

Tommie Barfield Elementary School
Minutes of the Monthly Board Meeting of the Parent Teacher
Organization (PTO)
May 27, 2022
09:30 AM

Location of Meeting:

Tommie Barfield Elementary School - Administration Conference Room
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, Secretary-Elect Sarah Greif, Treasurer-Elect Shaunna Rohletter, Volunteer Coordinator Siobhan St. Amour

The Board meeting of the Parent Teacher Organization (PTO) of Tommie Barfield Elementary School was called to order at 0930 AM on May 27, 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. Grad Signs
Introduced by Molly Green
 - Discussion on the protocol to advertise sales at an earlier date for 2022-2023.
 - It was requested by the Printing Vendor that future orders be made in groups of 10.
 - As of meeting date, 25 signs had been ordered at \$20.00 each.

2. School Supplies (Pre-Orders)
Introduced by Molly Green
 - Discussion on sending out a second email notice to all TBE parents / guardians.
 - The deadline to place orders that will be delivered directly to TBE is 6/30/22.
 - As of meeting date, 68 pre-orders have been purchased.

3. Registration of Future Vendors
Introduced by Molly Green
 - Discussion on need to proactively pursue the registration of all anticipated vendors.
 - Discussion on requirements to complete Pre & Post Event forms for all events that involve financial components / reports / receipts / checks, etc.
 - Tropical Smoothie Cafe is now an approved vendor.

4. Teacher Wish-List
Introduced by Molly Green
 - Amazon is an approved vendor.
 - Discussion on the availability to purchase items from Amazon.
 - Discussion on protocol requiring teachers to complete designated forms for all wish-list items received.

5. Teacher Appreciation Week
Introduced by Molly Green
 - The series of week-long events were all well-received and completed successfully.
 - The total for Teacher Appreciation Week expenditures was reported as: \$3,471.53

6. 5th Grade Graduation Ceremony
Introduced by Molly Green
 - Scheduled for Thursday - 6/2/2022 @9:00am - TBE Cafeteria.
 - The PTO will purchase / donate cupcakes for post-ceremony (8am pickup - Publix).
 - Discussion to have the PTO assist with minimal Pre-Graduation Ceremony set-up on Wednesday, 6/1/22 @1:30pm.

7. Win-Wednesday
Introduced by Molly Green
 - 6/1/2022
 - 5th Graders will wear Grad Shirts distributed to them the day prior (5/31/22).
 - Treats, Yearbook Signing, Graduation Rehearsal, etc.

8. Installation Ceremony
Introduced by Molly Green
 - The Newly-Elected 2022-2023 TBE - PTO Board was officially recognized as:
President - Janice Cox
Vice President - Christine High
Secretary - Sarah Greif
Treasurer - Shaunna Rohletter
*Volunteer Coordinator - Siobhan St. Amour

9. New Business

Introduced by Molly Green

- Electronic Copies of all PTO Meeting Minutes (Board and General) for the 2020-2021 and 2021-2022 School Years were previously furnished to each Board Member in PDF Format for posting.
- Outgoing Secretary Denis Morales will forward a non-PDF copy of the last General Meeting Minutes and this current Board Meeting Minutes to the newly-elected President and Secretary, to assist them in future documentation.
- Treasurer Janice Cox reported the ending PTO Budget Balance of \$5,801.84 for the 2021-2022 School Year.

IV. Agenda and Time of Next Meeting

The next PTO Board meeting will be held at 09:00 AM on Tuesday, July 26th, 2022. This will be the first meeting for the 2022-2023 School Year.

* Meeting format / location is pending.

The meeting was adjourned at 10:20 AM by President Molly Green

Minutes submitted by: Denis Morales, PTO Secretary

Minutes approved by: Molly Green, PTO President