

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) Andrea Chaney – Teacher Representative K-1
- g) April Varga – Teacher Representative 4-5
- h) Sheila Blaisdell - Teacher Representative 2-3
- i) Brian Castellani – Principal
- j) Katya Ewy – GLR K
- k) Liz Sanchez – GLR 1
- l) Jennifer Sheffield – GLR 2
- m) Erin Dal Santo – GLR 3
- n) Robin Babbo – GLR 4
- o) n/a – GLR 5

II. Attendee Roll Call & Introductions

III. Notice of Meeting:

IV. Approval of minutes from January 2022 meeting

V. New Business:

1. Calendar Review - Spring
2. Staff Appreciation Planning
3. School Supplies Update
4. Planner Discussion
5. Financials Review
 - Feb prelim 2021 P&L Review
 - Silent Auction Basket Money Earnings – 4th grade TBD,
 - Art Sale – \$1850 profit
 - Yearbook sales – 175 books to date
 - *Teacher Resource Room Replenish - \$7,500 one time*
 - *Teacher Resource Room Replenish - \$3,000 ongoing annual budget update*
 - *Field Trips: ?*
 - *Lego Robotics: \$175 Tournament Fee*
 - *Spring Fling: \$750 per grade*

8. Committee Updates

- a) *Room Parent Coordination – n/a*
- b) *Fall Festival – n/a*
- c) *Winter Walk-a-thon – above*
- d) *Photo and Yearbook Team – above*
- e) *Book Fair – n/a*
- f) *Holiday House – n/a*
- g) *PTO Enrichment – LEGO Team updates, Odyssey updates*
- h) *School Supplies, Planners – n/a*
- i) *School Spirit – n/a*
- j) *Kindness Korner n/a*
- k) *Box Tops & Amazon Smile – n/a*
- l) *Staff Appreciation – see above*
- m) *Dolphin Sponsors – Thank You Banner*
- n) *Communication – March Newsletter 3/3*

9. Open Discussion

10. 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
<ul style="list-style-type: none"> - CALENDAR REVIEW 2021- 2022 	<ul style="list-style-type: none"> - Board Meetings – 1st Thursday of Month at 3:15pm. Webex Format - MARCH: <ul style="list-style-type: none"> • Everblades Night 3/5 • Yearbook Creation and Sales end 3/28 - APRIL: <ul style="list-style-type: none"> • Book Fair - MAY: <ul style="list-style-type: none"> • 5/2 – 5/6 – Staff Appreciation Week • Move PTO Meeting to 2nd week • Volunteer Appreciation Event ? • Spring Fling Events • 5/31 5th Grade Graduation • June 2 – Sun N Fun 	
<ul style="list-style-type: none"> - YEARBOOK / PICS 	<ul style="list-style-type: none"> - Production under-way - Teachers will receive pages next week to review and approve - 5th Grade pages will be completed next week - Final Submission March 28th 	<ul style="list-style-type: none"> - Sales
<ul style="list-style-type: none"> - WALK A THON 	<ul style="list-style-type: none"> - Prizes Distribution After Spring break - Kona Ice parties this week and next week 	
<ul style="list-style-type: none"> - FINANCIALS FEB – MAR 2022 	<ul style="list-style-type: none"> - Feb Starting Balance: \$TBD - Expenses: \$TBD - Revenue: \$0 - Estimated Expenses in March 2022: \$ <ul style="list-style-type: none"> • Landscaping \$ • Walk A Thon \$ • Walk A Thon Revenue \$ - Balance estimate will be in \$ in beginning April \$ 	<ul style="list-style-type: none"> - Publish financials on website
<ul style="list-style-type: none"> - SUN N FUN 	<ul style="list-style-type: none"> - Approved and Signed 	<ul style="list-style-type: none"> - Need to determine logistics - Team needed to collect waivers
<ul style="list-style-type: none"> - STAFF APPRECIATION WEEK 	<ul style="list-style-type: none"> - Theme ? - Dates: May 2 – 6 - Planning Daily discussion in Feb 	

MEETING DISCUSSION & NEXT STEPS Submitted by Kelly Erdman, Secretary

ITEMS	SUMMARY	NEXT STEPS	APPROVAL NEEDED
Book Fair	Set up will take place on 4/20 and breakdown will take place on 4/29	<ul style="list-style-type: none"> n/a 	n/a
GLR	<ul style="list-style-type: none"> Confirmation for returning next year is needed from current GLRs. A kinder GLR is needed for next year. 	<ul style="list-style-type: none"> n/a 	n/a
Staff Appreciation	<ul style="list-style-type: none"> Monday will be a breakfast. Tuesday will be a lunch. Wednesday will be special snacks. Thursday will be a staff breakfast in the media center. Friday will be a lunch. A raffle will take place and students will be given printables to bring to teachers. 	<ul style="list-style-type: none"> n/a 	n/a
School Supplies	<ul style="list-style-type: none"> Is there a possibility to mail supplies home? Next year supply list is needed. 	<ul style="list-style-type: none"> n/a 	n/a
Planners	<ul style="list-style-type: none"> Fourth and fifth grade teachers would like to try to personalize the agendas this year. 	<ul style="list-style-type: none"> Teachers will meet to gather suggestions and report back to the Board 	n/a
Walk A Thon	<ul style="list-style-type: none"> All expenses have not been collected and deducted but between 50,000-65,000 dollars was raised. 	<ul style="list-style-type: none"> x 	n/a
Financials	<p>The Board proposes a one time ordering of books for the resource book room for \$7,500 plus shipping.</p> <p>The Board proposes adding \$3,000 to the future budget for ongoing ordering of books</p>	<ul style="list-style-type: none"> x 	<p>YES, Passed:</p> <p><i>Motion made by: Kelly Erdman</i></p> <p>1st approved: Michelle Mullman</p> <p>2nd approved: Sara Borgatti</p> <p>YES, Passed:</p>

			<i>Motion made by: Kelly Erdman</i> <i>1st approved: Michelle Mullman</i> <i>2nd approved: Mallory Baker</i>
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MEETING LOGISTIC NOTES 2/2/2022 *Minutes Submitted by:* Kelly Erdman, 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 Andrea Chaney – Teacher Representative April Varga – Teacher Representative Sheila Blaisdell – Teacher Representative Brian Castellani – Principal Katya Ewy – GLR K Liz Sanchez – GLR 1 Jennifer Sheffield – GLR 2 Erin Dal Santo – GLR 3 Robin Babbo – GLR 4</p>	n/a	n/a
- Notice of Meeting	<p><u>Meeting Called to Order at 3:21pm</u> <u>Quorum Present:</u> Yes</p>	n/a	<p>YES, Passed: <i>Motion made by:</i> Kelly Erdman 1st approved: Dr. Castellani 2nd approved: Michelle Mullman</p>
- Approval of minutes from last meeting	<p>Waived the reading of the minutes from February 3, 2022</p>	<ul style="list-style-type: none"> Upload the meeting notes to be available on PTO Website 	<p>YES, Passed: <i>Motion made by:</i> Cara Parker 1st approved: Dr. Castellani 2nd approved: Michelle Mullman</p>
- Open Discussion	<ul style="list-style-type: none"> Next Meeting: April 7, 2022 	n/a	<p>End of Meeting at 3:53pm.</p>