Oakridge Middle School PTO 2022-2023 November 9, 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: 8:11am Wednesday November 9, 2022
4. Approval of minutes from October 26 meeting – Approved (Jaime, Ronna)
5. **New Business:**

1. Calendar Review

* December 2 – Afterschool Bash
* December 8 – 9 – Holiday Spirit Store Event
* December TBD – Staff Lunch
* Next Week – Giving Tree Launch
* Early Planning – Walk-A-Thon (Feb 1st), Jan and Feb afterschool events (Spirit Nights, Dances)

2. Volunteer Needs

* Volunteer Lists Up and Running
* Staff Appreciation Winter
* Dec 2nd After School event

3. Teacher Wishlist Discussion – Shopping this week

4. School Spirit Store Update

* Staff Shirts – PTO to design staff shirt (Winter Distribution)

5. Financials Review

* Spending Request Process
	+ n/a
* By-Law discussion
* Business Sponsorship Updates
* Monthly financials

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 – n/a*
6. *Kindness Korner - n/a*
7. *Amazon Smile – Need to make this a focus after silent auction*
8. *Staff Appreciation – above*
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
* DECEMBER:
	+ Dec 2nd – Afterschool Bash
	+ Dec 8 – 9th - Holiday House Event
	+ Dec 9th last day PTO Giving Tree
	+ Staff Appreciation Event
* JANUARY:
	+ Fridays: Spirit Store
	+ Spirit Night TBD
* 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
* 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** | * 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** | * Oct starting Balance: $30,577
* Oct/Nov Expenses: $8,381
* Oct/Nov Revenue: $5,993
* Balance estimate will be in start: November $28,190

***Estimated*** * Expenses in November 2022: $2,000
* Sales in November: $500
 | * 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: $907
* Other: $1,156
* Totals to date: $4,995
 | * Shopping – missing links complete by 11/20
 |
| **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 (12/8 – 12/9)
 | * Mrs Levine set up
 |
| **SILENT AUCTION** | * Morning News
* Marquee Announcement
* Social Media and PTO Emails – updates, thank you to donors (evening)
* Finalize list from school (Teacher for Day ..)
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**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
 | * Treasurer working on updates
 | n/a |
| **Spending Requests** | * None
* On hold – play equipment
 | * None
 | **YES, Passed:** *Motion made by*: TBD 1st approved: 2nd approved:  |
| **Other Financial**  | * By - Laws waiting for copy from school district
* Need to complete wishlist shopping in November
* Walmart Gift Cards to arrive Monday
* $2500 Holiday House shopping
* $100 candy canes
* $200 Giving Tree needs
* - Silent Auction —> Currently raised $2,000.
 | * By-Laws to be be emailed
 | n/a |
| **Business Sponsorship** | * Reaching out to contacts. Adding a few more (Brace Place, Federico, Sign Gypsies)
 |  | n/a |
| **Board Meetings and Parent Meetings** | * Email invite to be sent to board members from Ronna
 | * Invites to be sent
 | n/a |
| **Fundraiser – Silent Auction** | * Items have been updated
* Extended deadline to 11/15
 |  | n/a |
| **Giving Tree** | * This weekend will get a tree and paper ornaments for delivery to school Monday
* List of families / needs by next Wednesday will be sent to Heather and Denise
* We will create an Amazon Wishlist, Sign Up Genius and Physical Ornament options
* We will also collect gift cards that will be used to shop whatever is not purchased or picked up
* Communication to PTO community will begin next week
* Students who pick an ornament will need to sign up on list with number
* PTO will purchase gift wrap and necessary items
* Last day to turn in items Dec 9th
* Deliver by the following week
 |  |  |
| **Middle School Bash Events** | * ***December 2nd event – Holiday Theme***
* ***Donations for 8th Graders***
	+ Will begin working through logistics planning next week
	+ Will create AD to be shown on morning news, social media, email
	+ Current ideas: Hot Cocoa Bar, Holiday Music, Art project, Santa (grab bag), Photo Booth
* Jan after school event to be combined with Spirit Night: Everblades event (TBD)
* Feb after school events to be school dances: PTO will help as needed (sell tickets, collect funds)
 | * Michelle is leading coordination
* Chrissy: Hot Cocoa Bar
 | n/a |
| **Holiday House** | * Received list of ideas and working on ideas this week for items to sell (Most popular: Bracelet, Balls, Fidget, Slime, Snow Globe)
* PTO will purchase Candy Canes special candy cane delivery ($1) to send a message to a friend. NJHS students can deliver to classrooms.
* Need items, bags and labels to be made for gift wrapping
* Budget $2500
 | * Michelle is leading coordination, will need volunteers for the day of events
 | n/a |
| **Walk A Thon** | * Working on ideas for prizes
* Reach out to Polanco and Mishelle L for logistics
* Open to all students
* Feb 1st target day
 | * Michelle is leading coordination, will need volunteers for the day of events
 | n/a |
| **Staff Appreciation** | * PTO will provide breakfast Dec 12th
* PTO will provide special gift
* total budget $1600
 | * Jaimee is leading breakfast, will need help to set up
 | 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
 | November 9, 2022 8:11AMWeb 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** 8:11am**Quorum Present:** Yes | n/a | **YES, Passed:**  |
| * Approval of minutes from last meeting
 | Waived the reading of the minutes fromOctober 2022 | * Upload the meeting notes to be available on PTO Website
 | **YES, Passed:**Ronna SmithJaime Hamlin  |
| * Open Discussion
 | * Next Meeting: December 6th, 2022 @ 8:00am
 | n/a | End of Meeting at 9:26am. |