



**PTO BOARD MEETING NOVEMBER 7<sup>TH</sup> 2023 @**

**9:00 AM**

Location: TBE Office Meeting Room

**In Attendance:** President Siobhan St. Amour, Vice President Sarah Greif, Treasurer Shaunna Rohletter, Secretary Ashley Heflin, Principal Alyssa Ledbetter, Vice Principal Dana Franklin-Riashi, Reading Coach Molly Skudnig

1. Approve last month's minutes
  - a. Motion to approve by Siobhan, approved by Sarah, seconded by Shaunna
2. Treasurer's report- both accounts. Account balances and month expenses to be reviewed and approved by the board.
  - a. TBE (\$3961.64) + PTO (\$2696.07) = \$6657.71
  - b. Money spent on Sunshine Stitches, pumpkin wars, coin wars, pura vida bracelet order, gingerbread blow up house, insurance, paper for flyers, Quickbooks, website merchant account, online store, etc.
  - c. Happy with where we stand this time of the school year.
3. Stonewall dine out- Check \$400
  - a. We were very happy and impressed. Will use them again in the future. They broke down the amount of orders, donated 20%, then rounded up to \$400. Had a check ready for us the next day. Thank you Stonewalls!
4. Pumpkin decorating: Sold 448 pumpkins total- Spent \$735, collected \$896, Avg. 115 pumpkins left
  - a. We donated 25 pumpkins to the school and don't think those were used, so we have around 130-140 leftover for next year.
5. Penny Wars fundraiser- Oct. 27 to Nov 3- \$1582.70 raised, how to spend this money (Mrs. Ledbetter to decide)- Process 2<sup>nd</sup> grade winners- Popsicles and extra recess. 4<sup>th</sup> grade- most money- extra recess.
  - a. Mrs. Richett and Mrs. McCarty organize the leadership clubs, reach out to the teachers that lead the groups to see what items they need, get these approved through Mrs. Ledbetter, then order. Should PTO have more of a role in assisting with this process?
  - b. All of parent volunteer help was greatly appreciated and all went smoothly. The popsicles are labeled in the freezer.

- c. Discussion about a Thank You note from the kids to thank the bank for counting our coins. This was a tremendous help. Mrs. Ledbetter to organize best way to do this.
6. Book Fair - Oct 23 through 27<sup>th</sup>- really busy the beginning of the week, then slowed down. Lots of volunteers helped.
  - a. The teachers preferred the new open schedule vs a set schedule, which allowed them more flexibility. Overall, the book fair was a success. Thank you to our volunteers!
7. Thanksgiving Feast- sign ups- Friday 17<sup>th</sup>- need schedule for signups for volunteers. Need cash box and tickets.
  - a. This week an email will go out along with an invitation in the Wednesday folders. Limited to two guests this year and the price has increased to \$5. The times will be different from normal lunch times but will follow the same Thanksgiving feast times as last year.
  - b. Will need volunteers for each job and broken down into time slots. Will also need volunteers to prep the pumpkin pie. No student leaders will be helping so that they can enjoy the event. Mrs. Ledbetter to coordinate with Mrs. Hope and Siobhan to come out with a list for sign ups. Hope to have this ready soon. Shaunna and Sarah to manage cash box. Will get this and tickets from Mrs. Nancy. Ashley and Siobhan to organize inside of the cafeteria.
8. Holiday shop set up Nov 15<sup>th</sup> and 16<sup>th</sup>/17<sup>th</sup> Preview date Mon 27<sup>th</sup> then shop from Tuesday 28<sup>th</sup> to Monday Dec. 4<sup>th</sup> - evening shop on Wed 29<sup>th</sup> from 3:15-4:15pm
  - a. Will be using the Synergy Suite in the WIG hallway. This is the old tech room and will need to be cleaned up a little.
  - b. Iready district testing will be during this week, and with testing schedules in the future we may need a new plan on timing for the Holiday Shop. We do not want to get rid of it. Potentially a morning shop time next year?
  - c. Friday Dec. 1 is K-2 Holiday show, so parents will be attending that. Mrs. Ledbetter and Mrs. Skudnig will try to coordinate getting class shopping times switched around. Hopefully we will have a volunteer sign up sheet available after next general meeting.
  - d. Parents can drop holiday decorations at front desk. Will clean out PTO closet and transfer holiday items to the Synergy Suite after the next general PTO meeting. The next day we will start decorating.
9. Staff lunch Nov. 10<sup>th</sup> Sponsored by the Stull family. Times/ what do we need to set up?
  - a. The Stull family owns Ridge Valley Roofing and is very excited to sponsor this lunch. They will be bringing BBQ pork, potato salad, chips, green salad, plates, utensils, etc.

- b. They are allowed to bring people to set up as long as they check in with the front desk to get a visitor pass. They can park in the front and go through the side gate to the teachers lounge.
  - c. They are allowed to market their donation and business so long as children are not in the pictures.
10. Website- up and running!
- a. We will update events, newsletters, donation link, spirit wear, PTO shirts, magnets are reduced to \$3.
11. Spirit wear- sweaters, t-shirts, sun shirts, bracelets, and cups
- a. Pura Vida bracelets ordered in TBE colors. Bought for \$4 a piece and will sell for \$7-8. Should be here by next Friday. These will be on the website for sale.
  - b. Any contracts with spirit wear companies would need to be approved by the legal team, but we should be ordering directly and won't have a contract. Should we have a start and end date for orders? How do we fill out the fundraiser forms for this? Mrs. Ledbetter will research and let us know the best way to do this.
  - c. Will create a poll with the different color and/ or logos. Presented the manatee logo that was created to Mrs. Ledbetter. Once decided on, we can create a flyer as well as post on social media for directions on how to order.
12. 32Auction.com- starting end of January- Laurel Oaks offered auction in October for 1 reserved spot- in car rider line per month/ 2 front row seats to Graduation (how many front seats do we have?) -and we are looking to auction 1 name weekly for birthdays on the front marquee sign.
- a. Will try to have this ready the last week in January. Will start small with these options and can expand next year if it goes over well.
  - b. It's free for us to create and we can increase the bidding increments.
  - c. Will send out a sheet with information on how parents can go on to bid on the different options. Will leave open around 10 days.
13. Birthday committee- Starting January estimated date: Auction marquee, dress down, popsicles for class
- a. Trying to keep this simple. Parents can book through website 48 hours in advance. Will need a fundraiser form for auction but will find out how it should be labeled.
14. Any other business
- a. Spring Fundraiser- Mrs. Ledbetter to let PTO manage. Potentially a glow in the dark Movie night with food trucks either at Mackle park or Veterans.
  - b. Mermaid Tales is having an end of the year dance recital in May at Veterans Park and would like to donate a portion of the proceeds back to TBE or the PTO.

- c. Everblades sign up is ready for the game on February 10<sup>th</sup>.
- d. Teacher holiday calendar, PTO will provide pizza on Dec. 11. Shaunna will reach out to Joey's about pizza/ drinks for 70 people.
- e. Dec. 15 Field Day- do we need volunteers this year?

Next General Meeting Nov. 14<sup>th</sup> @ 8:45 in the Media Center  
Next Board Meeting Jan. 9<sup>th</sup>