

**Tommie Barfield Elementary School**  
**Minutes of the Monthly Board Meeting of the Parent Teacher**  
**Organization (PTO)**  
**July 25, 2022**  
**09:00 AM**

**Location of Meeting:**

Virtual meeting via Webex

**Present at Meeting:** Principal Alyssa Ledbetter, Assistant Principal Dana Franklin-Riashi, President Janice Cox, Vice President Christine High, Treasurer Shaunna Rohletter, Secretary Sarah Greif, Volunteer Coordinator Siobhan St. Amour

The Board meeting of the Parent Teacher Organization (PTO) of Tommie Barfield Elementary School was called to order at 0900 AM on July 25, 2022, by PTO President Janice Cox.

**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 Janice Cox and Seconded by Secretary Sarah Greif

**III. Agenda Items**

1. Lunch delivery for teachers for Monday August 8th  
Introduced by Janice Cox
  - Siobhan St. Amour and Christine High will pick up either Publix trays or Joeys at 11:00am on 8/8/22 and deliver to school by 11:30am.
  - Shaunna Rohletter will contact Mary regarding Joey's vendor status.
  
2. School Supplies  
Introduced by Janice Cox
  - Christine High will confirm if delivery date is 8/3/2022.
  - Supply kits will be delivered at the crossroad entrance.
  - Janice Cox and Christine High will deliver kits to classrooms on 8/5/2022 in the morning.
  - Discussion on potentially adding labels to kits to contact PTO if parents have questions/concerns.
  - Discussion for Jody McCarty to add a message on the school website to contact PTO with questions/concerns regarding school supply kits and linking the PTO email address.

3. PTO Communication with parents  
Introduced by Janice Cox
  - Barfield Banner is going well.
  - Discussion on appointing one person to be in charge of posting on social media.
  - Discussion on perhaps posting event dates a year ahead of time for parents.
  - Discussion on sending anything PTO wants posted on school website to Principal Ledbetter for approval.
  - Discussion about Siobhan heading up the task to compile a list of bounced back parent emails. PTO can then confirm emails with front office to check for spelling errors.
  - Discussion on having Marcia Romero adjust template to allow parents more room to write contact information to reduce error.
  
4. Finalize PTO Committees  
Introduced by Janice Cox
  - Discussion on having a sign-up sheet at first general meeting.
  - Discussion on appointing certain PTO members as heads of each committee (Mary is interested in heading the Holiday Shoppe).
  - Monthly staff breakfast will replace stock the fridge committee. Principal Ledbetter will email Janice Cox regarding the first staff breakfast.
  
5. New PTO Fundraises/gifts for the upcoming year  
Introduced by Janice Cox
  - First Dine out is scheduled at Joey's on 8/17/2022.
  - Discussion on Amazon smiles. Principal Ledbetter will look into what paperwork will be required and will discuss further.
  - Tommie Barfield will participate in the 2022 Marco Island Christmas parade.
  - Discussion on setting up a 5k run that is open to the community. Discussion on approaching Deana Richett to help promote.
  - Discussion on setting up separate bank account for PTO in the future. Janice Cox will talk to Laurel Oaks PTO to discuss.
  
6. Event dates for 2022-2023  
Introduced by Janice Cox
  - Curriculum night is scheduled for 8/30/2022 in the evening.
  - Tissues and Tears is scheduled for 8/10/2022. PTO will set up table on 8/9/2022.
  - Principal Ledbetter will email PTO if event dates change from discussion.

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

The next PTO Board meeting will be held at Tommie Barfield Elementary at 08:45 AM on Tuesday, August 30th, 2022.

The next General PTO meeting will be held at Tommie Barfield Elementary 08:45 AM on Tuesday, September 6th, 2022.

This will be the first General PTO meeting for the 2022-2023 School Year.

The meeting was adjourned at 10:20 AM by President Janice Cox

Minutes submitted by: Sarah Greif, PTO Secretary

Minutes approved by: Janice Cox, PTO President