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 ..) |  |

**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 8:11AM  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** 8:11am  **Quorum Present:** Yes | n/a | **YES, Passed:** |
| * Approval of minutes from last meeting | Waived the reading of the minutes from  October 2022 | * Upload the meeting notes to be available on PTO Website | **YES, Passed:**  Ronna Smith  Jaime Hamlin |
| * Open Discussion | * Next Meeting: December 6th, 2022 @ 8:00am | n/a | End of Meeting at 9:26am. |