Oakridge Middle School PTO 2022-2023 January 25, 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: 8:00am Wednesday January 25, 2023
4. Approval of minutes from November 9 meeting – Approved (Ronna, Jaime)
5. **New Business:**

1. Calendar Review

* Feb 8th – PTO Winter Parent Meeting
* Feb 3rd – SuperBowl Bash (7th Grade Funding)
* Mar 3rd – Walk-A-Thon
* Souper Bowl – Feb 3
* Valentine’s Day Candy Sale (Feb 13-14)
* Dances (TBD)
* Spirit Night (at PDQs – March)
* Community Volunteering (TBD)

2. Volunteer Needs

* None

3. Teacher Request

* 6th Grade Under the Stars ($425) to be approved – approved (Ronna, Chrissy)
* 2nd Quarter PBIS – Gift Cards to be purchased (this week)($1,055) - complete

4. Financials Review

* Budget Review
* Spending Request Process – via email
* By-Law Update
* Business Sponsorship Updates
* Monthly financials

5. Updates

1. *Fall Festival and Silent Auction– n/a*
2. *Winter Walk-a-thon – above*
3. *Holiday House – n/a*
4. *Golf - TBD*
5. *School Spirit Store and Inventory – n/a*
6. *Kindness Korner - n/a*
7. *Amazon Smile – Need to make this a focus after silent auction*
8. *Staff Appreciation – Souper Bowl*
9. *Bulldog Sponsors – Advertisements, Banners, Sponsors, Spirit Nights*
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*

|  |  |  |
| --- | --- | --- |
| **ITEMS** | **SUMMARY** | **NEXT STEPS** |
| **CALENDAR REVIEW****2022-2023** | * Board Meetings – 1st Tuesday of Month at 8:00am – on site
* JANUARY:
	+ Fridays: Spirit Store
* FEBRUARY:
	+ Fridays: Spirit Store
	+ Super Bowl Bash – Feb 3
	+ Staff Appreciation – Souper Bowl – Feb 3rd
	+ Parent Meeting – Feb 8th - PTO WINTER Coffee for Parents Virtual and In Person (AM)
	+ Winter Carnival – TBD
	+ PTO Valentine Candy Sale – 2/13-2/14
* MARCH:
	+ Fridays: Spirit Store
	+ Walk A Thon – Mar 3
	+ Walk A Thon Prize Distribution and Event
	+ Everblades Night Out - TBD
	+ Community Volunteer Event – Pet Donations?
* APRIL:
	+ Fridays: Spirit Store
	+ PTO Planning
	+ 8th Grade Formal – Dinner and Dance
	+ Family Bash
* MAY:
	+ Fridays: Spirit Store
	+ Staff Appreciation Event
	+ 8th Grade Celebration Events
	+ End of Year Celebrations by grade
 | Finalize Dates and Update Website |
| **BUDGET, SPENDING REQUEST DESIGN** | * Process for approvals of spending requests:
	+ Staff to send Ronna request and if approved, she will forward
 | * Communicate to Staff
* Need By-Laws
 |
| **FINANCIALS** **JANUARY****2023** | * Dec starting Balance: $37,012
* Jan Expenses: $591
* Jan Revenue: $500
* Balance estimate will be in start: February $37,100

***Estimated*** * Expenses in November-December 2022: $14,636
* Revenue in November-December: $14,784
* Walk A Thon Budget - $40,000
 | * Publish financials on website
* Need to run financials
 |
| **TEACHER WISHLISTS** | * Spring Discussion?
 | * TBD
 |
| **VALENTINE CANDY** | * Candy Sales?
 | * Order via Amazon (need to determine budget – pricing $1 - $2)
 |
| **WALK-A-THON** | * Dates
* Format
* $25,$50,$100,$150,$200 levels
* Prizes?
* Events?
 | * March 3rd
* Half Day Event
* $10 entry fee
* Prizes: $25, $50, $100, $150
* Chill time as (1) event
* Party as (2) event
 |
| **YEAR END** | * 8th grade planning
* School day event – inflatables & breakfast
* Dance & dinner
* 6th & 7th - TBD
 | * Amy D meeting
 |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVAL NEEDED** |
| **Spending Requests** | * 6th grade science team – Approved
* PBIS – was approved in fall
* Sign Gypsies for Staff Appreciation and 8th Grade
 | * None
 | **YES, Passed:** *Motion made by*: TBD 1st approved: Ronna 2nd approved:Chrissy  |
| **Other Financial**  | * By - Laws – working on developing based on LOE PTO version
 | * By-Laws to be be emailed
 | n/a |
| **Business Sponsorship** | * Kwench – need logo
 |  | 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** | * ***Feb 3 – Super Bowl Theme***
* ***Donations for 7th Graders***
* Flag Football competition?
* $5 event
* Ends at 5:15
 | * Michelle is leading coordination
 | n/a |

**MEETING LOGISTIC NOTES 11/9/2022** *Minutes Submitted by*: Michelle Mullman

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVALS** |
| * Call to Order
 | January 25, 2022 8:13AMWeb Ex / Oakridge Middle School | n/a | Michelle Mullman |
| * Attendee Roll Call
 | **Attendees:**Michelle Mullman – PresidentStephanie Feldman – TreasurerJaime Hamlin - VPChrissy Beard – SecretaryRonna Smith – PrincipalDede Brownlee– GLR 6Jaeson Petretta – GLR 7Jennifer Seidner – GLR 8April Varga – Teacher Representative 6thRayna Overmyer – Teacher Representative 7thtbd - Teacher Representative 8th | n/a | n/a |
| * Notice of Meeting
 | **Meeting Called to Order at** 8:13am**Quorum Present:** Yes | n/a | **YES, Passed:** Ronna, Jaime |
| * Approval of minutes from last meeting
 | Waived the reading of the minutes fromDecember 2022 | * Upload the meeting notes to be available on PTO Website
 | **YES, Passed:**Ronna, Jaime |
| * Open Discussion
 | * Next Meeting: Feb 22, 2023 @ 8:00am
 | n/a | End of Meeting at 9:35am. |

