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
 | YESNO |

**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 8:05AMWeb Ex / Oakridge Middle School | n/a | Michelle Mullman |
| * Attendee Roll Call
 | **Attendees:**Michelle Mullman – PresidentJaime Hamlin - VPChrissy Beard – SecretaryRonna Smith – AdministrationErika Stepp – TreasurerJennifer Seidner – GLR 7Jaesen P / Heather E – GLR 8April Varga – Teacher Representative 6thAmy Berrios – Teacher Representative 7thAmy 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 fromOctober 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. |

