Oakridge Middle School PTO 2022-2023 Aug 15, 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. TBD – Teacher Representative 7th
       7. Amy Diemart - Teacher Representative 8th
       8. Ronna Smith – Principal
       9. Erika Stepp – Parent GLR 6
       10. Jennifer Seidner– Parent GLR 7
       11. Heather Erazo / Jaesen P – Parent GLR 8
2. Attendee Roll Call & Introductions
3. Notice of Meeting: 8:09am Wednesday August 15, 2023 (Jaime)
4. Approval of minutes from May meeting – Approved (Ronna, Jaime)
5. **New Business:**

1. Calendar Review

* Pre-liminary 2023-2024 Review
* Curriculum Nights
* After School Bash

2. Spirit Wear

* Bi-Monthly in the cafeteria
* Online orders to be dropped off at front office for pickup by student

3. Volunteer Needs

* PTO Board and Needs 2023-2024
* Teacher Volunteer Needs

5. Financial Request

* n/a

6. Financials Review

* By-Law Update – Need to Sign
* Monthly financials – July and August to date
* Review Year End 2022-2023 Financials

7. Updates

1. *Fall Festival and Silent Auction– October*
2. *Winter Walk-a-thon – March*
3. *Holiday House – December*
4. *Golf – March*
5. *School Spirit Store and Inventory – ongoing*
6. *Kindness Korner – November*
7. *Staff Appreciation – August, December, February and May*
8. *Bulldog Sponsors – need help*
9. *Communication – website, newsletters, emails*

8. 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**  **2023-2024** | * Board Meetings – 1st Wednesday of Month at 8:00am – on site * AUGUST   + Teacher Welcome Back Lunch   + Teacher Wishlist Shopping – by Aug 31st   + Spirit Store Event (2x month) – 17th / 18th   + New Pups Orientation   + Back to School Nights – Aug 31 & Sep 7th * SEPTEMBER   + BASH – Sep 22   + PTO Volunteer Training   + Spirit Store Event (2x month) – Sep 1,15,29 * OCTOBER   + Fall Festival Fundraising Event – Oct 5   + BASH (end of month) – Oct 20   + Spirit Store Event (2x month) – Oct 13 & 27 * NOVEMBER   + Community Service Event   + Spirit Store Event (2x month) – Nov 10   + Silent Auction Event * DECEMBER   + BASH – Dec 8   + Holiday Sales Event (2 days) – Dec 7 & 8 * JANUARY   + BASH – Jan 26   + Spirit Store Event (2x month) – Jan 19 * FEBRUARY   + Souper Bowl Staff Appreciation – Feb TBD   + Valentine Sales Event (2 days) – Feb 9   + Valentine Dances   + Spirit Store Event (2x month) – Feb 23 * MARCH   + Winter Fun A Thon – Mar 7 (tbd) * APRIL   + BASH - Apr 12   + Community Event - TBD   + 5th Grade orientation - TBD * MAY   + Staff Appreciation Week – May 6-10   + End of year parties - TBD   + 8th grade dance - TBD | * Wait for Ronna to finalize her calendar and establish dates |
| **PTO BOARD 2023-2024** | * Staff changes for next year – 7th grade * **Treasurer:** Stephanie Feldman is graduating – *Need 1 Parent* * **6th Grade Rep** – *Erika Stepp* * **7th Grade Rep** – Jennifer S. * **8th Grade Rep** – Jaesen P, *Heather Erazo* * **Business Relationship** – *Need 1 parent* | * TBD |
| **BUDGET, SPENDING REQUEST DESIGN** | * Process for approvals of spending requests:   + Staff to send email to Ronna for approval   + Ronna to send to PTO President for discussion at next board meeting * By-Laws have been updated and were provided to Ronna for first sign off * Proposed Budget attached for 2023-2024 * *Need staff proposed lists for budget considerations.* | * Approve Budget, By-Laws * Approve by Email – Budget * By-Laws sent to be signed |
| **FINANCIALS**  **MAY**  **2023** | * Balance estimate end of school year: $56,000   ***Estimated***   * Expenses in August 2022: $7,513   + Teacher Wishlists: $5,500   + Staff Appreciation: $1,564   + Spirit Wear: $5,565   + Tents: $200 – check to school * Revenue: $5,618 (Spirit Sales) | * Publish financials on website * Need to run financials |
| **TEACHER WISHLISTS** | * Update website with latest lists * Michelle to shop from that website beginning Aug 21st * Michelle to send lists to PTO team of who was shopped for * Teachers to add wishlists to their communications. * Need list of emails to update PTO newsletter lists | * Review current lists |

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

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVAL NEEDED** |
| **Spending Requests** | * Bulldog Mural - $4,000 * Umbrella - $TBD * Paper Cutter - TBD | * Get Approvals from Board via Email | **YES, Passed:**  *Motion made by*:  1st approved:  2nd approved: |
| **Other Financial** | * Create Sending request form for staff * Sign By-Laws * Update Binder with Budgets * PTO to run concession at BASH | * No approval needed | n/a |
| **Business Sponsorship** | * N/A * Silent Auction event * Banners | * Need discussion for plans for next year | n/a |
| **Events added to Calendar** | * See dates above * Winter Fest – TBD * MC Events – TBD * Staff Appreciation Event in September |  |  |
| **Board Meetings and Parent Meetings** | * Email invite to be sent to board members from Ronna for Board Meeting * Parent Fall Meeting – TBD (August) * Adding 2 parents for 6th grade to board for help on biz sponsorships and community | * Sep 5th | n/a |

**MEETING LOGISTIC NOTES 8/17/2023** *Minutes Submitted by*: Michelle Mullman

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVALS** |
| * Call to Order | August 15 , 2023 8:09AM  Web Ex / Oakridge Middle School | n/a | Michelle Mullman |
| * Attendee Roll Call | **Attendees:**  Michelle Mullman – President  Jaime Hamlin - VP  Chrissy Beard – Secretary  Ronna Smith – Administration  Erika Stepp – GLR 6  Jennifer Seidner – GLR 7  Jaesen P / Heather E – GLR 8  April Varga – Teacher Representative 6th  TBD – Teacher Representative 7th  Amy Diemart - Teacher Representative 8th | n/a | n/a |
| * Notice of Meeting | **Meeting Called to Order at** 8:09am  **Quorum Present:** Yes | n/a | **YES, Passed** |
| * Approval of minutes from last meeting | Waived the reading of the minutes from  May 2023 | * Upload the meeting notes to be available on PTO Website | **YES, Passed**  Stephanie, Jaime |
| * Open Discussion | * Next Meeting: **September 5 @ 8:00am** | n/a | End of Meeting at 10:25am. |





