Oakridge Middle School PTO 2022-2023 Octiber 26, 2022

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. tbd - 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 October 26, 2022
4. Approval of minutes from September 8 meeting – Approved
5. **New Business:**

1. Calendar Review

* November 4 – Afterschool Bash & Vote
* November 7 – Silent Auction
* November 9 – PTO Board Meeting
* December 2 – Afterschool Bash
* December 8 – 9 – Holiday Spirit Store Event

2. Committee

* Giving Tree – 3 Parents interested, Need Admin Representative to Lead
* Volunteer Lists Up and Running
* Staff Appreciation Winter
* Business Sponsor Helpers

3. Teacher Wishlist Discussion – Shopping this week

4. School Spirit Store Update

* Staff Shirts – PTO to offer one free shirt to all staff members (vs creating a custom shirt)

5. Financials Review

* Prelim Budget Review
* Spending Request Process
	+ n/a
* By-Law discussion
* Banking Discussion
* Business Sponsorship Updates

6. Updates

1. *Fall Festival and Silent Auction– discussion above*
2. *Winter Walk-a-thon – n/a*
3. *Holiday House – discussion above*
4. *PTO Enrichment – Odyssey, LEGO (need to meet with Club Coordinator)*
5. *School Spirit Store and Inventory - above*
6. *Kindness Korner - n/a*
7. *Amazon Smile – n/a*
8. *Staff Appreciation – n/a*
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****2022-2022** | * Board Meetings – 1st Tuesday of Month at 8:00am – on site
* NOVEMBER:
	+ Fridays: Spirit Wear Sales
	+ Family Dinner Night Out – TBD
	+ PTO Giving Tree Launch
	+ Nov 4th – Bash
	+ Nov 9th – PTO Board Meeting
	+ Nov 7th – Silent Auction Week
* DECEMBER:
	+ Dec 2nd – Afterschool Bash
	+ Dec 8 – 9th - Holiday House Event
	+ TBD PTO Giving Tree
	+ Staff Appreciation Event
* JANUARY:
	+ Fridays: Spirit Store
* FEBRUARY:
	+ Fridays: Spirit Store
	+ Walk A Thon
	+ PTO WINTER Coffee for Parents Virtual and In Person (AM)
	+ Staff Appreciation – Souper Bowl
* MARCH:
	+ Fridays: Spirit Store
	+ Walk A Thon Prize Distribution and Event
	+ Family Dinner Night Out
	+ Community Volunteer Event
* APRIL:
	+ Fridays: Spirit Store
	+ PTO Planning
	+ 8th Grade Formal – Dinner and Dance
* MAY:
	+ Fridays: Spirit Store
	+ Staff Appreciation Event
	+ 8th Grade Celebration Events
	+ End of Year Celebrations by grade
 | Finalize Dates and Update Website |
| **FUN PTO IDEAS** | * Everblades Night – Winter
* Winter Ball - Dance
* Spirit Nights (Dinner)
* Defy / Rollerskating / Golf – Winter Walk A Thon Prize and School Spirit Night
* Talent Show Night?
* Community Volunteering Events
* 8th Grade SUN N FUN? Off Campus Celebration?
* 8th Grade Graduation Event?
 | * Discussion
 |
| **BUDGET, SPENDING REQUEST DESIGN** | * Discuss Budget for year (approach to look at adjusted budget each month)
* Process for approvals of spending requests:
	+ Budget to include amount for each grade level, overall clubs and teams, music/theatre/PE
	+ Every request from staff must begin by discussion with Admin.
	+ Next Step is to submit request via PTO website. Request will include links to items seeking for purchase
	+ PTO receives and will reach out to Ronna for approval and discussion if needed
	+ Once approved, board will need to approve for requests of $200 (by-laws need to review)
 | * Create approval page on PTO Website
* Communicate to Staff
* Need to create Form online for requests
* Need By-Laws
 |
| **FINANCIALS** **SEPTEMBER - OCTOBER 2022** | * Oct starting Balance: $tbd
* Oct Expenses: $tbd
* Oct Revenue: $tbd
* Balance estimate will be in start: November $tbd

***Estimated*** * Expenses in November 2022: $tbd
* Sales in November: $tbd
 | * Publish financials on website
* Need to run financials
 |
| **TEACHER WISHLISTS** | * Complete wishlist collection by 10/27/2022 (April and Ronna collecting wishlists)
* PTO to begin shopping on 10/27/2022 ($100 for classroom teacher, $50 for student support, $200 for PE/Music/Theatre)
* Add links to PTO website and communicate to parents
 | * Complete Wishlist Links Collection
* Shopping – complete by 11/4/2022
 |
| **HOLIDAY HOUSE** | * What do we sell?
* Mishelle Levine – set up meeting with students to discuss
* Budget for purchasing items
* Sell in mornings and during lunch
 | * Mrs Levine set up
 |
| **SILENT AUCTION** | * Website build process begins
* Add list of ideas by Nov 2 for prelim review
* Add new items to website Nov 4
* Final Website ready Nov 7
* Send home yellow sheet for announcements
* Add to Weekly newsletter
* Morning News
* Marquee Announcement
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| **VOTE** | * November 4th -🡪 ??
* Stickers purchased by PTO
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**MEETING DISCUSSION & NEXT STEPS** *Submitted by TBD, Secretary*

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVAL NEEDED** |
| **Budget** | * October Reporting will be provided
 | * Approval Required by email for Budget
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| Spending Requests | * None
* On hold – play equipment
 | * None
 | **YES, Passed:** *Motion made by*: Chrissy Beard1st approved: 2nd approved:  |
| **Other Financial**  | * By - Laws to be sent to board. Further review at next board meeting with discussion on changes
* Creating Approval Form for Staff
* Donations to be provided in form of gift cards (Walmart - $25 & $50). PTO to donate proceeds from the Afternoon Bash October event - $2,000
* Dress Down Donations will be split in half – 3 $100 gift cards for the Ian fund and remaining will be a check to school for PBS fund.
* Closing 5th 3rd bank account
* New bank account is set up
* Michelle to provide Stephanie the updated budget
* Invoice for Shirts to be sent
 | * By-Laws to be be emailed
 | n/a |
| **Business Sponsorship** | * Create Letter for Business Sponsorships to be sent out
* Links to website are good
* Looking for more sponsorships
 | * Need volunteers to run biz sponsorships
 | n/a |
| **Board Meetings and Parent Meetings** | * Email invite to be sent to board members
 | * Invites to be sent
 | n/a |
| **Fundraiser – Silent Auction** | November 7 - 11(1) Staff to begin collecting ideas for experiences(2) PTO to begin requesting donations via newsletter and business community | * Info to be sent out next week in newsletter
 | n/a |
| **Middle School Bash Events** | * ***November 4 (Friday 3:50 – 5:45)*** Middle School Bash after school Fall Festival Theme??
 | * Send Information
* Volunteer needs and staffing to be secured
* Logistics outline
 | n/a |
| **Get Out and Vote Campaign PTO Sponsored** | * Admin to run an online Canvas election based on Spirit Week themes
* PTO to highlight election day info in all of the newsletters and donate get out and Vote stickers or buttons.
 | * Logisitics to be defined
* Design of Vote Sticker or Button
* Design of Canvas form
* Social Media campaign
 | n/a |
| **Holiday House** | * Mishelle Levine – set up form for kids to submit ideas
* PTO to discuss budget
* Need items, bags and labels to be made for gift wrapping
 | * Logistics to be discussed
 | n/a |

**MEETING LOGISTIC NOTES 8/2/2022** *Minutes Submitted by*: Michelle Mullman

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVALS** |
| * Call to Order
 | September 8, 2022 8:00AMWeb 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 6thtbd – Teacher Representative 7thtbd - Teacher Representative 8th | n/a | n/a |
| * Notice of Meeting
 | **Meeting Called to Order at** 8:03am**Quorum Present:** Yes | n/a | **YES, Passed:**  |
| * Approval of minutes from last meeting
 | Waived the reading of the minutes fromSeptember 2022 | * Upload the meeting notes to be available on PTO Website
 | **YES, Passed:**  |
| * Open Discussion
 | * Next Meeting: November 8th, 2022
 | n/a | End of Meeting at 9:33am. |