# Laurel Oak PTO 2020-2021 May 27, 2021

1. Call to Order – Quorum
   * + 1. Michelle Mullman – President
       2. Stephanie Feldman – Treasurer
       3. Cara Parker incoming Secretary
       4. Sherrie Goesling – Hospitality
       5. Brynn Tayar – Enrichment and Spirit Wear
       6. Andrea Chaney – Teacher Representative K-1
       7. April Varga – Teacher Representative 4-5
       8. Sheila Blaisdell - Teacher Representative 2-3
       9. Brian Castellani – Principal
       10. Sara Borgatti – GLR K
       11. Lynne Hooker – GLR 1
       12. Katie Thompson – GLR 1
       13. Kelly Erdman – GLR 2
       14. Stephanie Haddaway – GLR 3
       15. Sheena Lawson – GLR 4
       16. Collen Parsons – GLR 5
2. Attendee Roll Call & Introductions
3. Notice of Meeting
4. Approval of minutes from May 2021 meeting
5. **New Business:**

1. Board Updates and Committee Updates – Swear In New Board Members (Stephanie Haddaway, Sara Borgatti) and Review Roles for next year. Introduce new committee leads.

2. Welcome Back 2021-2022 Event & Dates - Planning

3. Financials Review Final Budget 2021-2022

4. Financials Review close out 2020-2021

* May Prelim 2021 P&L
* Payment to Grades from Silent Auction – K / 4 Update
* Approve Classroom Funding $50 per teacher
* Approve Additional Classroom Funding for $50 – for classrooms only – one time special event
* Approve of Staff Gift - $1200

7. Committee Updates

1. *Room Parent Coordination – review team and role descriptions*
2. *Fall Festival – date October 22nd outside only event (Silent Auction Online)*
3. *Winter Walk-a-thon – Friday Feb 11th*
4. *Photo and Yearbook Team – Need to confirm the contract*
5. *Book Fair – Need to confirm dates*
6. *Holiday House – Onsite Dec 6th – Dec 10th*
7. *PTO Enrichment – Golf Team Tryouts and Info Session for Lego and Odyssey – Date TBD*
8. *School Supplies, Planners – Kit on Sale until end of June*
9. *School Spirit – Dolphin Logo Update and Shirt Color Proposals*
10. *Kindness Korner – Giving Tree, Fall & Spring Volunteer Event*
11. *Box Tops & Amazon Smile – n/a*
12. *Staff Appreciation – Welcome Back Luncheon – Ideas?*
13. *Dolphin Sponsors – n/a*
14. *Communication – Need a social media coordinator*

8. Open Discussion

9. Next Steps Review & Adjournment

Note: Each Agenda item will first be discussed by Board of Directors only. Comments/Questions will be taken, *during Open Discussion* (limit 3 minutes each) after agenda items have been voted on by board.

**PLANNING DISCUSSION NOTES** *Submitted by Michelle Mullman, President*

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** |
| * CALENDAR REVIEW   2021- 2022 | * Board Meetings – 1st Thursday of Month at 3:15pm. Webex Format * JULY:   + Week of 7/26 – PTO Board Check In Meeting and Start of Shopping   + **NOTE** – Classroom Wishlists should be updated by 7/26 * AUGUST:   + 8/4 – welcome back lunch   + 8/6 – distribution day   + 8/10 – first day of school   + 8/27 – 1st Spirit Sale Event Ends * SEPTEMBER:   + Fall Pic Day – TBD   + Spirit Spy Starts   + 9/24 – 2nd Spirit Sale Event Ends   + Book Fair * OCTOBER:   + Staff & 5th Grade Pano Pics – TBD   + 10/19 – Silent Auction Kicks Off   + 10/22 – Fall Festival & Art Show * NOVEMBER:   + Art Show Sales   + Community Volunteer Day * DECEMBER:   + 12/6 – 12/10 Holiday House * JANUARY:   + Make Up Picture Day   + Club Picture Day   + Book Fair * FEBRUARY:   + 2/11 – Walk A Thon   + 2/11 – Souper Bowl * MARCH:   + Yearbook Creation and Sales   + Community Volunteer Day   + Field Day * APRIL:   + Book Fair * MAY:   + 5/2 – 5/6 – Staff Appreciation Week   + Spring Fling Events | * Finalize * Confirm with Media Center * Confirm with Vendors HH, Lifetouch |
| * WELCOME BACK EVENTS & FUNDING | * PTO to host Luncheon on August 4th for all Staff * PTO and GLR Members to be on site August 6th for supply distribution (planners, kits, folders) * STAFF GIFT – New Spirit Wear Shirt for Year * Classroom Funding - $50 per classroom funding | * Approvals for funding |
| * SCHOOL SUPPLIES | * Planners - $TBD * Folders - $TBD * Pouches - $TBD * School Supply Kits on Sale – TBD * Sunshine State Readers for K-5 - $TBD * Total Estimated Expenses for July – September: $TBD | * Approvals for funding |
| * FINANCIALS 2020-2021 | * May 2021 Financials balance: $ * May Spending: $ \*\* * May Income: $ \*\* * May Balance: $ TBD * Expenses in June 2021:   + tbd * Balance estimate will be in $ in June: TBD | * Publish financials on website |
| * FINANCIALS 2021-2022 | * FY 2021-2022 Financials balance: $ * FY Spending: $ \*\* * FY Income: $ \*\* * Balance estimate will be in $ in May 2022: TBD | * Finalize assumptions |
| * ROLES DISCUSSION | * New Board Members:   + Stephanie Haddaway   + Sara Borgatti * Board Members Stepping Down   + Stephanie Feldman   + Brynn Tayar * GLR ROLES DISCUSSION   + Currently GLR attend monthly meeting, organize fall baskets, look at grade activity for pictures   + PROPOSED CHANGE – GLR to organize the Fall Festival Event / Volunteer at Walk A Thon / Holiday House / Work with Teachers as needed   + TEACHERS – How can they use GLRs? IDEAS? | * Update roles and responsibilities chart to reflect new GLR definition * Finalize GLR lists for next year * Finalize board changes for year end 2022 |

**MEETING DISCUSSION & NEXT STEPS** *Submitted by Cara Parker, Secretary*

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVAL NEEDED** |
| Financials | * 2021-22 school year will start with approx.. $75k in cash. * New budget is optimistic yet conservative. There will be more activities and projecting solid fundraising. Projecting Total Revenue of $108MM and Net Income of $13MM. Staff gifts is in budget (new staff shirts). * Need approval for one time expense of additional $50 for classroom wish list funding. This will total $100 per class from PTO to cover amazon wish list classroom funding. Michelle will start shopping at end of July. * 4th grade has received a check from Fall Festival Fundraiser Silent Auction basket money. * Kindergarten has chose to carry over their $1000 to next year (booked as a liability) They are in process of getting the pavement painted with activities. * Cara Parker will be the incoming Treasurer for 2021-22 school year. Therefore the Bank account will have her name added and Stephanie Feldman removed. | * Transition from Stephanie to Cara | Approval is requested for Special Allocation of $50; a special classroom funding bonus of $50.  Bank account to have Cara Parker added and Stephanie Feldman removed.  Motion Made by:  Stephanie Feldman  1st approved: Cara Parker  2nd approved: Brynn Tayar |
| Board / GLR Assignments | Board Members:   * Treasurer: Stephanie Feldman as outgoing; Cara Parker as incoming. * Secretary: Cara Parker as outgoing; Kelly Erdman as incoming. * Vice President: Brynn Tayar as outgoing; Stephanie Haddaway as incoming.   Sherrie Goesling as outgoing; Sara Borgatti as incoming.  Grade Level Representatives:   * Kindergarten: Katya Ewy * First Grade: Liz Sanchez * Second Grade: Katie Thompson (need one more person) * Third Grade: Erin Dal Santo * Fourth Grade: Robin Babbo * Fifth Grade: Sheena Lawson |  | Approval is requested to welcome the new PTO Board Members for the 2021-22 school year.  Motion Made by:  Cara Parker  1st approved: Michelle Mullman  2nd approved:  Brynn Tayar |
| Committee Information | * Winter Party & End of School Year Party – PTO will fund $750 to each grade level ($1500 total for year for each grade level) * GLRs help with the Winter Party & End of School Year Party process and anything else grade level teams need. GLRs will also support the room parents. Idea was brought up to create a Google Doc for each grade level where information about the events are shared with GLRs, Grade Level teachers etc. * GLRs will also help coordinate Art Show that takes place at Fall Festival. GLR makes sure every kid has art submitted for Art show. * Marissa will be new photo contact. * Daniela will be yearbook coordinator. * School Supply Kit website is up and running and info has been sent out. Marissa is coordinator. * Erin Dal Santo will help with social media and newsletter going forward. | * Need to find a parent to coordinate Odysset with teacher rep Mrs Cottrell. |  |
| Dates & Upcoming School Year Plans | * Looking to hold Fall Festival on a Friday evening in October or November (Silent Auction will remain online & Art show will be displayed) * Yearbook sale will be held at 7:30am at Front School entrance of LOE on 6/3/21. * Holiday house will be on campus again and business as usual. Vendor gave gifts from this past year’s sale. They were offered to Kindergarten team to use as treasure box items or they will be used for spirit spy in the 2021-22 school year. * New Dolphin logo with help of Sara Borgatti. Il Primo is the business sponsor and will be featured on back of planner. Planners will be ordered in early June. * Back to School Luncheon will be catered by Poached again on the Tuesday before school starts. * Spirit Wear will include a tie dye (blue & green) option this next school year as well as a solid color (navy?) with new dolphin logo. Sweatshirt will have Laurel Oak down the sleeve. No v-necks and women’s special fit for staff (manufacturer issue). Early Access sale for spirit wear will begin in August. * Spirit Spy will be done by the PTO back on campus in the Fall (once a month). * Abby Fuller will get a Volunteer in Community event going for the 2021-22 school year. * Box Top: Need more automation and more users. Need to Brain Storm. * Look at putting banners on fence at Immokalee road entrance of the Dolphin business sponsorships.   + 2019-2020 Music received funds   + 2020-21 PE receives funds   + 2021-22 Music will receive funds | * Check on dates where there isn’t a GCHS football game in October or November * Need co-coordinator for Holiday House. |  |
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**MEETING LOGISTIC NOTES May 27, 2021** *Minutes Submitted by*: Cara Parker, Secretary

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVALS** |
| * Call to Order | TBD  Web Ex | n/a | Stephanie Feldman  Michelle Mullman |
| * Attendee Roll Call | **Attendees:**  Michelle Mullman – President  Stephanie Feldman – Treasurer  Brynn Tayar – Third VP  Cara Parker - Secretary  Sherrie Goesling – Second VP  Andrea Chaney – Teacher Representative  April Varga – Teacher Representative  Sheila Blaisdell – Teacher Representative  Brian Castellani – Principal | n/a | n/a |
| * Notice of Meeting | **Meeting Called to Order at** 3:18pm  **Quorum Present:** Yes | n/a | **YES, Passed:**  *Motion made by*: Stephanie Feldman  1st approved: Cara Parker  2nd approved: Michelle Mullman |
| * Approval of minutes from last meeting | Waived the reading of the minutes from May 13, 2021 | * Upload the meeting notes to be available on PTO Website | **YES, Passed: Stephanie Feldman**  1st approved: Cara Parker  2nd approved: Brynn Tayar |
| * Open Discussion | * n/a |  | End of Meeting at 4:12pm. |