

## I. Call to Order – Quorum

- a) Michelle Mullman – President
- b) Stephanie Feldman – Treasurer
- c) Cara Parker incoming Secretary
- d) Sherrie Goesling – Hospitality
- e) Brynn Tayar – Enrichment and 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

## II. Attendee Roll Call &amp; Introductions

## III. Notice of Meeting

## IV. Approval of minutes from July 2020 meeting

V. **New Business:**

## 1. Board Updates and Committee Updates

- Welcome Sheila Blaisdell
- Committee Leads Update
- Review Calendar dates (Sep 2020 – Jun 2021)

## 2. PTO Coffee Welcome Back / Volunteer Training / Enrichment Meeting

## 3. Picture Days in September / October

## 4. Fall Fundraiser Discussion – Planning Ideas

## 5 Financials Review

- July 2020 P&L – Close books for last school year
- August Spending Recap – Preliminary P&L
- Budget Discussion & Walkdown for year
- Thank you-gifts – Principal / Past Board members

## 6. Committee Updates

- a) *Room Parent Coordination – New Year Meetings*
- b) *Fall Festival – Online Event*
- c) *Winter Walk-a-thon – n/a*
- d) *Photo and Yearbook Team – Sep 10<sup>th</sup> pickup / Oct 1<sup>st</sup> last day held before selling extras*
- e) *Book Fair – n/a*
- f) *Holiday House – alternative ideas discussion*
- g) *PTO Enrichment – Odyssey of the Mind / LEGO Robotics / Golf Updates*
- h) *School Supplies, Planners – complete*
- i) *School Spirit – Spirit Sale and Staff Shirt Collection underway*
- j) *Kindness Korner – n/a*
- k) *Box Tops & Amazon Smile – online*
- l) *Staff Appreciation – n/a*
- m) *Dolphin Sponsors – Sponsors committed for newsletters / Thank You to Poached*
- n) *Communication - PTO emails / Website / monthly paper newsletter*

\*For virtual students – make a robo call to have them sign up for PTO emails

## 8. Open Discussion

9. 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>- BOARD UPDATES – COMMITTEE LEAD</p>	<p>Grade Level Rep KINDER – Sara Borgatti            Grade Level Rep 1st - open            Grade Level Rep 2nd – Kelly Erdman            Grade Level Rep 3rd - Stephanie Haddaway            Grade Level Rep 4th - Sheena Lawson            Grade Level Rep 5th - open            School Pictures – Stephanie Haddaway            Yearbook - Daniella Sapkar, Monika Trpevska            Holiday House - Nicole Capobianco/Rob Sanchez * transition team needed for next year            Box Tops - Liz Sanchez            Kindness - Abby Fuller            Book Fair - Nicole Pomponi            Business Sponsors - Amy Tancreto            Enrichment - Brynn Tayar * transition needed for next year            Spirit Store and Spirit Spy - Brynn Tayar * transition needed for next year</p>	<ul style="list-style-type: none"> <li>- Fill open positions</li> <li>- Communicate to general public open positions</li> <li>- Launch GLR meeting in early September to touch on Fall Fundraiser Planning / Photo collection process</li> <li>- Get with April for possible 5<sup>th</sup> grade GLR candidates</li> </ul>
<p>- CALENDAR REVIEW</p>	<ul style="list-style-type: none"> <li>- Confirm monthly PTO Board meeting times</li> <li>- Confirm Fall and Spring PTO Coffee meetings</li> <li>- Current calendar online reflects new school dates</li> </ul>	<ul style="list-style-type: none"> <li>- Update website with changes:</li> <li>- Board Meetings will occur via WebEx once a month on the last Thursday of the month at 315pm with the exception of October &amp; November.</li> <li>- October PTO Board Mtg will occur on Oct. 22</li> <li>- November PTO Board Mtg will occur on Nov. 19</li> <li>-</li> </ul>
<p>- FALL COFFEE</p>	<ul style="list-style-type: none"> <li>• Virtual meeting held live with recording</li> <li>• Presentation material posted on PTO website</li> <li>• Focus: Volunteering, Enrichment and General PTO welcome back messaging</li> </ul>	<ul style="list-style-type: none"> <li>- September 10</li> <li>- Fall PTO Welcome Mtg. will occur on September 17 via WebEx at 8:45am and will be recorded.</li> </ul>

<ul style="list-style-type: none"> <li>- PICTURE DAYS</li> </ul>	<ul style="list-style-type: none"> <li>- Fall pictures events are on the current calendar</li> <li>- Need confirmation that vendor can be on campus</li> <li>- Need date confirmation</li> <li>- Need admin team help with organizing event on campus and distribution of materials</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm dates and vendor on campus</li> <li>- Discuss Alternative dates</li> <li>- No Fall Pictures to take place due to COVID.</li> <li>- Need to discuss contract with Lifetouch due to not having Fall Pictures taking place.</li> <li>- Spring Pictures will take place in January (depending on COVID).</li> </ul>
<ul style="list-style-type: none"> <li>- FALL FUNDRAISER</li> </ul>	<ul style="list-style-type: none"> <li>- Held online only – via PTO website</li> <li>- Silent Auction style with limited availability of items</li> <li>- Donations from families (clean out your house)</li> <li>- Donations from businesses</li> <li>- Grade Level Baskets</li> <li>- Art Sale online – order mug or glass with art on it (use vendor to produce items (i.e. Zazzle and sell directly from website). Upload a picture and order.</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm idea</li> <li>- Launch planning team</li> <li>- Will need GLR support</li> <li>- Will need a team to help with various activities</li> <li>- Silent auction online</li> <li>- Sell student Art on promotional items (cups, bags, etc.)</li> <li>- Find vendor for student art printing.</li> <li>- Create theme for each grade level and create Amazon wish list so parents can purchase and donate items for grade level basket and ship to one address.</li> <li>- Explore options for online auction site to use.</li> </ul>
<ul style="list-style-type: none"> <li>- FINANCIALS</li> </ul>	<ul style="list-style-type: none"> <li>- July 2020 Financials Shared – Close books for prior school year</li> <li>- New school year budget to be completed this week</li> <li>- July 2020 Balance Sheet: \$47,000 Balance Sheet</li> <li>- August 2020 Spending PRELIM: \$8,946</li> <li>- August 2020 Income PRELIM: \$1,280</li> <li>- Expenses expected September: <ul style="list-style-type: none"> <li>a. Barnes and Noble: \$5,346</li> <li>b. Music: \$1,000</li> <li>c. Staff Spirit Wear: \$960</li> <li>d. Odyssey Registration: \$700</li> <li>e. Insurance: \$468</li> </ul> </li> <li>- Balance will be in \$27,000 in October</li> </ul>	<ul style="list-style-type: none"> <li>- Update online reporting</li> <li>- Update Books</li> </ul>
<ul style="list-style-type: none"> <li>- YEARBOOK</li> </ul>	<ul style="list-style-type: none"> <li>- Last pickup 9/10 4-6pm</li> <li>- After, pickup in front office</li> <li>- Starting 10/1 – any extras will be available for sale</li> <li>- Collection of pictures on Goggle begins in October</li> </ul>	
<ul style="list-style-type: none"> <li>- GOLF TEAM</li> </ul>	<ul style="list-style-type: none"> <li>- Waiting to hear back from First Tee</li> <li>- Tryouts TBD</li> <li>- Michelle Mullman coordinator</li> <li>- Can accommodate 20-24 students</li> </ul>	<ul style="list-style-type: none"> <li>- Reach out to Esplanade for practice sessions</li> <li>- Confirm with district</li> </ul>
<ul style="list-style-type: none"> <li>- ODYSSEY OF THE MIND</li> </ul>	<ul style="list-style-type: none"> <li>- New virtual membership options</li> <li>- Newsletter – Back to School launch</li> <li>- Sign Up to be part of a team on Sign Up Genius</li> <li>- Will need coaches</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm with district</li> </ul>

<ul style="list-style-type: none"> <li>- LEGO ROBOTICS</li> </ul>	<ul style="list-style-type: none"> <li>- Offer to 4<sup>th</sup> and 5<sup>th</sup> graders for one team</li> <li>- Need coaches (2)</li> <li>- Season has kickstarted</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
<ul style="list-style-type: none"> <li>- DOLPHIN SPONSORS</li> </ul>	<ul style="list-style-type: none"> <li>- Il Primo signed up for newsletters for year (\$90 per ad per month)</li> <li>- September newsletter has 3 sponsors</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
<ul style="list-style-type: none"> <li>- SPIRIT SALE</li> </ul>	<ul style="list-style-type: none"> <li>- Online store is active</li> <li>- Email to PTO distribution to go out Thursday am</li> <li>- Staff email reminder this week</li> </ul>	<ul style="list-style-type: none"> <li>- Need staff order in by 9/3/20</li> <li>-</li> </ul>

# MEETING DISCUSSION & NEXT STEPS *Submitted by Cara Parker, Secretary*

ITEMS	SUMMARY	NEXT STEPS	APPROVAL NEEDED
Board Updates – Committee Lead	<ul style="list-style-type: none"> <li>• Need to fill open positions, get new people transitioning into their positions this year and be creative due to COVID and a lot going to be virtual.</li> <li>• K&amp;1 GLR to work with Ms Chaney, 2&amp;3 GLR to work with Ms Blaisdell, 4&amp;5 GLR to work with Ms Varga</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Get with April for possible 5<sup>th</sup> grade GLR candidates</li> <li>• Need to plan a GLR introduction meeting laying out what is expected of the role (communication is key and are welcome to join PTO board mtgs.)</li> </ul>	n/a
Calendar Review	<ul style="list-style-type: none"> <li>• Board Meetings will occur via WebEx once a month on the last Thursday of the month at 315pm with the exception of October &amp; November.</li> <li>• October PTO Board Mtg will occur on Oct. 22</li> <li>• November PTO Board Mtg will occur on Nov. 19</li> </ul>	<ul style="list-style-type: none"> <li>• Update website / calendar with new dates</li> </ul>	n/a
Fall PTO Coffee	<ul style="list-style-type: none"> <li>• Fall PTO Welcome Mtg. will occur on September 17 via WebEx at 8:45am and will be recorded.</li> </ul>	<ul style="list-style-type: none"> <li>• Update the date on website / calendar and get the news out to the parents.</li> </ul>	n/a
Picture Days	<ul style="list-style-type: none"> <li>• No Fall Pictures to take place due to COVID.</li> <li>• Need to discuss contract with Lifetouch due to not having Fall Pictures taking place.</li> <li>• Spring Pictures will take place in January (depending on COVID).</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	n/a
Fall Fundraiser	<ul style="list-style-type: none"> <li>• Silent auction online</li> <li>• Sell student Art on promotional items (cups, bags, etc.)</li> <li>• Find vendor for student art printing.</li> <li>• Create theme for each grade level and create Amazon wish list so parents can purchase and donate items for grade level basket and ship to one address.</li> <li>• Explore options for online auction site to use.</li> </ul>	<ul style="list-style-type: none"> <li>• Start the planning process.</li> </ul>	n/a
Financials	<ul style="list-style-type: none"> <li>• Yearbook cost should net \$0</li> <li>• No field trips</li> </ul>	<p><u>Expenses to come this year:</u></p> <ul style="list-style-type: none"> <li>• Purchase 5<sup>th</sup> graders t-shirts</li> <li>• Graduation expenses</li> <li>• Approve purchase of Sunshine reader and Sunshine JR books for K-5 from Barnes &amp; Noble.</li> </ul>	<p><b>YES, Passed:</b>  <u>Motion made by:</u>  <u>1<sup>st</sup> approved:</u>  Stephanie Feldman  <u>2<sup>nd</sup> approved:</u>  Michelle Mullman</p>

Enrichment Programs	<ul style="list-style-type: none"> <li>Golf and Lego are approved to begin</li> <li>Waiting to hear from district about OOM</li> </ul>	<ul style="list-style-type: none"> <li>Begin sign-ups</li> </ul>	N/A
Thank you Gift for Marilou	<ul style="list-style-type: none"> <li>Budget of \$250</li> </ul>	<ul style="list-style-type: none"> <li>Shop</li> </ul>	<p><b>YES, Passed:</b>  <u>Motion made by:</u>  1<sup>st</sup> approved:  Stephanie Feldman  2<sup>nd</sup> approved:  Michelle Mullman</p>
Thank you Gift for outgoing board members Suzanne and Leslie	<ul style="list-style-type: none"> <li>\$50 each</li> <li>Gift Card</li> </ul>	<ul style="list-style-type: none"> <li>Shop</li> </ul>	<p><b>YES, Passed:</b>  <u>Motion made by:</u>  1<sup>st</sup> approved:  Stephanie Feldman  2<sup>nd</sup> approved:  Michelle Mullman</p>

# MEETING LOGISTIC NOTES AUG 25, 2020

*Minutes Submitted by:* Cara Parker, Secretary

ITEMS	SUMMARY	NEXT STEPS	APPROVALS
- Call to Order	3:30pm Web Ex	n/a	n/a
- Attendee Roll Call	<p><b><u>Attendees:</u></b>            Michelle Mullman – President            Stephanie Feldman – Treasurer            Brynn Tayar – Third VP            Cara Parker - Secretary            Sherrie Goesling – Second 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><b><u>Meeting Called to Order at 3:30pm</u></b></p> <p><b><u>Quorum Present:</u></b> Yes</p>	n/a	<p><b>YES, Passed:</b>  <u>Motion made by:</u>            1<sup>st</sup> approved:            Cara Parker            2<sup>nd</sup> approved:            Michelle Mullman</p>
- Approval of minutes from May meeting	Waived the reading of the minutes from July 2020	<ul style="list-style-type: none"> <li>Upload the meeting notes to be available on PTO Website</li> </ul>	<p><b>YES, Passed:</b>            1<sup>st</sup> approved:            Leslie Persich            2<sup>nd</sup> approved:            Michelle Mullman</p>
- Open Discussion	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
- Adjournment	<ul style="list-style-type: none"> <li>Next meeting held on September 24, 2020 – 315pm via WebEx</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<p><b>YES, Passed:</b>            1<sup>st</sup> approved:            Cara Parker            2<sup>nd</sup> approved:            Michelle Mullman</p>