Oakridge Middle School PTO 2022-2023 March 29, 2023

1. Call to Order – Quorum
	* + 1. Michelle Mullman – President
			2. Stephanie Feldman – Treasurer
			3. Jaime Hamlin- Secretary
			4. Chrissy Beard – VP
			5. April Varga – Teacher Representative 6th
			6. Rayna Overmyer – Teacher Representative 7th
			7. Mrs DiMea - Teacher Representative 8th
			8. Ronna Smith – Principal
			9. Dede Brownlee – Parent GLR 6
			10. Jaesen Petretta– Parent GLR 7
			11. Jennifer Seidner– Parent GLR 8
2. Attendee Roll Call & Introductions
3. Notice of Meeting: 8:05am Wednesday March 29, 2023 (Chrissy)
4. Approval of minutes from January meeting – Approved (Michelle, Jaime)
5. **New Business:**

1. Calendar Review

* Spirit Night (at PDQs – April)
* Community Volunteering (TBD)
* April TBD – Last BASH
* April 20th – 5th Grade Parent Orientation
* April 21st – 5th Grade Student Orientation
* Staff Appreciation Event – Week 1 of May
* May 18th – 8th Grade Awards Night
* May 19th – 8th Grade Black and White Dance
* May 26th – 8th Grade Celebration

2. Volunteer Needs

* 5th Grade Events
* 8th Grade Events
* 7th Grade Events
* 6th Grade Events

3. Teacher Request

* 5th Grade Orientation Décor - $400 (to be approved)
* 8th Grade Dance - $5,000 (to be approved)

4. Financials Review

* Budget Review to date
* By-Law Update – need to finalize
* Business Sponsorship Updates
* Monthly financials

5. Updates

1. *Fall Festival and Silent Auction– next year planning*
2. *Winter Walk-a-thon – complete*
3. *Holiday House – complete*
4. *Golf – season launches next week*
5. *School Spirit Store and Inventory – 5th Grade Event Sales*
6. *Kindness Korner – TBD Spring Event*
7. *Amazon Smile – does not exist*
8. *Staff Appreciation – complete*
9. *Bulldog Sponsors – Discuss PDQ event and End of Yea*
10. *Communication – website, newsletters, emails*

6. Open Discussion

7. 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****2022-2023** | * Board Meetings – 1st Tuesday of Month at 8:00am – on site
	+ Dinner Night Out ?
	+ Community Volunteer Event – *Raise Funds for Title One School / Staff Appreciation –*
* APRIL:
	+ April 14 - LAST BASH
	+ April 20 – Parent 5th grade orientation
	+ April 21 – Student 5th grade orientation
	+ PTO Planning
* MAY:
	+ Staff Appreciation Event Week 2 of May
	+ 6TH – 8th Grade Celebration Events
	+ May 19th – 8th Grade Dance
 | Finalize Dates and Update Website |
| **BUDGET, SPENDING REQUEST DESIGN** | * Process for approvals of spending requests:
	+ Request Link is now set up on PTO website for staff requests (go to https://www.oakridgemiddlepto.com/ptoboard)
 | * Communicate to Staff
* Need By-Laws
 |
| **FINANCIALS** **MARCH****2023** | * Balance estimate will be in start: April $70,000 estimate

***Estimated*** * Expenses in March remaining 2022: $3,000
* Expenses in April 2022: $5,000
* Expenses in May 2022: $3,000
* Revenue: $0
 | * Publish financials on website
* Need to run financials
 |
| **TEACHER WISHLISTS** | * Back to School Discussion
 | * TBD
 |
| **CANDY SALE** | * When can we sell rest of candy
 | * TBD
 |
| **YEAR END** | * 8th grade planning under way (Fun Day and Dance)
* Total Expense Estimate: $7,000
 |  |
| **STAFF APPRECIATION** | * 5/10 - Snacks
* 5/12 – Luncheon
* Gifts - TBD
 | * Review budget
* Discuss Gift Idea
 |

**MEETING DISCUSSION & NEXT STEPS** *Submitted by Chrissy Beard, Secretary*

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVAL NEEDED** |
| **Spending Requests** | * PBIS – was approved in fall
* Sign Gypsies for 8th and 5th Grade - $200
* 8th Grade Dance - $5,000
* Other
 | * 8th Grade Dance budget to be revisited with specific details at the next PTO Board Meeting
 | **YES, Passed:** *Motion made by*: Michelle1st approved: Chrissy 2nd approved:Jaime  |
| **Other Financial**  | * By - Laws – working on developing based on LOE PTO version
 | * Michelle to create a draft and send to Ronna and Stephanie by April 1st
 | n/a |
| **Business Sponsorship** | * Kwench – need logo
 | * Need logo to do email thank you
 | n/a |
| **Board Meetings and Parent Meetings** | * Email invite to be sent to board members from Ronna
 | * Invites to be sent
 | n/a |
| **Middle School Bash Events** | * ***April 14th – Funds support 6th Grade***
* $5 event
* Ends at 5:15
 | * Michelle is leading coordination
 | n/a |

**MEETING LOGISTIC NOTES 3/29/2023** *Minutes Submitted by*: Michelle Mullman

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVALS** |
| * Call to Order
 | March 29, 2023 8:05AMWeb Ex / Oakridge Middle School | n/a | Michelle Mullman |
| * Attendee Roll Call
 | **Attendees:**Michelle Mullman – PresidentJaime Hamlin - VPChrissy Beard – SecretaryVincent Monzone - AdminstrationJaeson Petretta – GLR 7Jennifer Seidner – GLR 8April Varga – Teacher Representative 6thAmy Diemart - Teacher Representative 8th | n/a | n/a |
| * Notice of Meeting
 | **Meeting Called to Order at** 8:05am**Quorum Present:** Yes | n/a | **YES, Passed:** Michelle, Jaime |
| * Approval of minutes from last meeting
 | Waived the reading of the minutes fromJanuary 2023 | * Upload the meeting notes to be available on PTO Website
 | **YES, Passed:**Michelle, Jaime |
| * Open Discussion
 | * Next Meeting: April 12th, 2023 @ 8:00am
 | n/a | End of Meeting at 8:46am. |