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
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**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 8:09AMWeb Ex / Oakridge Middle School | n/a | Michelle Mullman |
| * Attendee Roll Call
 | **Attendees:**Michelle Mullman – PresidentJaime Hamlin - VPChrissy Beard – SecretaryRonna Smith – AdministrationErika Stepp – GLR 6Jennifer Seidner – GLR 7Jaesen P / Heather E – GLR 8April Varga – Teacher Representative 6thTBD – Teacher Representative 7thAmy 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 fromMay 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. |





