Oakridge Middle School PTO 2022-2023 May 17, 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: 8:16am Wednesday April 19, 2023 (Chrissy)
4. Approval of minutes from April meeting – Approved (Ronna, Jaime)
5. **New Business:**

1. Calendar Review

* May 18th – 8th Grade Awards Night
* May 19th – 8th Grade Black and White Dance
* May 26th – 8th Grade Celebration
* Early Plans for 2023-2024

2. Spirit Wear

* Design Ideas
* Spirit Store Set Up

3. Volunteer Needs

* PTO Board and Needs 2023-2024

5. Financial Request

* 2 Tents for Track / Cross Country - $300
* Approve Budget 2023-2024

6. Financials Review

* By-Law Update – Need to Sign
* 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 – complete*
6. *Kindness Korner – complete*
7. *Staff Appreciation – complete*
8. *Bulldog Sponsors – complete*
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   + 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** – *Erika Stepp* * **7th Grade Rep** – Jennifer S. * **8th Grade Rep** – Jaesen P., *Heather Erazo* * **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 * Approve by Email – Budget * By-Laws sent to be signed |
| **FINANCIALS**  **MAY**  **2023** | * Balance estimate May 15th: $55,000   ***Estimated***   * Expenses in May 2022: $10,000   + 8th Grade Events: $3,000   + 6th Grade Fun: $750 * Revenue: $2,000 (Spirit Sales, Candy, Bash) | * Publish financials on website * Need to run financials |
| **TEACHER WISHLISTS** | * Back to School Discussion | * Review current lists |
| **CANDY SALE** | * When can we sell rest of candy? | * Candy Sales May 26 and June 1 |

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

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVAL NEEDED** |
| **Spending Requests** | * PBIS – $1,000 approved by email * 8th grade event funding – increase approved by email (placeholder for $8,000 for next year) * Community Sponsorship of Manatee Middle and Mike David - $750 approved by email * Tents for Cross Country and Track - $300 approved | * n/a | **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 * PTO to purchase a cart - $100 * Stephanie filed Taxes for this fiscal year | * 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 | * **TBD** – Meeting next year | 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 | 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  April 2023 | * Upload the meeting notes to be available on PTO Website | **YES, Passed**  Stephanie, Jaime |
| * Open Discussion | * Next Meeting: **August TBD @ 8:00am** | n/a | End of Meeting at 9:25am. |

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