

Tommie Barfield Elementary School
Minutes of the Monthly Board Meeting of the Parent Teacher
Organization (PTO)
April 5, 2022
11:30 AM

Location of Meeting:

Meeting Held Via WebEx Call
City Of Marco Island, Florida 34145

Present at Meeting: Principal Alyssa Ledbetter, President Molly Green, Vice President Christine High, Treasurer Janice Cox, Secretary Denis Morales

The Board meeting of the Parent Teacher Organization (PTO) of Tommie Barfield Elementary School was called to order at 1130 AM on April 5, 2022 by PTO Vice President Christine High.

I. Approval of Agenda

The Agenda for the meeting was distributed via email and Unanimously Approved.

II. Review of Previous Minutes

The Minutes of the previous Board Meeting were Unanimously Approved.

III. Agenda Items

1. Treasurer Report
Introduced by Christine High
- Treasurer Janice Cox reported a balance of: \$9,785.92

2. Dine-Outs
Introduced by Christine High
- Dine-Out at Chipotle (Naples) is scheduled for 4/6/22 (5p-9p)
- 33% of identified PTO Sales will be donated as fundraiser.
- Principal Ledbetter will send out Blast Text and Flyer tomorrow notifying of event.

3. Stock the Fridge
Introduced by Christine High
- 04/11/2022 (Assigned to Kindergarten Class)
- Christine High is coordinating with the Kindergarten CPLs.

4. Teacher Appreciation Week
Introduced by Christine High
 - *Dates have been changed to Week of May 9th through May 13th 2022.
 - *Efforts necessary to negate interference with on-going FSA testing on 5/9 - 5/10.
 - Theme: "Friends" TV Show
 - Teacher Appreciation Committee members met on 3/29/22 and are preparing a spreadsheet outlining the week's activities and anticipated expenditures.
 - Discussion to bring a Food Truck indicates that approval requires a contract and proof of liability insurance to operate on campus.

5. Nominating Committee for PTO Board Positions
Introduced by Molly Green
 - **In accordance with existing PTO By-Laws, a Nominating Committee will be formed and identified at the next PTO General Meeting (4/12) at 9:30am - (TBE Cafeteria).**
 - ****Interested members will be identified and their names will be submitted to the Nominating Committee for approval as stipulated in the PTO By-Laws.**
 - ****PTO Board Elections will take place by members present at the General Meeting held on Wednesday, 5/11/2022, at 08:30am - TBE Cafeteria**

6. 5th Grade Graduation Day - June 2nd, 2022
Introduced by Molly Green
 - Principal Ledbetter stated that as of now she anticipates a Graduation Ceremony with normal format and free of Covid-19 restrictions.
 - Clap-Out tradition will take place on campus after graduation.
 - PTO Board will collaborate with Mrs. Peña to assist as needed.
 - Updated information will follow.

7. School Supplies (2022-2023)
Introduced by Molly Green
 - Discussion and agreement to offer the Pre-Purchase Option utilizing same vendor from this current school year (*with a different delivery service).
 - Principal Ledbetter will provide Christine High with an approved Supply List after reviewing the requested contents with the corresponding grade-level teachers.

8. Stars on Tour / Kindergarten Round-Up
Introduced by Principal Ledbetter
 - The PTO Board was invited to participate in the upcoming event to meet & greet the in-coming Kindergarten parents - May 20th, 2022 at 09:00am - TBE.

9. First PTO Board Meeting of 2022-2023
 - Monday (07/25/2022) at TBE (Exact Time is To Be Determined)

10. Additional Business

Introduced by Molly Green

- Discussion to retain year-end funds in the PTO account to assist the incoming Board with initial-year expenses.
- Discussion to propose \$3,000 as the retention sum will be presented to the PTO Membership at the upcoming General Meeting (4/12/2022).
- Discussion indicating that the 2022-2023 Book Fair will be scheduled in the Fall and the PTO Board will assist with the timely coordination and scheduling of requested PTO volunteers.
- Discussion to offer TBE Car Magnets for purchase at the beginning of the next school year as a fundraising option.

IV. Agenda and Time of Next Meeting

The next PTO Board meeting will be held at 9:00 AM on Monday, May 2nd, 2022 (*Virtual)

The next PTO General meeting will be held at 9:30 AM on Tuesday, April 12, 2022
(On-Campus - In Person) at the TBE Cafeteria

The agenda for the next Board meeting will be forthcoming.

The meeting was adjourned at 12:15 PM by President Molly Green

Minutes submitted by: Denis Morales, PTO Secretary

Minutes approved by: Molly Green, PTO President