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
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**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:** ChrissyStephanie - ?**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 Beard2nd 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 8:41MWeb Ex / Oakridge Middle School | n/a | Michelle Mullman |
| * Attendee Roll Call
 | **Attendees:**Michelle Mullman – PresidentStephanie Feldman – TreasurerJaime Hamlin - VPChrissy Beard – SecretaryRonna Smith – Principaltbd – GLR 6tbd – GLR 7tbd – GLR 8tbd – Teacher Representative 6thtbd – Teacher Representative 7thtbd - 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. |

