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 |  |
| **VOTE** | * November 4th -🡪 ?? * Stickers purchased by PTO |  |

**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 |  |
| Spending Requests | * None * On hold – play equipment | * None | **YES, Passed:**  *Motion made by*: Chrissy Beard  1st 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 8:00AM  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  tbd – Teacher Representative 7th  tbd - 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 from  September 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. |