Oakridge Middle School PTO 2022-2023 April 19, 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: 8:10am Wednesday April 19, 2023 (Chrissy)
4. Approval of minutes from January meeting – Approved (Stephanie, Jaime)
5. **New Business:**

1. Calendar Review

* Spirit Night May 4
* May 5 – Last BASH
* April 20th – 5th Grade Parent Orientation
* April 21st – 5th Grade Student Orientation
* Staff Appreciation Event – Week 2 of May
* May 18th – 8th Grade Awards Night
* May 19th – 8th Grade Black and White Dance
* May 26th – 8th Grade Celebration
* Community Volunteering (TBD)
* Early Plans for 2023-2024

2. Spirit Wear

* Design Ideas
* Spirit Store Set Up

3. Volunteer Needs

* 8th Grade Events
* 7th Grade Events
* 6th Grade Events
* PTO Board and Needs 2023-2024

5. Financial Request

* 8th Grade Dance - $5,000 (to be approved)

6. Financials Review

* By-Law Update – need to finalize
* Budget Review Plans 2023-2024
* Monthly financials

7. Updates

1. *Fall Festival and Silent Auction– complete*
2. *Winter Walk-a-thon – complete*
3. *Holiday House – complete*
4. *Golf – in season*
5. *School Spirit Store and Inventory – 5th Grade Event Sales*
6. *Kindness Korner – Spring?*
7. *Staff Appreciation – May events*
8. *Bulldog Sponsors – May 4th event*
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*

|  |  |  |
| --- | --- | --- |
| **ITEMS** | **SUMMARY** | **NEXT STEPS** |
| **CALENDAR REVIEW**  **2022-2023** | * Board Meetings – 1st Tuesday of Month at 8:00am – on site   + Dinner Night Out ?   + Community Volunteer Event – *Raise Funds for Title One School / Staff Appreciation –* * APRIL:   + April 20 – Parent 5th grade orientation   + April 21 – Student 5th grade orientation   + PTO Planning * MAY:   + May 4: PDQ   + May 5: Bash   + Staff Appreciation Event Week 2 of May   + 6TH – 8th Grade Celebration Events   + May 19th – 8th Grade Dance | Finalize Dates and Update Website |
| **CALENDAR REVIEW**  **2023-2024** | * AUGUST   + Teacher Welcome Back Lunch   + Teacher Wishlist Shopping   + PTO Back to School Parent Meeting (Sign up for PTO Volunteer Needs)   + Spirit Store Event (2x month)   + New Pups Orientation   + Back to School Nights * SEPTEMBER   + BASH   + PTO Volunteer Training   + Spirit Store Event (2x month) * OCTOBER   + Fall Festival Fundraising Event   + BASH (end of month)   + Spirit Store Event (2x month) * NOVEMBER   + Community Service Event   + Spirit Store Event (2x month) * DECEMBER   + BASH   + Holiday Sales Event (2 days)   + Spirit Store Event (2x month) * JANUARY   + BASH   + Spirit Store Event (2x month) * FEBRUARY   + Souper Bowl Staff Appreciation   + Valentine Sales Event (2 days)   + Valentine Dances   + Spirit Store Event (2x month) * MARCH   + Winter Fun A Thon * APRIL   + BASH   + Community Event   + 5th Grade orientation * MAY   + Staff Appreciation Week   + End of year parties   + 8th grade dance | * Wait for Ronna to finalize her calendar and establish dates |
| **PTO BOARD 2023-2024** | * Staff changes for next year – TBD * **Treasurer:** Stephanie Feldman is graduating – *Need 1 Parent* * **6th Grade Rep** – *Need 2 parents* (coordinate 6th grade volunteer needs and activities) * **7th Grade Rep** – Jennifer S. * **8th Grade Rep** – Jaesen P. * **Business Relationship** – *Need 1 parent* | * Email to PTO community end of April requesting volunteers |
| **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 at next PTO Meeting |
| **FINANCIALS**  **MARCH - APRIL**  **2023** | * Balance estimate will be in start: April $67,000 estimate   ***Estimated***   * Expenses in April 2022: $500 (5th grade event) * Expenses in May 2022: $10,000   + Staff appreciation: $2,500   + 8th Grade Events: $6,500   + 7th Grade Fun: TBD   + 6th Grade Fun: TBD * Revenue: $3,000 (Spirit Sales, Candy, Bash) | * Publish financials on website * Need to run financials |
| **TEACHER WISHLISTS** | * Back to School Discussion * Approval for $100 per teacher | * Budget to be approved * Option for teams to combine wishlists |
| **CANDY SALE** | * When can we sell rest of candy? | * Last week of school (date TBD) |
| **YEAR END** | * 8th grade planning under way (Fun Day and Dance)   + Total Expense Estimate: $5,000 * 6th grade has submitted general budget: $1,000   + DJ – TBD   + Pizza - $400   + Photobooth - TBD | * Budget was approved 8th * 6th – working on vendor selection * 7th – proposed ice-cream vendor invoice to be sent |
| **STAFF APPRECIATION** | * Discussion on Gift Idea * Jaime will provide full list of staff appreciation purchases | * Budget $3,000 * Jaime to send update wishlists with gifts and snack lists * Gift idea approved (movie theme) |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVAL NEEDED** |
| **Spending Requests** | * PBIS – was approved in fall * Sign Gypsies for 8th and 5th Grade - $200 * 8th Grade Dance - $5,000 * Other | * 8th grade dance budget approved | **YES, Passed:**  *Motion made by*: Stephanie  1st approved: Chrissy  2nd approved:  Jaime |
| **Other Financial** | * Purchase of a storage system for closet in Teacher Lounge - $100 | * No approval needed | n/a |
| **Business Sponsorship** | * N/A | * Need discussion for plans for next year | n/a |
| **Board Meetings and Parent Meetings** | * Email invite to be sent to board members from Ronna | * **May 10th** – Final Board Meeting | n/a |
| **Middle School Bash Events** | * ***May 5th – Funds support 6th Grade*** * $5 event * Ends at 5:30 | * Michelle is leading coordination | n/a |

**MEETING LOGISTIC NOTES 4/19/2023** *Minutes Submitted by*: Michelle Mullman

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVALS** |
| * Call to Order | April 19, 2023 8:05AM  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  Jaeson Petretta – GLR 7  Jennifer Seidner – GLR 8  April Varga – Teacher Representative 6th  Rayna Overmyer – Teacher Representative 7th  Amy Diemart - Teacher Representative 8th | n/a | n/a |
| * Notice of Meeting | **Meeting Called to Order at** 8:10am  **Quorum Present:** Yes | n/a | **YES, Passed** |
| * Approval of minutes from last meeting | Waived the reading of the minutes from  March 2023 | * Upload the meeting notes to be available on PTO Website | **YES, Passed**  Stephanie, Jaime |
| * Open Discussion | * Next Meeting: May 10, 2023 @ 8:00am | n/a | End of Meeting at 9:25am. |

