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*

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| **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*

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| **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

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVALS** |
| * Call to Order | January 25, 2022 8:13AM  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  Dede Brownlee– GLR 6  Jaeson Petretta – GLR 7  Jennifer Seidner – GLR 8  April Varga – Teacher Representative 6th  Rayna Overmyer – Teacher Representative 7th  tbd - 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 from  December 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. |

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