

**Tommie Barfield Elementary School**  
**Minutes of the Monthly Meeting of the Parent Teacher Organization - PTO**  
**October 19th, 2022**  
**8:45 AM**

**Location of Meeting:**

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

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

(See Sign-Up Sheet for list of Non-Board attendees)

The Regular Meeting of the Tommie Barfield Elementary School - Parent Teacher Organization (TBE-PTO) was called to order at 0845AM on October 19th, 2022 by PTO Vice President Christine High.

**I. Approval of Agenda**

The Agenda for the meeting was distributed and Unanimously Approved.

**II. Review of Previous Minutes**

Motion was made by Christine High and Seconded by Sarah Greif to approve the Minutes of the previously held TBE-PTO General Meeting.

Motion Passed without objections.

**III. Discussion of Agenda Items**

1. Introductions  
-Amended by laws are posted and will be voted on 11/8 general meeting.
2. Treasurers Report  
Shaunna Rohletter  
-As of 10/19/2022 PTO account stands at \$8002.52.

3. Hurricane Relief
  - PTO will be accepting donations for hurricane relief for two TBE teachers. Money is to be given to front office.
  - Penny war fundraiser will be presented at school assembly on 10/28. Monies raised will go to hurricane relief.
  - Discussion on perhaps still doing a spring fundraiser.
4. Pumpkin sales recap
  - 510 pumpkins were sold.
  - PTO will sell for \$2 for 2023 school year to cover cost of inflation.
  - Volunteers are needed for 10/24 at 8:30am.
5. Dine outs
  - Next dine out will be held at the Italian Deli 10/25. Sarah Greif will post reminder at the book fair during family night.
  - November dine out TBD.
6. Magnet update/Spirit wear
  - Magnets will be replaced by OK KORAL. PTO will issue replacements or refunds to those who previously bought magnets.
  - Spirit wear fundraising idea was well received. Will plan and discuss for potential future fundraiser.
7. Book Fair
  - Book fair will run 10/24-10/28.
  - Family night is 10/25 3:30pm-6pm.
  - [signup.com](https://signup.com) will go out for volunteers.
8. Veterans Day, Quarter 1 Celebration assembly and thanksgiving feast
  - Veterans Day assembly will be held 11/9 at 1:30pm.
  - 5th graders will perform at assembly for 3rd grade, 4th grade and Veterans.
  - Volunteers needed to make balloon arches after 11/8 PTO general meeting.
  - Thanksgiving day feast will be held 11/18.
  - [signup.com](https://signup.com) will go out for volunteers for 11/16 to prep and 11/18 to help serve and sell tickets.
9. PTO Committee Reports
  - Ashley Heflin
  - 10/25 5th grade sponsored staff breakfast's theme is apples

- Next staff breakfast will be held on 11/29 and will be sponsored by 4th grade.
- [signup.com](#) will go out for volunteers for setup and food donations.

10. Holiday Shoppe and Marco Christmas street parade

Introduced by Christine High

-Set up dates will be 11/28-29th.

-Selling dates will be 12/2-12-9 with potential extra day of 12/12.

-[signup.com](#) will go out to get volunteers for set up and sale days.

-PTO members are encouraged to bring in any old Christmas/Holiday decorations to donate for decorating.

-Christmas parade will be held on 12/10. Staff members only will be participating.

#### **IV. Next Meeting**

**The next General Meeting of the TBE - PTO will be held on November 8th at 8:45am in the Media Center**

**The next Board Meeting of the TBE - PTO will be held on November 1st time is TBD via WebEX**

This meeting was Adjourned at 10:00AM by PTO Vice President Christine High

Minutes submitted by: Sarah Greif, PTO Secretary

Minutes approved by: Christine High, PTO Vice President