

**Tommie Barfield Elementary School**  
**Minutes of the Monthly Board Meeting of the Parent Teacher**  
**Organization (PTO)**  
**October 10, 2022**  
**08:45 AM**

**Location of Meeting:**

Tommie Barfield Elementary School- Conference room  
101 Kirkwood Street  
Marco Island, Florida 34145

**Present at Meeting:** Principal Alyssa Ledbetter, Vice President Christine High, Treasurer Shaunna Rohletter, Secretary Sarah Grief, Volunteer Coordinator Siobhan St. Amour

The Board meeting of the Parent Teacher Organization (PTO) of Tommie Barfield Elementary School was called to order at 0845 AM on October 10th, 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.  
Motion by Vice President Christine High and Seconded by Secretary Sarah Greif

**III. Agenda Items**

1. General meeting and Dine out date changes  
Introduced by Christine High  
-PTO board and Principal Ledbetter agree to a date change for the next PTO general meeting to be on 10/19 at 8:45am in the media center.  
-PTO board and Principal Ledbetter agree to a date change for Italian Deli dine out to be on 10/25 5pm-9pm.  
-Christine will print and drop off half sheet paper announcement with date changes to go out in Wednesdays communication folders.
2. By law amendments  
Introduced by Christine High

- Proposed changes approved by PTO board.
- PTO board will create committee descriptions to have for our records not to be included in by laws.
- Principal Ledbetter and board agree to a \$1500 minimum account balance.
- By law changes will be voted on in the November general PTO meeting.
- By law changes will be posted online.

3. Pumpkin Sales

Introduced by Christine High

- PTO will need two tables for each location.
- Siobhan and Christine will arrive at TBE at 7:15 am on 10/12 and 10/13 to assist with set up and sales.
- PTO will accept donations to help cover costs for children who are unable to purchase. PTO will work with the school to help any child with pumpkin and or supplies to help decorate.

3. Fundraising

Introduced by Christine High

- Principal Ledbetter has not heard back from Winn Dixie at this time. We will table shelling bucket fundraiser at this time and revisit again later this year.
- Principal Ledbetter and board agree to rotate between list of approved dine out locations.
- PTO board introduced Penny war fundraising idea to help aid with hurricane relief to be done in November through December. Board will present idea at general meeting to finalize details. Children can present fundraiser to the entire school on 10/28 assembly.
- Magnets will be sold at Parent lunch on 10/14.
- Discussion about utilizing OK KORAL for TBE spirit wear fundraising.

4. Book Fair

Introduced by Christine High

- Christine will create a volunteer sign up link for CPLs to distribute via email.
- Book fair dates are tentatively 10/24-10-28.

5. Social Media

Introduced by Christine High

- Any events posted on school calendar is approved for social media posts. Shaunna will email Principal Ledbetter for approval for any other events/information PTO board wishes to post.
- Principal Ledbetter will work on getting a list of approved vendors for PTO board to have for our records.

-Shaunna will create a schedule for turning in receipts and will keep copies for our records.

6. Upcoming events

Introduced by Principal Ledbetter

-Veterans Day assembly will be 11/9 at 1:30pm

-Thanksgiving feast will be 11/18 in lieu of parent lunch. PTO will help provide volunteers.

-Christine will email Holiday Shoppe paperwork.

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

The next PTO Board meeting will be held via Webex at 08:45 AM on Tuesday, November 8th 2022.

The next PTO General meeting will be held at Tommie Barfield Media center at 08:45 on Wednesday, October 19th 2022.

The meeting was adjourned at 10:00 AM by Vice President Christine High.

Minutes submitted by: Sarah Greif, PTO Secretary

Minutes approved by: Christine High, PTO Vice President