

I. Call to Order – Quorum

- a) Michelle Mullman – President
- b) Cara Parker – Treasurer
- c) Kelly Erdman- Secretary
- d) Mallory Baker – Hospitality
- e) Sara Borgatti – Spirit Wear, Spirit Wear
- f) Stephanie Haddaway - General
- g) Andrea Chaney – Teacher Representative K-1
- h) April Varga – Teacher Representative 4-5
- i) Sheila Blaisdell - Teacher Representative 2-3
- j) Brian Castellani – Principal
- k) Katya Ewy – GLR K
- l) Liz Sanchez – GLR 1
- m) TBD – GLR 2
- n) Erin Dal Santo – GLR 3
- o) Robin Babbo – GLR 4
- p) n/a – GLR 5

II. Attendee Roll Call & Introductions

III. Notice of Meeting

IV. Approval of minutes from May 2021 meeting

V. New Business:

1. Board Updates and Committee Updates – Swear In New Board Members (Mallory Baker) and Review Roles Open Roles. Introduce new committee leads.

2. Fall Festival Planning, Art Fair Event, Silent Auction

3. GLR Roles and Room Parent Organization Needs

4. Financials Review close out 2020-2021

- July Prelim 2021 P&L Discussion
- Payment to Grades from Silent Auction – K (outstanding)
- Payment for SSYR Books Outstanding - \$7500
- Approve Open Requests: \$500 (Shadowlawn Elem. School)
- Business Sponsorship Funding Review

5. Committee Updates

- a) *Room Parent Coordination – Winter and Year End Party*
- b) *Fall Festival – date October 26th*
- c) *Winter Walk-a-thon – Friday Feb 11th*
- d) *Photo and Yearbook Team – Yearbook Club, Picture Days on Calendar, Volunteers Needed?*
- e) *Book Fair – Need to confirm dates*
- f) *Holiday House – Onsite Dec 6th – Dec 10th – ROOM NEEDED*
- g) *PTO Enrichment – Golf Team Tryouts and Odyssey Signup, Lego Team*
- h) *School Supplies, Planners – Lessons Learned and Feedback*
- i) *School Spirit – Spirit Spy Fridays kick off in September. Parent Volunteers needed?*
- j) *Kindness Korner – Giving Tree, Fall & Spring Volunteer Event*
- k) *Box Tops & Amazon Smile – Call Outs in September Newsletter*
- l) *Staff Appreciation – T-Shirt Update*
- m) *Dolphin Sponsors – Banner and Ad Update*
- n) *Communication – September Newsletter 9/2*

6. Open Discussion

7. Next Steps Review & Adjournment

Note: Each Agenda item will first be discussed by Board of Directors only. Comments/Questions will be taken, *during Open Discussion* (limit 3 minutes each) after agenda items have been voted on by board.

PLANNING DISCUSSION NOTES

Submitted by Michelle Mullman, President

ITEMS	SUMMARY	NEXT STEPS
<p>- CALENDAR REVIEW 2021- 2022</p>	<ul style="list-style-type: none"> - Board Meetings – 1st Thursday of Month at 3:15pm. Webex Format - AUGUST: <ul style="list-style-type: none"> • 8/27 – 1st Spirit Sale Event Ends - SEPTEMBER: <ul style="list-style-type: none"> • Fall Pic Day – TBD • Spirit Spy Starts • 9/24 – 2nd Spirit Sale Event Ends • Book Fair - OCTOBER: <ul style="list-style-type: none"> • Staff & 5th Grade Pano Pics – TBD • 10/19 – Silent Auction Kicks Off • 10/26 – Fall Festival & Art Show - NOVEMBER: <ul style="list-style-type: none"> • Art Show Sales • Community Volunteer Day - DECEMBER: <ul style="list-style-type: none"> • 12/6 – 12/10 Holiday House - JANUARY: <ul style="list-style-type: none"> • Make Up Picture Day • Club Picture Day • Book Fair - FEBRUARY: <ul style="list-style-type: none"> • 2/11 – Walk A Thon • 2/11 – Souper Bowl - MARCH: <ul style="list-style-type: none"> • Yearbook Creation and Sales • Community Volunteer Day • Field Day - APRIL: <ul style="list-style-type: none"> • Book Fair - MAY: <ul style="list-style-type: none"> • 5/2 – 5/6 – Staff Appreciation Week • Spring Fling Events 	<ul style="list-style-type: none"> - Finalize - Confirm with Media Center - Confirm with Vendors HH, Lifetouch
<p>- FINANCIALS JULY-2021</p>	<ul style="list-style-type: none"> - July 2021 Financials starting balance: \$ 79,401 - July Spending: \$ 11,704 - July Income: \$ 0 - July Balance: \$ 67,697 - Expenses in August 2021: \$1,037 <ul style="list-style-type: none"> • Back to School Events: \$637 • Wishlists/Operations- balance • SSYR Books – September - \$7500 • Business Sponsor Ad Revenue • Business Sponsor Banner Sales • Approval for Community donation: \$500 - Balance estimate will be in \$ in August: \$66K 	<ul style="list-style-type: none"> - Publish financials on website - Pay SSYR Books - More Wishlist shopping: \$400 - Business Sponsor Ads: \$150 - Il Primo: \$1,400 - Banner Sales: \$1,500 * estimate

<p>- ROLES DISCUSSION</p>	<p>- New Board Members:</p> <ul style="list-style-type: none"> • Mallory Baker <p>- COMMITTEE / JOB NEEDS</p> <ul style="list-style-type: none"> • Fall Get Out and Volunteer - TBD • Giving Tree Coordinator - TBD • Picture Day Parent Lead • Holiday House Coordinator(s) • 2nd Grade GLR • Art Fair Leads(s) • Yearbook Parent Helper (learning role) • Odyssey of the Mind Coordinator (learning role) • Lego Robotics Team Coach (learning role) 	<p>-</p>
<p>- GLR ROLE</p>	<p>- GLR ROLES DISCUSSION</p> <ul style="list-style-type: none"> • Fall Fundraising Event- Games/Crafts • Art Festival • Silent Auction Baskets • Winter Party • End of Year Party • Theme Week • 5th Grade Events • Room Parties General 	<p>- Determine how to link up with room parents (if any)</p> <p>- Room Party plans for year not PTO sponsored – ideas?</p> <p>- Teacher Reps – provide needs that GLR can help?</p>
<p>- 5TH GRADE</p>	<p>- Yearbook Club kicking off week 1 September (1 rep per 5th grade class)</p> <p>- Lego Robotics kicking off week 1 September (20 students) Competitive Team vs Club Team</p> <p>- Students voted on their T-Shirt Logo</p> <p>- Started collection of baby pictures</p>	<p>-</p>

MEETING DISCUSSION & NEXT STEPS Submitted by Cara Parker, Secretary

ITEMS	SUMMARY	NEXT STEPS	APPROVAL NEEDED
Topic	•	•	Motion Made by: 1 st approved: 2 nd approved:
Topic	•	•	Motion Made by: 1 st approved: 2 nd approved:
Topic	•	•	Motion Made by: 1 st approved: 2 nd approved:
Topic	•	•	Motion Made by: 1 st approved: 2 nd approved:
Topic	•	•	Motion Made by: 1 st approved: 2 nd approved:

MEETING LOGISTIC NOTES May 27, 2021 *Minutes Submitted by:* Cara Parker, Secretary

ITEMS	SUMMARY	NEXT STEPS	APPROVALS
- Call to Order	TBD Web Ex	n/a	Cara Parker Michelle Mullman
- Attendee Roll Call	<p><u>Attendees:</u> Michelle Mullman – President Cara Parker – Treasurer Sara Borgatti – 1st VP Kelly Erdman - Secretary Mallory Baker – 2nd VP Stephanie Haddaway – 3rd VP Andrea Chaney – Teacher Representative April Varga – Teacher Representative Sheila Blaisdell – Teacher Representative Brian Castellani – Principal</p>	n/a	n/a
- Notice of Meeting	<p><u>Meeting Called to Order at 3:18pm</u></p> <p><u>Quorum Present:</u> Yes</p>	n/a	<p>YES, Passed: <i>Motion made by:</i></p> <p>1st approved:</p> <p>2nd approved:</p>
- Approval of minutes from last meeting	Waived the reading of the minutes from May 13, 2021	<ul style="list-style-type: none"> Upload the meeting notes to be available on PTO Website 	<p>YES, Passed: Stephanie Feldman</p> <p>1st approved:</p> <p>2nd approved:</p>
- Open Discussion	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> 	End of Meeting at 4:12pm.