>	09/18/2023			<input type="checkbox"/>		DEPOSIT	\$1,047.38	\$7,427.62
<input type="checkbox"/>	09/15/2023	POS PURCHASE TE				MISCELLANEOUS DEBIT POS PURCHASE TERMINAL 24118201 WAL-MART #1182 PA LM COAS FLSEQ # 000000531794XXXXXXXXXXXXX8171	\$18.79	\$6,380.24
<input type="checkbox"/>	09/15/2023	DD BR 336903 Q35				CHECK CARD PURCHASE MERCHANT PURCHASE TERMINAL 494300 DD BR 336903 Q 35 PALM COAS FLSEQ # 325823838000XXXXXXXXXXXXX81 71	\$22.48	\$6,399.03

**Upcoming Appreciation
day supplies**

PTO Meeting Coffee

Dance Expenses	
Dominos Pizza	\$315.00
DJ	\$300.00
Décor and supplies	\$64.19
Concessions	\$359.10
Ticket Sales	\$3,947.89
Concession Sales	\$474.90
Net Profit	\$3,384.50

09/15/2023
Dance

COMMITTEE REPORT

Samantha
Dawson
Vice President

SCHOOL STORE

- Have not started yet due to location.
- IDEA – rolling cart? Where can we store it daily?

HOLIDAY SHOP

- **LOCATION** - Unknown? Do we have an update?
- Items need to be ordered **ASAP**.

SPIRIT GEAR

- Last order for shirts was completed on Oct. 2nd; waiting on them to be completed and then will deliver.

A decorative border surrounds the central text. It features a light brown wooden plank frame. Outside this frame, on a black and white horizontally striped background, are green leafy branches with small round berries, positioned in the corners and along the sides.

Unfinished Business

5. Unfinished Business:

- a. Volunteers- need badges
- b. Business Sponsors- always looking for them
- c. Back to School Dance
 - i. Successful- we sold 314 tickets and sold out of all our candy (over 300 pieces!!) and extra pizza, kids loved the free tattoos

BACK to SCHOOL dance 2023					
INCOME	Actual		EXPENSES	Actual	
Ticket Sales	\$3,810.00		DJ	\$300.00	
Concession	\$834.00		Pizza	\$315.00	
			Juice	\$91.79	
			Water	\$26.58	
			Candy	\$259.97	
			Decor	\$62.71	backdrop, signs, decor, tablecloths
			Tattoos	\$25.00	
			Misc.	\$42.76	Copy paper, plates, napkins, tape
			Square .30	\$91.50	
			Square 2.9%	\$110.49	
Totals	\$4,644.00			\$1,325.80	
NET PROFIT	\$3,318.20				

New Business

6. New Business

a. Halloween Dance

- i. Friday October 20 afterschool
 - 1. Lauren, Samantha, Anna unavailable to volunteer (date was changed)
 - 2. Currently sold 100 tickets - keep sharing so they sell out!
 - 3. PTO is monitoring registrations/payments/wristbands/& ordering pizza - will take \$500 from profits
 - 4. Need more PTO members to sign-up and help

b. Future Dances

- i. December 1: Fall - 3rd grade
- ii. January 12: Winter - 4th grade
- iii. February 9: Daddy/Daughter - 2nd grade
- iv. March 14: Spring Fling (open for other grade level)
- v. April 19: Mother/Son (open for other grade level)
- vi. May 10: End of the Year (PTO)

c. Bylaws review/changes

- i. Bylaws with proposed changes were emailed out to everyone
- ii. Vote for/against each change

BYLAWS OF THE BELLE TERRE ELEMENTARY SCHOOL PTO, INC.

Article I – Name, Location and Purpose

Section 1: The name of the organization shall be the Belle Terre Elementary School PTO, Inc.

Section 2: The organization is located at 5545 Belle Terre Parkway, Palm Coast, FL 32137.

Section 3: The purpose of this organization is to:

- A. Support the education of all Belle Terre Elementary students,
- B. Support Belle Terre Elementary faculty and staff,
- C. Foster positive relationships among parents, staff, and community members, and
- D. Assist Belle Terre Elementary faculty and staff to provide a safe and nurturing environment where all students, families, and faculty can thrive and grow.

Article II – General Policies

Section 1: The PTO shall be noncommercial, nonsectarian, and nonpartisan and shall operate without regard to gender, sexual orientation, race, religion, natural origin, or disability.

Section 2: Neither the name of the PTO nor the names of any of its members in their official capacity shall be used in connection with any commercial concern or with any partisan interests or for any other purpose not appropriately related to promotion of the purposes of the PTO.

Section 3: The PTO shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4: The PTO may cooperate with other organizations and agencies concerned with child welfare and education.

Section 5: In the event of the dissolution of the PTO, its assets shall be distributed to Belle Terre Elementary School, to be evenly divided amongst the seven grade levels, which include VPK, Kindergarten, and 1st grade through ~~(6th grade.)~~ 5th grade.

Article III – Members

Section 1: Voting membership at general meetings (for any issue NOT including the vote to elect board members) in this organization is open to any parent, guardian, or other adult standing in loco parentis for a current Belle Terre Elementary student, as well as Belle Terre Elementary faculty and staff.

A. To be eligible to vote on any topic at a general meeting, the member must have attended at least 1 prior PTO meeting, either in-person or virtually, within the current school year.

B. In the absence of a quorum, the topic will be deferred to the executive board for review during their meeting, either in-person or virtually. The board will either 1. Present the topic for voting at the next general meeting or 2. Make a decision based on the urgency/significance of the topic.

Voting membership for electing board members is limited to any eligible voting member ~~(That member must ALSO have)~~ who meets these additional criteria:

A. Attendance at a minimum of 50% of the PTO meetings within one school year (August 1-July 31), including virtual meetings, and

B. Volunteered at at least 2 PTO sponsored events during the same school year.

~~(attended 50% of the PTO meetings (including attendance at virtual meetings) and have volunteered in 2 PTO sponsored events during the course of one school year (August 1 through July 31).)~~

Section 2: Membership in this organization shall be made available without regard to race, color, creed or national origin, religion, gender, age, disability, or sexual orientation.

Article IV – Executive Board/ Officers

Section 1: General Powers. The business and affairs of the organization shall be managed by or under the direction of the Executive Board, which may exercise all such powers of the organization and do all such lawful acts and things as are not prohibited by statute or by the Articles of Incorporation or these Bylaws.

Section 2: Membership. The Executive Board shall consist of the officers, which will include at least one parent and one faculty/ staff member.

Section 3. Eligibility. To serve as an Executive Board Officer, an individual must be parent, guardian, or other adult standing in loco parentis for a current Belle Terre Elementary student, or a member of Belle Terre Elementary faculty and staff. Additionally, said individual must have attended 75% of the PTO meetings (including attendance at virtual meetings) and have volunteered at a minimum of two events on behalf of the PTO during the course of one school year (August 1 through July 31).

Section 4. Term of Office and Transfer of Materials. Each Executive Board Officer's term of office shall be for one year, beginning and ending on May 15 of each year. In order to ensure a smooth transition from officer to officer, the departing officer shall remain available to the new officer for the month of May to answer any questions and advise on the duties of the position. All Executive Board Officers shall deliver to their successors all official materials not later than May 30, or 10 days after election of the successor. A Board Officer may serve **no more than two** ~~(or more)~~ consecutive terms **in the same position.**

Section 5: Officers. The officers shall be President, Vice President, Secretary, Treasurer, ~~(and)~~ Fundraising Chair, **and Liaison.** At no time shall there be more than eight (8) officers on the Executive Board. Such officers shall not have any conflict with other organizations within Belle Terre Elementary. No two officer positions may be held by the same person at the same time.

A. President.

1. The President shall preside over all meetings of the organization to include general PTO meetings and Executive Board meetings. The President shall be the chair of the Executive Board, serve as primary contact for the Principal and faculty, represent the organization at meetings outside the organization, and coordinate the work of all officers and committees so that the purpose of the organization is served.
2. The President shall be able to make decisions on behalf of the PTO without the vote of the board, if it will benefit the students, faculty, or staff and will NOT encumber the PTO with a financial deficit of more than ~~(\$50)~~ **\$100;** however the President shall notify the Executive Board within 2 days of any such decision and will submit a receipt of any cost expended. Any and every decision that would create any such financial responsibility of the PTO must be voted on by the PTO Executive Board, other than the previously noted emergency decision which may not exceed ~~(\$50)~~ **\$100.**
3. The President may deem necessary additional officers and, with majority vote at PTO meeting, shall create said position.

B. **Vice President.** The Vice President shall assist the President and, in the absence of the President, preside over all meetings of the organization to include general PTO meetings and Executive Board meetings. Additionally, the Vice President shall carry out the President's duties in his/her absence.

C. **Secretary.** The Secretary shall keep all records of the organization, including taking and recording minutes, working with the President to prepare meeting agendas, handling correspondence, and sending meeting notices as required. The Secretary shall keep a copy of the organization's minutes,

bylaws, rules, membership list, and other necessary information, and must have access to such documents at all meetings. The Secretary shall prepare the agenda for the general meeting during the prior executive meeting, and such agenda must be approved at the executive meeting by a majority of the board members prior to the proceeding at the general meeting.

1. The minutes of the general meeting taken by the Secretary must be reviewed and voted upon at the following month's general meeting. After a Motion to approve the minutes is passed, the Secretary shall, within 5 days of the motion to approve the minutes passing, forward the minutes to the appropriate person in Flagler County whose job it is to post them on the BTES website.
2. The Secretary may create an audio recording of the general meeting.

D. Treasurer. The Treasurer shall receive all funds for the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approved budget. He/she will present a financial statement at every Executive Board and general PTO meeting and will make a financial report at the end of the school year. He/she will also ensure that all required federal and district filings (i.e., Form 990) ~~(are filed in a timely manner each year.)~~ are filled in a timely manner. The school is required to keep up to date (monthly) financial records of the PTO. He/she shall provide PTO Executive Board Officers and Principal with online access to PTO profit and loss statements upon request. After presenting the monthly financial reports at the General meetings, the Treasurer shall forward the report, within 5 days of its presentation, to the appropriate person in Flagler County whose job title requires him/her to post the documents on the BTES website.

E. Fundraising Chair. The Fundraising Chair shall coordinate all fundraising activities for the PTO and maintain contact with the administration of the school to ensure scheduling and dissemination of fundraising information is done in a professional manner. Additionally, the Fundraising Chair shall work with the Treasurer in an effort to coordinate budgeting for fundraising events.

F. Liaison. The Liaison shall serve as a bridge between the PTO, school administration, teachers, parents, and the broader school community. This role ensures that communication flows effectively among all stakeholders, fostering a collaborative and supportive environment.

Section 6: Elections. The Executive Board is responsible for conducting elections for Executive Board Officers in a fair manner.

- A. The President will notify all members of all positions for the upcoming school year and how members may submit their names for candidacy at the March meeting each year. Candidates for election must consent to run for election and to serve if elected.
- B. The President will provide written notice to the PTO members of the candidates for the Executive Board at the May meeting.

- C. Elections will be held at the May meeting for the following school year.
- D. All eligible voting PTO members shall be entitled to vote and the election shall be held by closed ballot. Election results will be determined by majority vote.

~~(Section 7: Liaisons. At any time, via quorum vote, a Liaison may be appointed to assist the Executive Board. Liaison appointments may be assigned to one particular event, multiple events, or fulfill a position necessary to foster a relationship between third parties and the PTO. Said liaison is not a member of the Executive Board and must be a current member of the general membership.)~~

Section 8: Duties. The duties of the Executive Board shall be to transact business between general meetings, prepare for general meetings, create standing and temporary committees, and prepare and submit a budget for the school year during the term they are serving. The Executive Board will monitor expenses and coordinate PTO activities.

Section 9: Quorum. Half the number of voting Executive Board Officers plus one constitutes a quorum.

Section 10: Vacancies. If there is an officer vacancy, the Executive Board will identify and appoint a new officer through a vote by quorum. The new officer elected to fill that vacancy will serve the remainder of the unexpired term and then be eligible for election to a full term at the next general election meeting.

Section 11: Resignation and Removal from Office.

- A. An officer may resign at any time. Such resignations shall be made in writing and shall take effect as of the time specified therein, or if no time is specified, at the time of its receipt by the President or Secretary. The acceptance of a resignation shall not be mandatory to make it effective.
- B. Officers can be removed from their positions by two-thirds vote of a quorum of the Executive Board Officers;
- C. Should the Principal determine it is in the PTO and school's best interest to remove an Officer, the Principal must provide a written explanation to the PTO Executive Board, who will then have 10 business days to vote on said removal.

Article V- Meetings

Section 1: Executive Board Meetings. During the school year, the Executive Board shall meet at least monthly, either in-person or virtually, during the school year at a place and time determined by the President. Special meetings of the Executive Board may be called by the President or at the written request by the majority of officers. Board meetings shall be open to Belle Terre Elementary administration. There are no formal minutes at the Board meetings and information is not to be disclosed until the general membership meeting.

Section 2. General Membership Meetings. There will be at least one monthly membership meeting each month during the school year, unless prohibited by unforeseen acts of God. These meetings are open to all members, parents, staff, and community members.

Section 3. Special Meetings. Special meetings may be called by the President, or five general members who have submitted a written request to the Secretary. Members must be notified of the special meeting at least seven (7) calendar days prior to the meeting.

Section 4. Quorum.

- A. Executive Board Meetings. Half the number of voting Executive Board Officers plus one constitutes a quorum.
- B. General Membership Meetings. The voting members present shall constitute a quorum for the transaction of business in any general meeting of the organization.

Article VI – Committees

Section 1: Membership. Committees may consist of members, nonmembers, and Executive Board Officers. The President will appoint a chair for each committee. Only a current PTO member may serve as chair of a committee.

Section 2: Additional Committees. The Executive Board may create additional committees as necessary in order to conduct the business of the organization in a more expeditious manner.

Article VII – Finances

Section 1. The organization shall operate on a cash basis.

Section 2. The organization's fiscal year shall be May 31 through May 30.

Section 3. A tentative budget shall be drafted during the last quarter of each school year.

Section 4. The Treasurer shall keep accurate records of disbursements, income, and bank account information related to the business of the organization.

Section 5. The Treasurer is authorized to generate payments for invoices and other expenses insofar as the payment does not exceed the authorized budget amounts. Any expense that exceeds authorized budget amounts must be approved by the Executive Board prior to payment.

Section 6. All reimbursement requests must be made to the Treasurer in writing using the required form. Additionally, a legible copy of the receipt for said reimbursement must be attached to the request.

Section 7. ~~(All teacher, faculty, and staff funding requests shall be submitted to the President or Treasurer in writing using the required form. Special monetary requests for non-budgeted items must be submitted to the PTO Board for discussion at least ten days prior to the PTO General Membership Meeting. Vote for approval of the request will be made at the PTO General Membership meeting via closed ballot. The teacher or representative from the grade/department making the request must present the request at the PTO General Meeting for a vote. This is to answer any questions from PTO Members regarding the request.)~~ All teachers, faculty, and staff intending to submit funding requests to the PTO must adhere to the following criteria:

- A. Individual requesters must have attended (or plan to attend) a minimum of 3 PTO meetings, either in-person or virtually, and have actively participated in at least 1 PTO event. Events under this bylaw encompass all PTO affiliated event activities, including dances, school store hours, holiday shop week, tabling events, and others.
- B. For funding requests on behalf of a grade level, at least 25% of the grade levels team must have attended (or plan to attend) a minimum of 3 PTO meetings, either in-person or virtually, and have actively participated in at least 1 PTO event. Participation can be fulfilled by a teacher(s) from that grade level, to constitute 25%, or by a representative(s) of that grade level, such as a

- have actively participated in at least 1 PTO event. Participation can be fulfilled by a teacher(s) from that grade level, to constitute 25%, or by a representative(s) of that grade level, such as a parent/guardian.
- C. Making requests:
1. All requests should be presented in writing to the PTO Board using the designated form.
 2. Monetary requests should be made a minimum of 10 days prior to the next PTO general membership meeting.
 3. The party making the request must be in attendance at the next PTO general membership meeting to present the request and address any questions from PTO members.
 4. The maximum permissible request amount is \$500. Any requests exceeding this amount will be reserved for discussion at the following PTO Executive Board meeting.
- D. Approving requests: Voting for any request will occur at the PTO general membership meeting.

Section 8. The Executive Board shall have the authority to provide a sympathy gift to any student, faculty member, staff member, PTO member, and Executive Board Officer not to exceed the amount of \$40.00. However, should the Executive Board unanimously agree to provide a gift over \$40.00, a general vote will be held at the PTO General Membership Meeting.

Section 9. Should the PTO be in charge of the operation and income of a school store, it is understood there is a need for replenishment of stock on a bi-weekly basis. The Treasurer shall present a proposed list of items and expenses along with projected profit from sales to the President and Vice President prior to each new order. Upon consent from the President and Vice President, the Treasurer may place an order for replenishment of the school store stock. This is the only exception to the voting requirement for purchases, other than identified in Article IV, Section V(A)(2). Should another member of the PTO wish to have an item added to the school store for sale, the member shall submit that request in writing and it shall be voted upon at the next PTO meeting.

Section VIII – Dissolution

Section 1. The organization may be dissolved by a two-thirds vote of the voting members present at a general membership meeting, provided that a previous notice of at least 14 calendar days has been given.

Section 2. As per Article II, Section 5 of these Bylaws, in the event of dissolution of the PTO, its assets shall be distributed for one or more of the allowed.

Section IX – Miscellaneous Provisions

Section 1. Amendment of Bylaws. These Bylaws may be amended at any general membership meeting provided notice was given in writing at the prior general membership meeting and a copy of the proposed amendments have been provided to all members of the organization for review by the President or Secretary. Copies of the proposed amendments may be disseminated to members via email. Amendments will be approved by a two-thirds vote of voting members present at the general membership meeting.

Section 2. Rules. Robert's Rules of Order shall govern the proceedings of the PTO, including meetings of the membership of the Executive Board, inasmuch as they are not inconsistent with these Bylaws.

Section 3. Gifts. The Executive Board may accept on behalf of the PTO any contribution, gift, bequest, or other object of worth for the general or special purposes of the PTO. All receipts of any such gifts, contributions, etc., must be disclosed at the next general PTO membership meeting and must be included on the financial report for the period in which it was received.

Section 4. Membership Drives. From time to time, the Executive Board may vote on and approve incentive programs to increase membership, via quorum vote. Should the vote carry, the incentive program will be presented to the general membership for their consent, via quorum vote. Incentive programs must be detailed in nature, specifying requirements, monetary amounts, awards, and a defined period of time.

Section 5. Faculty and Staff Appreciation. On or before February 1 of each school year, the Executive Board will meet and discuss faculty and staff appreciation gifts to be distributed at the conclusion of the school year, taking the financial status of the PTO into consideration. Once the Executive Board has reached majority agreement via quorum, said gift(s) will be purchased for distribution. At the following general membership meeting, the anticipated dollar amount for the gifts will be discussed with the general membership, but the actual gift will not be disclosed, so as not to ruin the “surprise.”

Section 6. Actions. The Principal has the final act in all PTO business.

Appreciation Days

- **September 2023**
 - National IT Professionals Day - September 19, 2023 (3rd Tuesday of September)
 - *Will celebrate with all Staff Appreciation Week*
- **October 2023**
 - National Principals Month - All Month
 - *Will celebrate on Principal Day in May*
 - National Custodial Worker's Recognition Day - October 2, 2023 (yearly)





WELCOME TO THE
BOBCAT NATION

WELCOME TO THE
BOBCAT NATION

WELCOME TO THE
BOBCAT NATION

BOBCAT NATION

Our
Custodial Staff
Shines!

Happy National Custodial Appreciation Day!

Principal's Report

Mrs. Jessica DeFord





7. Principal's Report:

a. Mrs. Jessica DeFord

8. Questions

9. Adjournment

a. End time

10. Next Meeting

a. Thursday, November 9th, 2023 @7:40am





LCITAXES

Casks & Kegs



Thank you to our PTO Business
Sponsors this year so far!

