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*: Stephanie1st 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 8:05AMWeb Ex / Oakridge Middle School | n/a | Michelle Mullman |
| * Attendee Roll Call
 | **Attendees:**Michelle Mullman – PresidentJaime Hamlin - VPChrissy Beard – SecretaryRonna Smith - AdministrationJaeson Petretta – GLR 7Jennifer Seidner – GLR 8April Varga – Teacher Representative 6thRayna Overmyer – Teacher Representative 7thAmy 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 fromMarch 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. |

