

**Tommie Barfield Elementary School**  
**Minutes of the Monthly Board Meeting of the Parent Teacher**  
**Organization (PTO)**  
**May 2, 2022**  
**09:00 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 0900 AM on May 2, 2022 by PTO President Molly Green.

**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.  
Motion by President Molly Green and Seconded by Secretary Denis Morales

**III. Agenda Items**

1. Teacher Appreciation Week  
Introduced by Molly Green
  - Discussion on the activities planned throughout the week (May 9-13).
  - Staff Lounge will be decorated and transformed to the "Friends" TV Series Theme.
  - PTO Board and Members will decorate the Staff Lounge on Friday, May 6th.
  - PTO Board and Members will conduct daily delivery, set-up, and breakdown duties.
  - PTO Board and Members will coordinate the Staff Luncheon on - 5/13/22.
  - PTO Board and the Teacher Appreciation Week Committee have coordinated all necessary purchases / deliveries and maintained a spreadsheet of all expenditures corresponding to the week's activities.
  - Staff Appreciation correspondence will be sent out to parents/guardians with the Wednesday folders.
  - Copies coordinated by President Green and Principal Ledbetter.

2. Board Elections  
Introduced by Molly Green
  - Nominating Committee will present the Slate of Approved Nominees for election.
  - **\*PTO Board Elections will take place in accordance with existing TBE/PTO By-Laws, by members present at the next General Meeting held on Wednesday, 5/11/2022, at 08:30am - TBE Cafeteria**
  - Discussion on adding a Non-Board position of “Volunteer Coordinator” to assist the newly-elected Board with various PTO activities / functions scheduled throughout the 2022-2023 School Year.
  
3. 5th Grade Graduation  
Introduced by Molly Green
  - Discussion on having the PTO donate a Cupcake-Cake for the on-campus graduation.
  
4. Other Business  
Introduced by Molly Green
  - Kindergarten Round Up is scheduled on-campus for 5/20/22 (PTO Board invited)
  - Leadership Day is scheduled on-campus for 5/26/22 (PTO Board invited)
  - Christine High is coordinating with the vendor to finalize a price list for pre-orders of School Supply Kits for the 2022-2023 year. Details forthcoming by end of week.
  - Discussion to conduct the Installation Ceremony for the newly-elected Board Members during the End-of-Year Special Board Meeting scheduled for 5/27/22 at 09:30am (note: early dismissal day).

#### **IV. Agenda and Time of Next Meeting**

The next PTO Board meeting will be held at 09:30 AM on Friday, May 27th, 2022 (Installation Ceremony) \* Meeting format / location is pending.

The meeting was adjourned at 10:12 AM by President Molly Green

Minutes submitted by: Denis Morales, PTO Secretary

Minutes approved by: Molly Green, PTO President