Oakridge Middle School PTO 2022-2023 December 14, 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: 8:15am Wednesday December 14, 2022
4. Approval of minutes from November 9 meeting – Approved (Ronna, Jaime)
5. **New Business:**

1. Calendar Review

* January 18 –PTO Winter Parent Meeting
* January 27 – SuperBowl Bash (7th Grade Funding)
* February 1 – Walk-A-Thon
* Souper Bowl – Feb 3
* Valentine’s Day Candy Sale (Feb 12-14)
* Dances (TBD)
* Spirit Night (at PDQs – March)
* Community Volunteering (TBD)

2. Volunteer Needs

* Rock Installation over break – Art Teacher

3. Teacher Wishlist – Complete for Fall

4. School Spirit Store Update

* Staff Shirts – update

5. Financials Review

* Budget Review
* Spending Request Process
* By-Law discussion
* Business Sponsorship Updates
* Monthly financials

6. Updates

1. *Fall Festival and Silent Auction– n/a*
2. *Winter Walk-a-thon – above*
3. *Holiday House – n/a*
4. *Golf - TBD*
5. *School Spirit Store and Inventory – n/a*
6. *Kindness Korner - n/a*
7. *Amazon Smile – Need to make this a focus after silent auction*
8. *Staff Appreciation – Souper Bowl*
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 * JANUARY:   + Fridays: Spirit Store   + Super Bowl Bash – Jan 27th   + Parent Meeting – Jan 18th - PTO WINTER Coffee for Parents Virtual and In Person (AM) * FEBRUARY:   + Fridays: Spirit Store   + Walk A Thon – Feb 1st   + Staff Appreciation – Souper Bowl – Feb 3rd * MARCH:   + Fridays: Spirit Store   + Walk A Thon Prize Distribution and Event   + Everblades Night Out - TBD   + 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** | * Winter Ball - Dance * Talent Show Night? * Community Volunteering Events * 8th Grade SUN N FUN? Off Campus Celebration? * 8th Grade Graduation Event? | * Discussion |
| **BUDGET, SPENDING REQUEST DESIGN** | * Process for approvals of spending requests:   + Request Link is now set up on PTO website for staff requests (go to https://www.oakridgemiddlepto.com/ptoboard) | * Communicate to Staff * Need By-Laws |
| **FINANCIALS**  **OCTOBER / NOVEMBER**  **2022** | * Nov starting Balance: $tbd * Dec Expenses: $11,295 * Dec Revenue: $5,993 * Balance estimate will be in start: December $tbd   ***Estimated***   * Expenses in November-December 2022: $12,987 * Revenue in November-December: $14,495 * Walk A Thon Budget - $40,000 | * Publish financials on website * Need to run financials |
| **TEACHER WISHLISTS** | * Most wishlists have been completed * The missing or incorrect lists have been provided which accounts for approx. 20 @ $2,000 value. * 6th: $1,550 * 7th: $1,342 * 8th: $1,324 * Other: $1,781 * Totals to date: $5,997 | * Shopping – completed * 10 missing |
| **HOLIDAY HOUSE** | * Few items remaining that can be sold during Spirit Store Fridays * Holiday items can be saved for next year * Total costs: $2,172 * Total revenue: $4,500 | * complete |
| **SILENT AUCTION** | * Birthday Marquees * Friends lunch held 12/14 | * complete |

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

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVAL NEEDED** |
| **Budget** | * October Reporting will be provided * November financials to be reviewed and aligned | * Treasurer working on updates | n/a |
| **Spending Requests** | * Sign Gypsies – not discussed (pending email feedback on events) * On hold – play equipment | * None | **YES, Passed:**  *Motion made by*: TBD  1st approved:  2nd approved: |
| **Other Financial** | * By - Laws – working on developing based on LOE PTO version | * By-Laws to be be emailed | n/a |
| **Business Sponsorship** | * Reaching out to contacts. Adding a few more (Brace Place, Sign Gypsies) * Federicos will get a banner * Kwench will get a small banner as a thank you for special pricing |  | n/a |
| **Board Meetings and Parent Meetings** | * Email invite to be sent to board members from Ronna | * Invites to be sent | n/a |
| **Walk a Thon** | * Feb 1st Event * Kids will hang out by grade level * DJ / (Mrs Hill/Monzon) * Walking / Event 2 / Event 3 * Students wil receive a packet with info and labeled envelope * Prize Levels:   + $10 – Rubber Bracelet / Croc Giblet   + $25 – Candy Swag   + $50 - ??   + $100 – Spirit Shirt + Event Tickets TBD   + $150 – Hoodie + Event Tickets TBD   + $200 – TBD + Event Tickets TBD | * Reach out to Polanco and Mishelle L for logistics |  |
| **Middle School Bash Events** | * ***January 27th event – Super Bowl Theme*** * ***Donations for 7th Graders*** * Flag Football competition? * $5 event * Ends at 5:15 | * Michelle is leading coordination | n/a |

**MEETING LOGISTIC NOTES 11/9/2022** *Minutes Submitted by*: Michelle Mullman

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVALS** |
| * Call to Order | December 14, 2022 8:15AM  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  Rayna Overmyer – Teacher Representative 7th  tbd - Teacher Representative 8th | n/a | n/a |
| * Notice of Meeting | **Meeting Called to Order at** 8:15am  **Quorum Present:** Yes | n/a | **YES, Passed:**  Ronna, Jaime |
| * Approval of minutes from last meeting | Waived the reading of the minutes from  November 2022 | * Upload the meeting notes to be available on PTO Website | **YES, Passed:**  Ronna, Jaime |
| * Open Discussion | * Next Meeting: December 11th, 2022 @ 8:00am | n/a | End of Meeting at 9:35am. |