

**Tommie Barfield Elementary School**  
**Minutes of the Monthly Board Meeting of the Parent Teacher**  
**Organization (PTO)**  
**August 30, 2021**  
**9:00 AM**

**Location of Meeting:**

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

**Present at Meeting:** Principal Alyssa Ledbetter, Assistant Principal Dana Franklin-Riashi, 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 August 30, 2021 by Virtual Meeting held via WebEx Call by PTO President Molly Green.

**I. Approval of Agenda**

The Agenda for the meeting was distributed and Unanimously Approved.

**II. Review of Previous Minutes**

The Minutes of the previous Board Meeting were Unanimously Approved.

**III. Agenda Items**

1. School Supply Kits Update  
Introduced by Molly Green
  - All purchased kits were received and distributed to the applicable students.
  - The following issues were reported:
    1. 2 Parent/User errors occurred when ordering.
    2. 1 order was received but misplaced in another classroom and later found.
    3. 2 Headphones were received in non-working order.
    4. 1 Box of Binders was received but overlooked during the challenges associated with 1st week preparations.
  - \*The company has been notified and the two inoperable headsets will be replaced.

2. CPLs  
Introduced by Molly Green
  - All Grade/Classrooms, except 4, now have an assigned CPL.
  - Exceptions: 1 Kindergarten Class, 1 Second Grade Class & 2 Fifth Grade Classes
  - Principal Ledbetter will have the 4 Teachers send out a ClassTag request.
  
3. PTO Communications with Parents  
Introduced by Molly Green
  - A Motion to Approve the Design Proof for the Banner to be placed along the school's perimeter fence was made by Molly Green and Seconded by Denis Morales. The Motion was Passed without opposition.
  - Principal Ledbetter will be handling the logistics of having the banner priced and printed for display.
  - Discussion to continue providing notifications on the Barfield Banner platform.
  - Discussion to continue use of PTO Email for postings and distribution of reminders from the TBE Administrative Office.
  
4. PTO Committees  
Introduced by Molly Green
  - Discussion on the applicability of the following committees: Fundraising, Bulletin Board, Holiday Shoppe, Teacher Appreciation, Monthly Staff Breakfast / Stock the Fridge (will continue assigned by grade levels via Sign-Up as done last year).
  - Discussion to add: Graduation Committee, School Dance Committee (if permitted).
  
5. PTO Fundraising for 2021-2022  
Introduced by Molly Green
  - Moneys fundraised from previous years remain available because of purchasing limitations during Covid restrictions.
  - Dine-Around (Texas Roadhouse) remains under discussion.
  - Friday Jean Day - Mrs.Ledbetter will gather further information upon discussion with other principals that have participated in this strategy.
  - Discussion on option of a Penny Drive.
  - Discussion to continue this year with "Mini-Fundraiser" strategies, as done last year.
  - Discussion to continue strategy of establishing fundraising goals per Grade Level, rather than single student goals.
  - Discussion to have rewards given as entire Grade Levels based on collective achievements, with activity-based rewards as was done last year.
  - All Board members expressed agreement with this strategy which proved successful and was well-received by students, parents, and staff.
  - Mrs. Ledbetter indicated that the PTO would be receiving funds in the amount of \$1,300 pursuant to fundraising efforts in cooperation with the Winn-Dixie Supermarket.

5. PTO Fundraising for 2021-2022 (Continued)
  - Discussion on strategies to promote additional participation from willing restaurants/ establishments with a 10%-20% fundraising cooperation based on the pre-tax bill.
  - Discussion to continue fundraising efforts with the sale of Pumpkins and an augment from \$1.00 to \$3.00.
  - Discussion on the feasibility of a "Drive-thru" Halloween/Pumpkin Event on Friday, 10/29/2021, with p/car donations.
  - Discussion to create and promote link with the program AmazonSmile as a fundraising strategy.
  
6. Event dates for 2021-2022 School Year
  - Introduced by Molly Green
  - Curriculum Night: 9/14/2021  
(K through 2nd) 4:30pm - 5:15pm and (3rd through 5th) 5:15pm - 6:00pm
  - \*First PTO General Meeting will be right after the second session.
  - Picture Day: 9/14/2021
  - Pumpkin Sales: 10/04/2021 \*tentative date
  - Walk/Bike to School Day: 10/6/2021
  - \*Expecting Donations from MIPD and perhaps other area resources
  - Holiday Shoppe: Preview Day 11/29/2021 Shopping: 11/30/2021 through 12/6/2021
  - \*Based on limitations in accordance with Covid restrictions
  - Dads Take Kids to School Day: Projected for November 2021
  - Volunteer Orientation: Undetermined based on Covid restrictions
  - Monthly Breakfast Dates: will be confirmed at our next PTO Board Meeting
  
7. New Business
  - Introduced by Molly Green
  - Discussion on obtaining an Amazon Wishlist from Teachers for specific donations on their birthday.
  - Efforts to establish and fund a dedicated Memorial area for Ms. Torres remain in-progress.

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

The next Board meeting will be held at 9:00 AM on Monday, October 4, 2021  
The agenda for the next Board meeting will be forthcoming.

The meeting was adjourned at 10:26 AM by President Molly Green

Minutes submitted by: Denis Morales, PTO Secretary

Minutes approved by: Molly Green, PTO President