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 8:15AMWeb 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 6thRayna Overmyer – Teacher Representative 7thtbd - 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 fromNovember 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. |