Oakridge Middle School PTO 2023-2024 Dec 14, 2023

1. Call to Order – Quorum
   * + 1. Michelle Mullman – President
       2. Stephanie Feldman – in Transition Role as Treasurer Assistant
       3. Erika Stepp – Treasurer – VOTED IN as Treasurer
       4. Jaime Hamlin - VP
       5. Chrissy Beard – Secretary
       6. April Varga – Teacher Representative 6th
       7. Amy Berrios – Teacher Representative 7th
       8. Amy Diemart - Teacher Representative 8th
       9. Ronna Smith – Principal
       10. Jennifer Seidner– Parent GLR 7
       11. Heather Erazo / Jaesen P – Parent GLR 8
       12. Vickie Fiorvanti – Business Sponsorships
2. Attendee Roll Call & Introductions
3. Notice of Meeting: 8:15am Friday December 14, 2023 (Ronna, Jaime)
4. Approval of minutes from November meeting – Approved (Ronna, Michelle)
5. **New Business:**

1. Calendar Review

* Silent Auction – Events
* Valentine Day Event
* Winter Fun A Thon
* 8th Grade Dance Planning Meeting
* Souper Bowl

2. Spirit Wear

* n/a

3. Volunteer Needs

* n/a

5. Financial Request

* Review Teacher Ideas List
* 7th Grade Frog Dissection - $1,184.85
* PTO Cart - $190
* Long Tables and Cart - $1,520
* Spanish Class Event - January

6. Financials Review

* New Process for Requests \*\*\* and Invoicing
* Monthly financials – November
* Winter Wishlist Event – January and February

7. Updates

1. *Winter Festival and Silent Auction – November*
2. *Winter Walk-a-thon – March*
3. *Holiday House – December*
4. *Golf – March*
5. *School Spirit Store and Inventory – ongoing*
6. *Kindness Korner – November*
7. *Staff Appreciation – August, December, February and May*
8. *Bulldog Sponsors – need help*
9. *Communication – website, newsletters, emails*

8. 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**  **2023-2024** | * Board Meetings – 1st Wednesday of Month at 8:00am – on site * JANUARY   + BASH – Jan 26 * FEBRUARY   + Souper Bowl Staff Appreciation – Feb TBD   + Valentine Sales Event (2 days) – Feb 9   + Valentine Dances – Feb 2 and Feb 9   + V day Fun A Thon – Feb 14 * APRIL   + BASH - Apr 12   + Community Event - TBD   + 5th Grade orientation – TBD   + 8th grade dance – 4/23 * MAY   + Staff Appreciation Week – May 6-10   + End of year parties - TBD | * Wait for Ronna to finalize her calendar and establish dates |
| **PTO BOARD 2023-2024** | * n/a | * n/a |
| **BUDGET, SPENDING REQUEST DESIGN** | * Need PTO by-laws signed * Cafeteria Project: * 7th Grade Science Event: $1,200 * 8th Grade Spanish Class Culture Food Event: $TBD * PTO Cart: $200 * Tables and cart – $1,300 * Rolling Whiteboards for Teachers: $TBD * Gym: Benches $TBD * Chorus: Risers $TBD * Gym: banners | * Discuss and define next steps * *Approved list at end of notes* |
| **FINANCIALS**  **NOV to date**  **2023** | * Balance: $86,289 * Expenses in November – December to date 2023: $4,895   + Bash: $317   + Staff Appreciation: $1,277 (vs. $500 budget)   + MC and Other: $437   + Holiday store: $2,300   + 6th grade: $217 (not including pizza \*\*\* )   + Pancake Breakfast: $127   + Banners: $330 + $180 = $510   + Silent Auction Lunches = $300 * Revenue: $8,963   + Silent Auction: $4,748   + Spirit Wear: $232   + BASH: $883   + Banners: $1,000   + Holiday Store: $2,184 (to date) | * Michelle and Erika to work on formalizing reporting. |
| **BUSINESS SPONSORSHIPS** | * 2 new sponsors: Orthodontist and Dentist | * 2 new banners in January |
| **7th Grade DANCE**  **6th Grade BASH-DANCE** | * PTO to coordinate Dances * DJ * Decorations * Student Groups to help run – sell tickets * Communication * Teacher Leads * 6th Dates: 2/2 (6th) * 7th Dates: 2/9 (7th) * 8th Grade: April 26th | * Hire DJ * Decorations |
| **Community Volunteering Events** | * Planning for Spring Event * Need: Lead and Ideas | * Post to website |
| **STAFF APPRECIATION \*\*\*** | * $500 Budget * **Confirmed:** Holiday Cart with Lottery Tickets / Gift Cards / Treats week of Dec 10th * **Current Spend: $1,277** * **Remainder of Year Discussion** | * Discussion of budget for remainder of year ($5.5K) |

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

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVAL NEEDED** |
| **Board Business** | ***Followup Action Item:*** need to set up meeting with 8th grade reps (Jaesen & Heather / Amy)  ***Followup Action Item:***   * **6th Grade:** Vickie and Erika to lead 6th grade V Day Event * **7th Grade:** Michelle, Chrissy, Jita, Dede will lead V Day Dance | * 8th grade dance committee * 6th and 7th grade teacher and parent teams | n/a |
| **Confirmed Events** | * ***Naples Parade Dec 5th***   + Cancelled. Add to calendar for next year | * Update Newsletter and Volunteer Needs | n/a |
| **Events Post Winter Break** | * ***Followup Action Item:*** End of Year key dates:   + 8th grade dance   + 5th grade orientation   + 6th Grade dance (BASH) 2/2   + 7th Grade Valentine 2/9 (potentially add 8th graders to event) | * + Need dates | n/a |
| **Winter Fun A Thon Discussion** | * New event description: * All students participate with grade for outside fun * Students who purchase Experience ticket get additional fun event day of ($100) * Additional donations for Kona Ice treat ($25) (smaller size) * Goal is $10,000 (reduce from budget) * Push online donations | * Discussions underway * Staff identifying project plans * Feb 14th | n/a |
| **Volunteer Needs** | * Dances * Winter Fun A Thon | * Post to website | n/a |
| **Board Meetings and Parent Meetings** | * Email invite to be sent to board members from Ronna for Board Meeting * **January 11th** next meeting 8AM | * n/a | n/a |
| **Approved Spend** | * 7th grade Frog dissection (Jaime, Amy) * PTO Cart (Ronna, April) * Tables and Cart (Ronna, Jaime)   **Followup required for**:   * Spanish lunch * Gym risers * Orchestra risers * Banners / Trophy Case * Tables and Umbrellas | * Approved * All Board Members Approved | YES  NO |

**MEETING LOGISTIC NOTES 12/14/2023** *Minutes Submitted by*: Michelle Mullman

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| **ITEMS** | **SUMMARY** | **NEXT STEPS** | **APPROVALS** |
| * Call to Order | December 14, 2023 8:05AM  Web Ex / Oakridge Middle School | n/a | Michelle Mullman |
| * Attendee Roll Call | **Attendees:**  Michelle Mullman – President  Jaime Hamlin - VP  Chrissy Beard – Secretary  Ronna Smith – Administration  Erika Stepp – Treasurer  Jennifer Seidner – GLR 7  Jaesen P / Heather E – GLR 8  April Varga – Teacher Representative 6th  Amy Berrios – Teacher Representative 7th  Amy Diemart - Teacher Representative 8th | n/a | n/a |
| * Notice of Meeting | **Meeting Called to Order at** 8:05am  **Quorum Present:** Yes | n/a | **YES, Passed** |
| * Approval of minutes from last meeting | Waived the reading of the minutes from  October 2023 | * Upload the meeting notes to be available on PTO Website | **YES, Passed**  Ronna, Chrissy |
| * Open Discussion | * Next Meeting: **January 11@ 8:00am** | n/a | End of Meeting at 9:22am. |

A screenshot of a spreadsheet

Description automatically generated