Oakridge Middle School PTO 2022-2023 August 2, 2022

1. Call to Order – Quorum
   * + 1. Michelle Mullman – President
       2. Stephanie Feldman – Treasurer
       3. Jaime Hamlin- Secretary
       4. Chrissy Beard – VP
       5. Tbd – Teacher GLR
       6. tbd – Teacher Representative 6th
       7. tbd – Teacher Representative 7th
       8. tbd - Teacher Representative 8th
       9. Ronna Smith – Principal
       10. tbd – Parent GLR 6
       11. tbd – Parent GLR 7
       12. tbd – Parent GLR 8
2. Attendee Roll Call & Introductions
3. Notice of Meeting: 8:41am Tuesday August 2, 2022
4. Approval of minutes from May 2022 meeting – not needed
5. **New Business:**

1. Calendar Review

2. Committee and Board Roles

* Vote in Stephanie Feldman as Treasurer
* Committee Needs Discussion
* Teacher Reps
* Parent Reps

3. Staff Appreciation Planning – Breakfast Event on August 8th

* Michelle to pick up McDonalds at 6:30AM
* Delivery of food at 7:15am?
* Team set up (location TBD)
* Decorations? Paper Goods needed

4. School Spirit Store

* Online Sales
* Offline Sales and Pickup
* Agree to August Dates
* 8th Grader Spirit Sale Club

5. Financials Review

* Prelim Budget Review
* 2021-2022 Review
* Banking Discussion

6. Updates

1. *Fall Festival and Silent Auction– n/a*
2. *Winter Walk-a-thon – above*
3. *Holiday House – n/a*
4. *PTO Enrichment*
5. *School Spirit Store and Inventory*
6. *Kindness Korner n/a*
7. *Amazon Smile – n/a*
8. *Staff Appreciation – n/a*
9. *Bulldog Sponsors – Advertisements, Banners, Sponsors, Spirit Nights*
10. *Communication – website, newsletters, emails*

7. Open Discussion

8. 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**  **2022-2022** | * Board Meetings – 1st Tuesday of Month at 8:00am – on site * AUGUST:   + August 8th Staff Appreciation Event   + August 8th – New Pups Day (Sell Spirit Wear)   + Fridays: Spirit Wear Sales   + August 25th – PTO FALL EVENT for Parents Virtual and In Person (AM)   + Mighty Mussels Game Night * SEPTEMBER:   + Fridays: Spirit Wear Sales   + Kick off Enrichment Programs (Odyssey and First Lego League) * OCTOBER:   + Fridays: Spirit Wear Sales   + Oct 24: Silent Auction Kicks Off   + Oct 28: Silent Auction Ends   + Oct 28: Friday Family Fun Night * NOVEMBER:   + Fridays: Spirit Wear Sales   + Family Dinner Night Out – Sponsorship Night   + PTO Community Volunteering Day Out   + PTO Giving Tree Launch * DECEMBER:   + Holiday House Event   + PTO Giving Tree   + Staff Appreciation Event * JANUARY:   + Fridays: Spirit Store * FEBRUARY:   + Fridays: Spirit Store   + Walk A Thon   + PTO WINTER Coffee for Parents Virtual and In Person (AM)   + Staff Appreciation – Souper Bowl * MARCH:   + Fridays: Spirit Store   + Walk A Thon Prize Distribution and Event   + Family Dinner Night Out   + Community Volunteer Event * APRIL:   + Fridays: Spirit Store   + PTO Planning   + 8th Grade Formal – Dinner and Dance * MAY:   + Fridays: Spirit Store   + Staff Appreciation Event   + 8th Grade Celebration Events   + End of Year Celebrations by grade | Finalize Dates and Update Website |
| **FUN PTO IDEAS** | * Baseball Game – August 26th – 27th * Everblades Night – Winter * Fall Festival Family Night – October (Homecoming Theme) * Winter Ball - Dance * Spirit Nights (Dinner) * Defy / Rollerskating / Golf – Winter Walk A Thon Prize and School Spirit Night * Silent Auction Prizes * Talent Show Night? * Community Volunteering Events * 8th Grade SUN N FUN? Off Campus Celebration? * 8th Grade Graduation Event? | * Discussion |
| **FINANCIALS**  **JULY – AUGUST 2022** | * July Starting Balance: $TBD * Expenses: $TBD * Revenue: $0 * Estimated Expenses in July 2022: $ * Balance estimate will be in $ in beginning August $ | * Publish financials on website |
| **STAFF APPRECIATION WELCOME BACK** | * Lunch for August 8th Events * Welcome Back Spirit Wear |  |
| **VOLUNTEER COMMITTEES** | * Holiday House * Spirit Wear Sales * Spirit Store * Staff Appreciation Events * Business Sponsorships * Fall Fundraiser * Winter Walk A Thon * 6th Grade Reps * 7th Grade Reps * 8th Grade Reps * Enrichment Coaches * Community Events |  |

**MEETING DISCUSSION & NEXT STEPS** *Submitted by TBD, Secretary*

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVAL NEEDED** |
| New Pups Day – AUG 8 | PTO Table and Spirit Wear Table - Where is the set up?  **7:15am -** Staff Breakfast set up - Michelle, Jaime, Chrissy  **7:30am -** PTO Table and Spirit Wear Set Up - Michelle, Jaime, Chrissy  **8:00am - 3:30pm** PTO Table / Spirit Sales  - Need at least 3 adults/older teens per shift  - Kids welcome to help with sales  **8:00am - 1:15pm:** Michelle (Kaden, Malena)  **8:00am - 12:00pm:** Jaime  **12:00pm - 3:00pm:** Chrissy  Stephanie - ?  **3:00pm** - Finish Sales and Take Down  **4:30PM** – Team Celebration @ TBD | * Volunteer Needed | n/a |
| Spirit Wear | * Deliveries taking place this week * Online sales $550 to date | * Storage for deliveries * Need to order bags * Need to organize pre-sales * Need to determine Spirit Sale logistics for school days | n/a |
| Board Roles | * Vote Stephanie Feldman as new Treasurer for OMS PTO Board * Ronna to identify Teacher Representation * Board to look for 6th-8th grade parent representation via email newsletters and social media communication | * Add open needs to newsletter | **YES, Passed:**  *Motion made by*:  1st approved: Chrissy Beard  2nd approved: Ronna Smith |
| Back to School Newsletter | * Send home a physical copy week 1 and provide at New Pups Day * Attach to email newsletters, social media | * Set Up Printing process | n/a |
| By Laws | * Ronna to provide existing version | * Board to review and update as needed | n/a |
| Calendar | * High Level plans reviewed and agreed to * Formalize PTO Calendar | * x | n/a |
| Next Steps | Finalize PTO Plans for year discussion   * Finalize Budget * Discuss Business Sponsorship Program * Discuss clear committee lead roles * Review adjusted calendar and target dates * PTO list of projects * Discuss Teacher Wishlists * Discuss Silent Auction | * Need followup meeting date | n/a |

**MEETING LOGISTIC NOTES 8/2/2022** *Minutes Submitted by*: Michelle Mullman

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVALS** |
| * Call to Order | August 2, 2022 8:41M  Web Ex / Oakridge Middle School | n/a | Michelle Mullman |
| * Attendee Roll Call | **Attendees:**  Michelle Mullman – President  Stephanie Feldman – Treasurer  Jaime Hamlin - VP  Chrissy Beard – Secretary  Ronna Smith – Principal  tbd – GLR 6  tbd – GLR 7  tbd – GLR 8  tbd – Teacher Representative 6th  tbd – Teacher Representative 7th  tbd - Teacher Representative 8th | n/a | n/a |
| * Notice of Meeting | **Meeting Called to Order at** 8:41am  **Quorum Present:** Yes | n/a | **YES, Passed:** |
| * Approval of minutes from last meeting | Waived the reading of the minutes from  May 2022 | * Upload the meeting notes to be available on PTO Website | **YES, Passed:** |
| * Open Discussion | * Next Meeting: TBD | n/a | End of Meeting at 10:00am. |

Diagram

Description automatically generated