

## 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) Jennifer Sheffield – GLR 2
- n) Erin Dal Santo – GLR 3
- o) Robin Babbo – GLR 4
- p) n/a – GLR 5

## II. Attendee Roll Call &amp; Introductions

## III. Notice of Meeting

## IV. Approval of minutes from October 2021 meeting

**V. New Business:**

1. Winter Party / Field Day Planning
2. Volunteers / Process & Theme Day Events
3. Silent Auction Update / Activities Updates / Basket Money Earnings
4. Art Sale Update
5. Holiday House Update
6. Walk A Thon Planning
7. Staff Appreciation Event Planning
8. Giving Tree / Beach Cleanup Day
9. Financials Review
  - Oct prelim 2021 P&L Review
  - Final Sep 2021 P&L Discussion
  - Payment to Grades from Silent Auction – K (\$1,165) Outstanding
  - Approve Requests: Staff Appreciation Fund - \$1000
  - Insurance premiums raised \$480 to \$900
  - Business Sponsorship Funding Review
10. Committee Updates
  - a) *Room Parent Coordination – Winter Party Classroom Volunteering*
  - b) *Fall Festival – n/a*
  - c) *Winter Walk-a-thon – Everblades Spirit Night approved. Kick Off Event with Walk A Thon?*
  - d) *Photo and Yearbook Team – 11/11 Makeups*
  - e) *Book Fair – n/a*
  - f) *Holiday House – See above*
  - g) *PTO Enrichment – n/a*
  - h) *School Supplies, Planners – n/a*
  - i) *School Spirit – complete*
  - j) *Kindness Korner see above*
  - k) *Box Tops & Amazon Smile – n/a*
  - l) *Staff Appreciation – see above*
  - m) *Dolphin Sponsors – see above*
  - n) *Communication – November Newsletter 11/4 newsletter*
11. Open Discussion
12. 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"> <li>- CALENDAR REVIEW</li> <li>2021- 2022</li> </ul>	<ul style="list-style-type: none"> <li>- Board Meetings – 1<sup>st</sup> Thursday of Month at 3:15pm. Webex Format</li> <li>- NOVEMBER:               <ul style="list-style-type: none"> <li>• 11/11 Picture Day Makeup</li> <li>• 11/19 Art Show Sales Ends</li> <li>• 11/13 Beach Clean Up</li> <li>• Book Fair Ends 11/12</li> <li>• Giving Tree 11/18</li> <li>• Silent Auction Activities Day 11/16</li> </ul> </li> <li>- DECEMBER:               <ul style="list-style-type: none"> <li>• 12/6 – 12/10 Holiday House</li> <li>• 12/17 – Winter Party and Field Day</li> </ul> </li> <li>- JANUARY:               <ul style="list-style-type: none"> <li>• Make Up Picture Day</li> <li>• Club Picture Day</li> <li>• Book Fair</li> </ul> </li> <li>- FEBRUARY:               <ul style="list-style-type: none"> <li>• 2/11 – Walk A Thon</li> <li>• 2/11 – Souper Bowl</li> </ul> </li> <li>- MARCH:               <ul style="list-style-type: none"> <li>• Yearbook Creation and Sales</li> <li>• Community Volunteer Day</li> <li>• Field Day</li> </ul> </li> <li>- APRIL:               <ul style="list-style-type: none"> <li>• Book Fair</li> </ul> </li> <li>- MAY:               <ul style="list-style-type: none"> <li>• 5/2 – 5/6 – Staff Appreciation Week</li> <li>• Spring Fling Events</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>- FINANCIALS OCT 2021</li> </ul>	<ul style="list-style-type: none"> <li>- Oct 2021 Financials starting balance: \$ 66,108</li> <li>- Oct Spending: \$ 2,364</li> <li>- Oct Income: \$ 19,299</li> <li>- Oct Balance: \$ 83,043</li> <li>- Expenses in November 2021: \$TBD               <ul style="list-style-type: none"> <li>• Silent Auction Proceeds: TBD</li> <li>• Art Sale Proceeds: TBD</li> <li>• Pumpkin Day: \$200</li> <li>• Winter Party Funding: \$4,500</li> <li>• Social Committee: \$250</li> <li>• Staff Appreciation: \$500</li> <li>• 5th Grade T-Shirts: \$1,000</li> </ul> </li> <li>- Balance estimate will be in \$ in November: \$TBDK</li> </ul>	<ul style="list-style-type: none"> <li>- Publish financials on website</li> <li>- Silent Auction monies – full accounting</li> </ul>
<ul style="list-style-type: none"> <li>- SILENT AUCTION</li> </ul>	<ul style="list-style-type: none"> <li>- Total Sales: \$18,150</li> <li>- Grade Level Basket Earnings               <ul style="list-style-type: none"> <li>• Kinder-\$657.00</li> <li>• First-\$825.00</li> <li>• Second-\$300.00</li> <li>• Third-\$195.00</li> <li>• Fourth-\$175.00</li> <li>• Fifth-\$230.00</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- GLRs aligns with Teachers on spending plans</li> <li>- Organize Pizza Orders for event day</li> </ul>
<ul style="list-style-type: none"> <li>- ART SHOW</li> </ul>	<ul style="list-style-type: none"> <li>- Net Sales: \$800 estimate to date</li> <li>- Flyer going home Thursday</li> <li>- Final orders week of Thanksgiving</li> <li>- Art framing to be delivered by 12/15</li> </ul>	<ul style="list-style-type: none"> <li>- Art Team to put together art work after school in art room</li> </ul>

- SUN N FUN	<ul style="list-style-type: none"> <li>- Late May? Park is opening up and we can end year with a party?</li> <li>- OR can we do 5<sup>th</sup> grade field trip</li> </ul>	- Confirm with Parks
- WINTER PARTY / FIELD DAY	<ul style="list-style-type: none"> <li>- Plans by grade level for use of \$750 per grade funds</li> <li>- Volunteers for classrooms?</li> <li>- Volunteers for field day?</li> <li>- Volunteers for decorating courtyard</li> <li>- GLRs – helpers for party and event?</li> </ul>	- Create Sign Up by grade level for classroom decorating / party needs & Field Day
- HOLIDAY HOUSE	<ul style="list-style-type: none"> <li>- Villa 5 location?</li> <li>- Tech needs?</li> </ul>	-
- STAFF APPRECIATION LOUNGE	<ul style="list-style-type: none"> <li>- BUDGET REQUEST for staff appreciation for lounge all year long</li> <li>- Winter Staff Appreciation Gift</li> </ul>	- Approval needed
- THEME DAYS	<ul style="list-style-type: none"> <li>- Spending Process --- do we need one?</li> <li>- Parent volunteers or Parent Committee – do we need one?</li> <li>- When is Spring Theme day</li> </ul>	-

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

ITEMS	SUMMARY	NEXT STEPS	APPROVAL NEEDED
Volunteer updates	<ul style="list-style-type: none"> <li>Grades K-1 may have volunteers for academic assistance only. This will be revisited after winter break.</li> <li>The PTO Board and GLRs will be the only volunteers for the Winter Wonderland but we may possible be able to have others for field day.</li> <li>The PTO will help decorate for the next LOE theme day.</li> </ul>	<ul style="list-style-type: none"> <li>Revisit policies for volunteers after winter break.</li> </ul>	n/a
Winter Parties	<ul style="list-style-type: none"> <li>Grades will have 750.00 dollars to purchase materials for a shared theme/craft. Parents will not volunteer at parties.</li> </ul>	<ul style="list-style-type: none"> <li>GLRs will work with team leads to get the items purchased through Michelle.</li> </ul>	n/a
Silent Auction	<ul style="list-style-type: none"> <li>It was suggested that we revisit how grades receive money from the silent auction.</li> <li>Kelly Erdman suggested we revisit grade level baskets for next year.</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	n/a
Holiday House	<ul style="list-style-type: none"> <li>Dara will look through the boxes that were delivered to make sure we have everything we need</li> <li>Dara will talk with Cara Parker about the counting of the money each day.</li> <li>Dr Scrant will provide Dolphin Dollars for underprivileged students.</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	n/a
Winter Wonderland	<ul style="list-style-type: none"> <li>A budget of 1,000 dollars was requested by Mallory Baker to turn the court yard into a Winter Wonderland.</li> <li>Some of the money will also be used to decorate for Holiday House.</li> </ul>	n/a	<p><b>YES, Passed:</b></p> <p><i>Motion made by:</i> Kelly Erdman</p> <p>1<sup>st</sup> approved: Michelle Mullman</p> <p><i>2<sup>nd</sup> approved:</i> Mallory Baker</p>
Staff Holiday Breakfast	<ul style="list-style-type: none"> <li>The breakfast will take place on December 14<sup>th</sup> in the place a PTO gift for each staff member. It was proposed to add 200 dollars to the budget for the breakfast.</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<p><b>YES, Passed:</b></p> <p><i>Motion made by:</i> Kelly Erdman</p> <p>1<sup>st</sup> approved: Michelle Mullman</p> <p><i>2<sup>nd</sup> approved:</i> Mallory Baker</p>
Staff Lounge	A budget of 500 dollars was proposed to decorate the staff lounge several times throughout the year.	n/a	<p><b>YES, Passed:</b></p> <p><i>Motion made by:</i> Kelly Erdman</p> <p>1<sup>st</sup> approved:</p>

			Michelle Mullman <i>2<sup>nd</sup> approved:</i> Mallory Baker
Walk-A-Thon	Planning will start after Winter Break. There were no new suggestions at this time.	n/a	n/a
Financials	The PTO has 40,000 dollars that should be spent. The school should begin to brainstorm some big ticket items. Insurance premiums are increasing from 480 dollars to 1,000 dollars. Kindergarten needs to decide how to spend their 2020 and 2021 basket money.	n/a	n/a

# MEETING LOGISTIC NOTES 11/11/2021

*Minutes Submitted by:* Kelly Erdman, Secretary

ITEMS	SUMMARY	NEXT STEPS	APPROVALS
- Call to Order	3:22pm Web Ex	n/a	Kelly Erdman Michelle Mullman
- Attendee Roll Call	<p><b><u>Attendees:</u></b>            Michelle Mullman – President            Cara Parker – Treasurer            Sara Borgatti – 1st VP            Kelly Erdman - Secretary            Mallory Baker – 2<sup>nd</sup> VP            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><b><u>Meeting Called to Order at 3:22pm</u></b></p> <p><b><u>Quorum Present:</u></b> Yes</p>	n/a	<p><b>YES, Passed:</b>  <i>Motion made by:</i>            Michelle Mullman            1<sup>st</sup> approved:            Kelly Erdman            2<sup>nd</sup> approved:            Mallory Baker</p>
- Approval of minutes from last meeting	Waived the reading of the minutes from October 7, 2021	<ul style="list-style-type: none"> <li>Upload the meeting notes to be available on PTO Website</li> </ul>	<p><b>YES, Passed:</b>  <i>Motion made by:</i>            Michelle Mullman            1<sup>st</sup> approved:            Sheila Blaidell            2<sup>nd</sup> approved:  <b>Kelly Erdman</b></p>
- Open Discussion	<ul style="list-style-type: none"> <li>Next Meeting: December 2, 2021</li> </ul>	n/a	End of Meeting at <b>4:48pm.</b>