Laurel Oak PTO 2021-2022 February 3, 2022

1. Call to Order – Quorum
	* + 1. Michelle Mullman – President
			2. Cara Parker – Treasurer
			3. Kelly Erdman- Secretary
			4. Mallory Baker – Hospitality
			5. Sara Borgatti – Spirit Wear, 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. Katya Ewy – GLR K
			11. Liz Sanchez – GLR 1
			12. Jennifer Sheffield – GLR 2
			13. Erin Dal Santo – GLR 3
			14. Robin Babbo – GLR 4
			15. n/a – GLR 5
2. Attendee Roll Call & Introductions
3. Notice of Meeting: https://colliercountyschools.webex.com/meet/scranj
4. Approval of minutes from January 2022 meeting
5. **New Business:**

1. Calendar Review - Spring

2. Art Sale – Heart Art

3. Yearbook Updates

4. Walk A Thon Planning

5. Souper Bowl Planning

6. Staff Appreciation Early Planning

7. Financials Review

* Jan prelim 2021 P&L Review
* Silent Auction Basket Money Earnings – Valentine Day Party Funding 4th grade TBD
* Business Sponsorship Funding Review – Music Department ($500 remaining)
* Spring Wishlist Classroom Funding Overview - $6,107 spent to date *Missing Teacher Wishlists, Tech, Art, Music*
* *Landscape Project Approval Needed - $5,000*

8. Committee Updates

1. *Room Parent Coordination – n/a*
2. *Fall Festival – n/a*
3. *Winter Walk-a-thon – above*
4. *Photo and Yearbook Team – above*
5. *Book Fair – n/a*
6. *Holiday House – n/a*
7. *PTO Enrichment – LEGO Team updates, Odyssey updates*
8. *School Supplies, Planners – n/a*
9. *School Spirit – n/a*
10. *Kindness Korner n/a*
11. *Box Tops & Amazon Smile – n/a*
12. *Staff Appreciation – see above*
13. *Dolphin Sponsors – Thank You Banner*
14. *Communication – Feb Newsletter 2/3*

9. Open Discussion

10. 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
* FEBRUARY:
	+ 2/10 – Spring PTO Presentation
	+ 2/11 – Walk A Thon
	+ 2/11 – Souper Bowl
	+ End of Feb – end of Art Sale
* MARCH:
	+ Yearbook Creation and Sales end 3/28
	+ Community Volunteer Day
	+ Field Day
* APRIL:
	+ Book Fair
* MAY:
	+ 5/2 – 5/6 – Staff Appreciation Week
	+ Spring Fling Events
	+ June 2 – Sun N Fun
 |  |
| * YEARBOOK / PICS
 | * Cover - Complete
* Candid picture collection will end AFTER Walk A Thon
* Teachers should add pictures from December events and anything in January / Feb
* Spring individual pictures – 2/4
* Club and Class pictures – 2/4
* Yearbook Sale Begins –same pricing as last year – no early bird pricing
* Yearbook Club to focus on reminders to order yearbook on news
 | * Yearbook Club to continue picture collection process
 |
| * WALK A THON
 | * Mr. Gomez to lead kick off parade 2/10
* Prizes ordered in advance
* 6 biz sponsors signed up for back of shirt – TBD
* News Reminders Needed
* Dr Pinney – reach out to create content
 | * Reporting Updated Daily
 |
| * SOUPER BOWL
 | * Date 2/11
* Similar event as in past (4 soups / 1 vegetarian), salads, rolls, water, cookies
* 4 gift cards for prizes to be provided by PTO
* Poached donating soup
 | * Any changes?
 |
| * FINANCIALS JAN - FEB 2022
 | * Jan Starting Balance: $77,613.14
* Expenses: $24,602
* Revenue: $0
* Estimated Expenses in February 2021: $8,000
	+ Landscaping $5,000
	+ Walk A Thon $3,000
	+ Walk A Thon Revenue $40,000
* Balance estimate will be in $ in beginning March $85,011
 | * Publish financials on website
 |
| * ART SHOW
 | * Art Sale – Heart Art
* Fall Sale Spending complete
 |  |
| * SUN N FUN
 | * June 2nd
* Contract sent for approval
 | * Payment and CCPS Approvals
 |
| * STAFF APPRECIATION WEEK
 | * Theme ?
* Dates: May 2 – 6
* Planning Daily discussion in Feb
 |  |

**MEETING DISCUSSION & NEXT STEPS** *Submitted by Kelly Erdman, Secretary*

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| --- | --- | --- | --- |
| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVAL NEEDED** |
| Theme Day | * The spring theme day will be board games.
* Mallory Baker will come up with a way to support theme day in the courtyard.
 | * Teachers will put games they need on a wish list for parents.
* PTO can help provide materials if necessary
* PTO needs to take inventory of what we have. Some items could be stored in classrooms so everyone has access.
 | n/a  |
| New Staff Appreciation Ideas | * Dr Scrant presented the following ideas for staff appreciation:
1. Spuds and Suds potato bar and root beer floats
2. May the 4th Be With You
3. Mocktails
4. Coffee Bar
5. Truth, Truth, Lie game
6. Auction

Mallory Baker presented the idea of celebrating Fat Tuesday for the staff. | * PTO will consider these ideas when planning Staff Appreciation Week
 | n/a |
| Follow up on PTO school expenditures | * Tissues and paper towels were distributed
* Display cases are awaiting CCPS approval
* Landscaping project is proposed to cost between 5,000-5,500 and a motion was made to begin the project.
 | * n/a
 | Motion Made by : Kelly Erdman1St Approved t: Michelle Mullman2nd Approved: Cara Parker |
|  | * x
 | * n/a
 | n/a |
|  | * x
 | * x
 | n/a |
|  | * x
 | * x
 |  n/a |

**MEETING LOGISTIC NOTES 2/2/2022** *Minutes Submitted by*: Kelly Erdman, Secretary

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| --- | --- | --- | --- |
| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVALS** |
| * Call to Order
 | TBDWeb Ex | n/a | Cara ParkerMichelle Mullman |
| * Attendee Roll Call
 | **Attendees:**Michelle Mullman – PresidentCara Parker – TreasurerSara Borgatti – 1st VPKelly Erdman - SecretaryMallory Baker – 2nd VPAndrea Chaney – Teacher RepresentativeApril Varga – Teacher RepresentativeSheila Blaisdell – Teacher RepresentativeBrian Castellani – PrincipalKatya Ewy – GLR KLiz Sanchez – GLR 1Jennifer Sheffield – GLR 2Erin Dal Santo – GLR 3Robin Babbo – GLR 4 | n/a | n/a |
| * Notice of Meeting
 | **Meeting Called to Order at** 12:15pm**Quorum Present:** Yes | n/a | **YES, Passed:***Motion made by*: Michelle Mullman1st approved: Cara Parker 2nd approved: Kelly Erdman |
| * Approval of minutes from last meeting
 | Waived the reading of the minutes from December 2, 2021 | * Upload the meeting notes to be available on PTO Website
 | **YES, Passed:** *Motion made by:* Cara Parker 1st approved: Michelle Mullman *2nd approved:* Sheila Blaisdell |
| * Open Discussion
 | * Next Meeting: Feb 3, 2022
 | n/a | End of Meeting at 1:21pm. |