

## 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 &amp; Introductions

## III. Notice of Meeting:

<https://colliercountyschools.webex.com/colliercountyschools/j.php?MTID=m9a6db6950905fe4fe7aa070cf4385401>

## IV. Approval of minutes from December 2021 meeting

V. **New Business:**

1. Review of December Events / Lessons Learned
2. Yearbook Update
3. Walk A Thon Planning
4. Souper Bowl Planning
5. Everblades Spirit Night Event & Spring Community Day Event
6. Staff Appreciation Early Planning
7. Financials Review
  - Dec prelim 2021 P&L Review
  - Final Nov 2021 P&L Discussion
  - Payment to Grades from Silent Auction – K (\$1,165) Outstanding
  - Silent Auction Basket Money Earnings – Valentine Day Party Funding 4<sup>th</sup> grade TBD / 1<sup>st</sup> Grade T-Shirts (\$800 est.)
  - January Flu Supplies (\$500 budget)
  - Souper Bowl (\$500 budget)
  - Spring Replenishment Funding (\$25 per class in budget) → \$50 or \$100?
  - New Dolphin trash can \$700
  - Field Trips Approved (2<sup>nd</sup> – \$1,140) (3<sup>rd</sup> – \$483.75) (5<sup>th</sup> – \$516)
  - Playground Equipment Approved \$1,998
  - Business Sponsorship Funding Review – Music Department (\$1500 request out of \$2500 earned)
  - Insurance Updated - \$800 est.
  - Annual Report Filed - \$70
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 – See above*
  - 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 – Jan Newsletter 1/6 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
<p>- CALENDAR REVIEW  2021- 2022</p>	<ul style="list-style-type: none"> <li>- Board Meetings – 1<sup>st</sup> Thursday of Month at 3:15pm. Webex Format</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>	
<p>- DECEMBER EVENTS</p>	<ul style="list-style-type: none"> <li>- <b>Staff Breakfast</b> was a great success and much appreciated</li> <li>- <b>Winter Wonderland</b> was really fun and kids loved snow. Pictures on trees were great but not inclusive of all classes due to teachers not posting on google albums</li> <li>- <b>Holiday House</b> <ul style="list-style-type: none"> <li>• delivered \$7,000 in profit to PTO</li> <li>• volunteer process was challenged by late Fall signups and internal CCPS issues but next year the volunteer process will begin early in the year allowing for status not to be a concern</li> <li>• coordinators needed – 2</li> <li>• cashiers – 3</li> <li>• all other volunteers – 5-6 per shift</li> <li>• supply issues due to vendor but normally supplies provided each morning based on daily orders</li> <li>• schedule changes:               <ul style="list-style-type: none"> <li>• 1 Full Day setup (Friday before during day)</li> <li>• 1 Full Day Re-Shop with no re-shop during day (only early morning)</li> <li>• Due to number of classes, add 1 extra day for classes and end each day at 2pm.</li> <li>• NEW Schedule: 5 days – 7 days + 1 Set Up Day</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

- YEARBOOK / PICS	<ul style="list-style-type: none"> <li>- Cover Art Chosen</li> <li>- Candid picture collection will end AFTER Walk A Thon</li> <li>- Teachers should add pictures from December events and anything in January</li> <li>- Yearbook Club will focus on 5<sup>th</sup> Grade Candids in classroom</li> <li>- Spring individual pictures – date</li> <li>- Club and Class pictures – date</li> <li>- Yearbook Sale Begins – JAN TBD - same pricing as last year – no early bird pricing</li> <li>- Yearbook Club to focus on reminders to order yearbook on news</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate picture days with Dr Scrant</li> <li>- Yearbook Club to continue picture collection process</li> </ul>
- WALK A THON	<ul style="list-style-type: none"> <li>- Theme for 2022 Walk A Thon – IDEAS?</li> <li>- Date 2/11</li> <li>- Similar process as past (Kick-Off event week before, DJ, Snacks)</li> <li>- Newsletter and Envelope goes home 1/27</li> <li>- Prize Discussion</li> </ul>	<ul style="list-style-type: none"> <li>- Are families allowed to attend</li> <li>- Any changes to usual process?</li> </ul>
- SOUPER BOWL	<ul style="list-style-type: none"> <li>- Date 2/11</li> <li>- Similar event as in past (4 soups / 1 vegetarian), salads, rolls, water, cookies</li> <li>- 4 gift cards for prizes to be provided by PTO</li> <li>- Poached donating soup</li> </ul>	<ul style="list-style-type: none"> <li>- Any changes?</li> </ul>
- FINANCIALS JAN 2021	<ul style="list-style-type: none"> <li>- Dec Balance: \$ 77,613.14</li> <li>- Estimated Expenses in January 2021: \$12,500 <ul style="list-style-type: none"> <li>• Umbrellas for Playground \$2,315</li> <li>• Insurance \$800</li> <li>• Field Trips: \$1,700</li> <li>• 1<sup>st</sup> grade basket money: 880.20</li> <li>• Music Department Biz Sponsor\$1,500</li> <li>• Art Department \$2,000</li> <li>• Spring Replenishment TBD</li> <li>• Flu Supplies \$500</li> <li>• Dolphin \$700</li> </ul> </li> <li>- Balance estimate will be in \$ in January: \$60,000</li> </ul>	<ul style="list-style-type: none"> <li>- Publish financials on website</li> </ul>
- ART SHOW	<ul style="list-style-type: none"> <li>- Net Sales: \$2,000 estimate to date</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Art Team to submit funding request</li> </ul>
- SUN N FUN	<ul style="list-style-type: none"> <li>- June 2<sup>nd</sup></li> </ul>	<ul style="list-style-type: none"> <li>- Payment and CCPS Approvals</li> </ul>
- STAFF APPRECIATION WEEK	<ul style="list-style-type: none"> <li>- Theme ?</li> <li>- Dates: May 2 – 6</li> <li>- Planning Daily discussion in Feb</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>

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

ITEMS	SUMMARY	NEXT STEPS	APPROVAL NEEDED
	<ul style="list-style-type: none"> <li>• x</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	n/a
	<ul style="list-style-type: none"> <li>• x</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	n/a
	<ul style="list-style-type: none"> <li>• x</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	n/a
	<ul style="list-style-type: none"> <li>• x</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	n/a
	<ul style="list-style-type: none"> <li>• x</li> </ul>	<ul style="list-style-type: none"> <li>• x</li> </ul>	n/a
	<ul style="list-style-type: none"> <li>• x</li> </ul>	<ul style="list-style-type: none"> <li>• x</li> </ul>	n/a

**MEETING LOGISTIC NOTES 1/6/2021** *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><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                      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><b><u>Meeting Called to Order at 3:28pm</u></b>   <b><u>Quorum Present:</u></b> Yes</p>	n/a	<p><b>YES, Passed:</b>  <i>Motion made by:</i>                      1<sup>st</sup> approved:                      2<sup>nd</sup> approved:</p>
- Approval of minutes from last meeting	Waived the reading of the minutes from December 2, 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>                      1<sup>st</sup> approved:                      2<sup>nd</sup> approved:</p>
- Open Discussion	<ul style="list-style-type: none"> <li>Next Meeting: Feb 3, 2022</li> </ul>	n/a	End of Meeting at <b>4:33pm.</b>