

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 – *Not Attended*
- 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) Jennifer Sheffield – 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 August 2021 meeting

V. New Business:

1. Committee Updates – New leads confirmed

2. Fall Festival Planning, Art Fair Event, Silent Auction – Proposed plan and discussion

3. GLR Roles Fall Festival / Art Show / Silent Auction Next Steps

4. Financials Review close out 2020-2021

- July Final 2021 P&L Review
- August Prelim 2021 P&L Discussion
- Payment to Grades from Silent Auction – K (\$1,165)
- Payment for SSYR Books Outstanding - \$7500
- Approve Open Requests: \$400 (LEGO equipment)
- Business Sponsorship Funding Review

5. Committee Updates

- a) *Room Parent Coordination – n/a*
- b) *Fall Festival – see above*
- c) *Winter Walk-a-thon – n/a*
- d) *Photo and Yearbook Team – September 30th*
- e) *Book Fair – n/a*
- f) *Holiday House – n/a*
- g) *PTO Enrichment – n/a*
- h) *School Supplies, Planners – Lessons Learned and Feedback*
- i) *School Spirit – Spirit Spy Fridays kick off in September. PTO Board to volunteer 9/3*
- j) *Kindness Korner – n/a*
- k) *Box Tops & Amazon Smile – Call Outs in September Newsletter*
- l) *Staff Appreciation – T-Shirt Update*
- m) *Dolphin Sponsors – n/a*
- 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 - SEPTEMBER: <ul style="list-style-type: none"> • Fall Pic Day – 9/30 • Spirit Spy Starts • 9/30 – 2nd Spirit Sale Event Ends - 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 	
<p>- FINANCIALS AUG 2021</p>	<ul style="list-style-type: none"> - Aug 2021 Financials starting balance: \$ 66K - Aug Spending: \$ 1,711 - Aug Income: \$ 825 - Aug Balance: \$ 65K estimate - Expenses in September 2021: \$TBD <ul style="list-style-type: none"> • SSYR Books: \$7500 • LEGO: \$400 • Shadowlawn: \$500 - Balance estimate will be in \$ in August: \$57K 	<ul style="list-style-type: none"> - Publish financials on website - Pay SSYR Books -
<p>- ROLES DISCUSSION</p>	<ul style="list-style-type: none"> - COMMITTEE / JOB NEEDS <ul style="list-style-type: none"> • Fall Get Out and Volunteer – Abby Fuller • Giving Tree Coordinator – Abby Fuller • Picture Day Parent Lead - TBD • Holiday House Coordinator(s) - TBD • 2nd Grade GLR - TBD • Art Fair Leads(s) - TBD 	<ul style="list-style-type: none"> -

	<ul style="list-style-type: none"> • Yearbook Parent Helper (learning role) – Sara Borgatti, TBD • Odyssey of the Mind Coordinator (learning role) TBD • Lego Robotics Team Coach (learning role) TBD 	
- FALL FESTIVAL EVENT	<ul style="list-style-type: none"> - Proposal <ul style="list-style-type: none"> • Trunk OR Treat Event In Bus Loop <ul style="list-style-type: none"> ○ Need to determine # of Cars (flow into main parking lot) ○ Each Grade will be given a budget for candy and decorations. GLR to coordinate per grade ○ Sign Ups open to Business Sponsor and Families ○ DJ?? ○ Food Trucks?? ○ Tickets - \$5 per person – PRESALE Option ○ Parking at High School ○ Is Costume ok? ○ Contests – best decorated? Costume? Dance contest ○ Proposed Date 10/26 6PM – 7:30PM ○ No access to school (bathrooms?) 	<ul style="list-style-type: none"> - If approved <ul style="list-style-type: none"> • Confirm logistics plan • Reach out to approved vendors for food truck • Wisser or Gomez DJ? • GCHS – ROTC coordinate. - Provide weekly updates - GLR and Board members to meet weekly for planning updates 30min (or as needed) - If NOT approved <ul style="list-style-type: none"> • Can we do a trick or trunk in bus loop during day for students? During Related Arts? • Move idea to Spring Fling? • Spring Themed Trunk Theme?
- SILENT AUCTION	<ul style="list-style-type: none"> - Newsletter will include call for donations - PTO Website will be updated to include links for Grade Level Baskets (explain what it was used for last year - Team will begin to reach out to past donors - Grade Baskets – <ul style="list-style-type: none"> • NEW CONSIDERATIONS – Grade basket donations cannot be more than \$50 in value. Otherwise, it will go to general PTO. (explain that it support parties, theme days) • THEMES to be approved by PTO to make sure it is not conflicting with each other 	<ul style="list-style-type: none"> - Website - GLR Communication to Teachers - Create themes by grade
- GLR	<ul style="list-style-type: none"> - FALL ACTIVITIES <ul style="list-style-type: none"> • Silent Auction Basket Email – Rules / Consideration (Discussion) • Fall Fest Event – Coordinate for teachers (TBD) • Art Show – Help coordinate collection and process art for grades 	<ul style="list-style-type: none"> - Erin D will lead GLR meeting on Fall Festival and Silent Auction planning - Meeting to take place BEFORE GLR reach out to teachers
- 5 TH GRADE	<ul style="list-style-type: none"> - Yearbook Club kicking off 9/15 - Lego Robotics kicking 9/3 - Students voted on their T-Shirt Logo – NEED FINAL DESIGN by 9/30 - Started collection of baby pictures – NEWSLETTER REMINDER 	

MEETING DISCUSSION & NEXT STEPS *Submitted by Kelly Erdman, Secretary*

ITEMS	SUMMARY	NEXT STEPS	APPROVAL NEEDED
Committees	<ul style="list-style-type: none"> Jennifer Sheffield will be the 2nd grade GLR Spirit Spies will visit every other Friday School Supplies/planners-first grade does not use planners for future purchases. Teacher reps requested to preview various planners before purchasing for next year. 	<ul style="list-style-type: none"> n/a 	n/a
Fall Festival	<ul style="list-style-type: none"> Dr. Castellani explains we need to postpone all fall festival after school activities due to district Covid safety protocols. 	<ul style="list-style-type: none"> PTO will decorate the courtyard as a pumpkin patch after school hours. PTO will fund and sponsor a pumpkin decorating contest for all classes. Pumpkins will be distributed to classes on 10/25 Courtyard will be decorated after school on 10/28. The contest will take place on 10/29 and all decorations and pumpkins will be removed that afternoon. 	n/a
Silent Auction	<ul style="list-style-type: none"> Baskets should have “kid fun” themes There is a 50 dollar face value limit for all grade level donations. Donations above 50 dollars will go towards the general auction as all funds go back into the classroom. Teacher reps would like the GLRs to choose the theme for grade level baskets. 	<ul style="list-style-type: none"> GLRs will meet with Erin Dal Santo to discuss theme options and choose themes. 	n/a
Art Show	<ul style="list-style-type: none"> Because parents would not be able to see the art if it was displayed in the school, the art show will be postponed to spring or cancelled for this year. 	<ul style="list-style-type: none"> Michelle Mullman will reach out to art teachers to see what type of fundraiser they may want to do. 	n/a
5 th Grade	<ul style="list-style-type: none"> Lego Robotics requests a new robot for the team. The cost is 400 dollars. 		<p>Motion Made by: Michelle Mullman</p> <p>1st approved: Cara Parker</p> <p>2nd approved: Kelly Erdman</p>

Financials	<ul style="list-style-type: none"> The PTO is currently in line with spending and is in a good cash position. Cara Parker now has bank access as the new treasurer. 	<ul style="list-style-type: none"> Cara Parker will send the August close out numbers to the Board. 	n/a
Miscellaneous	<ul style="list-style-type: none"> Mallory Baker suggested using Instagram stories for reminders to parents and then parents can share the reminders 	<ul style="list-style-type: none"> Michelle Mullman will explore using this method. She also asked for a volunteer to take over social media. 	n/a

MEETING LOGISTIC NOTES Sep 3, 2021

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 3:28pm</u> <u>Quorum Present:</u> Yes</p>	n/a	<p>YES, Passed: <i>Motion made by:</i> Cara Parker 1st approved: Michelle Mullman 2nd approved: Kelly Erdman</p>
- Approval of minutes from last meeting	Waived the reading of the minutes from August 26, 2021	<ul style="list-style-type: none"> Upload the meeting notes to be available on PTO Website 	<p>YES, Passed: <i>Motion made by:</i> Andrea Chaney 1st approved: Michelle Mullman 2nd approved: April Varga</p>
- Open Discussion	<ul style="list-style-type: none"> Next Meeting: October 7, 2021 	n/a	End of Meeting at 4:33pm.