

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 November 2021 meeting

V. New Business:

1. Winter Parties, Winter Wonderland / Field Day updates
2. Yearbook Cover Contest / Candids Teachers
3. Art Sale Update
4. Holiday House Update
5. Walk A Thon Planning
6. Giving Tree Update
7. Financials Review

- Nov prelim 2021 P&L Review
- Final Oct 2021 P&L Discussion
- Payment to Grades from Silent Auction – K (\$1,165) Outstanding
- Silent Auction Update / Basket Money Earnings – 5th Grade complete
- Business Sponsorship Funding Review

8. Committee Updates

- a) *Room Parent Coordination – n/a*
- 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 – n/a*
- e) *Book Fair – n/a*
- f) *Holiday House – See above*
- g) *PTO Enrichment – n/a*
- 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 – n/a*
- m) *Dolphin Sponsors – Thank You Banner*
- n) *Communication – December Newsletter 12/2 newsletter*

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 - DECEMBER: <ul style="list-style-type: none"> • 12/6 – 12/10 Holiday House • 12/17 – Winter Party and Field Day - 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"> - FINANCIALS NOV 2021 	<ul style="list-style-type: none"> - Nov 2021 Financials starting balance: \$ 81,218 - Nov Spending: \$ 5,885 - Nov Income: \$ 5,948 - Nov Balance: \$ 81,281 - Expenses in December 2021: \$4,487 <ul style="list-style-type: none"> • 5th Grade Party + Basket: \$1,000 • Art Sale Proceeds: \$2,000 • Staff Holiday Gift: \$500* • Social Committee: \$250 • 5th Grade T-Shirts: \$2,237 • 5th Grade Sweatshirt Sale: \$1,500 - Balance estimate will be in \$ in December: \$76,731K 	<ul style="list-style-type: none"> - Publish financials on website
<ul style="list-style-type: none"> - ART SHOW 	<ul style="list-style-type: none"> - Net Sales: \$2,000 estimate to date - Frame production 12/3 - Orders wrapped and going home next week 	<ul style="list-style-type: none"> - Art Team to put together art work in art room
<ul style="list-style-type: none"> - SUN N FUN 	<ul style="list-style-type: none"> - Potential last week of school date - confirming 	<ul style="list-style-type: none"> - Confirm with Parks
<ul style="list-style-type: none"> - WINTER PARTY / FIELD DAY 	<ul style="list-style-type: none"> - Volunteers for field day? 6 -10 - Volunteers for decorating courtyard 3 -5 - 	<ul style="list-style-type: none"> - n/a
<ul style="list-style-type: none"> - HOLIDAY HOUSE 	<ul style="list-style-type: none"> - Volunteers being evaluated for Level 1 status - Schedule confirmed - Set Up of Items 12/3 	<ul style="list-style-type: none"> -

MEETING DISCUSSION & NEXT STEPS Submitted by Kelly Erdman, Secretary

ITEMS	SUMMARY	NEXT STEPS	APPROVAL NEEDED
Financial items	<p>We are estimated to have \$50,000 in funds that are not earmarked for any spending (assume we earn \$40,000 in Walkathon net of expenses, \$30,000 estimate for 2022-2023 school year, remaining budget spend for this school year). Per the discussion, we have identified some opportunities:</p> <ul style="list-style-type: none"> * Display Cases (\$12,500 estimate) - for 5 cases. Admin to review procurement and setup options. * Shed (\$2,000) - for 1 shed. Can be purchased and installed but needs sign off by facilities management (CCPS) * Shade / Umbrellas (\$2,000). Can be purchased and installed but needs sign off by facilities management (CCPS) * Landscape Courtyard and Marquee / Fence area. (\$5,000) Michelle to reach out to some landscapers and determine plans with admin. All plans to be signed off by CCPS (plants must be selected from approved list) * Marquee Update (\$TBD). Admin to review procurement. Plans to paint and refresh only / not rebuild. 	<ul style="list-style-type: none"> • Michelle and Cara to review budgets for funding ideas discussion 	n/a
Silent Auction Grade Level Spending	<p>Kinder plans TBD</p> <ul style="list-style-type: none"> *1st grade - t-shirts * 2nd grade - valentine's day party supplies * 3rd grade - roll over with additional funds from winter party (\$300) + silent auction basket money → add to year end party budget of \$750 + \$300 + \$200 (basket) = \$1,250 *4th grade - TBD *5th grade - winter party spent 	<ul style="list-style-type: none"> • n/a 	n/a
Art Show	<ul style="list-style-type: none"> • The Art Show made 2,000 dollars and a clay station was purchased. A few other items will be purchased as well. 	<ul style="list-style-type: none"> • Production will take place on campus on 12/3. 	n/a
Holiday House	<ul style="list-style-type: none"> • Decorating is finished. Set up will take place on 12/2. • Volunteers are being evaluated for approved status. 	<ul style="list-style-type: none"> • n/a 	n/a
Winter Wonderland/ Field Day	<ul style="list-style-type: none"> • Trees are secured, decorations are ordered, and we are continuing to secure volunteers • Field Day-3 to 5 volunteers for the morning and afternoon. 	<ul style="list-style-type: none"> • x 	n/a

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MEETING LOGISTIC NOTES 12/2/2021

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 April Varga – Teacher Representative Sheila Blaisdell – Teacher Representative Brian Castellani – Principal Katya Ewy – GLR K Liz Sanchez – GLR 1 Jennifer Sheffield – GLR 2 Robin Babbo – GLR 4</p>	n/a	n/a
- Notice of Meeting	<p><u>Meeting Called to Order at 3:22pm</u> <u>Quorum Present:</u> Yes</p>	n/a	<p>YES, Passed: <i>Motion made by:</i> Kelly Erdman 1st approved: Michelle Mullman 2nd approved: Cara Parker</p>
- Approval of minutes from last meeting	Waived the reading of the minutes from November 11, 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> Cara Parker 1st approved: Michelle Mullman <i>2nd approved:</i> Sheila Blaisdell</p>
- Open Discussion	<ul style="list-style-type: none"> Next Meeting: January 6, 2022 	n/a	End of Meeting at 4:12pm.