

Odessa Elementary PTO Board Meeting Minutes

July 12, 2022

4:30 p.m.

PTO Board Members

2022 – 2023

* President: Jessica Johnson-Wenzel
* Vice President: Andrea Ceely
* Secretary:
* Treasurer: Danielle Meadowcroft
* Digital/Social/Print Media Coordinator: Kailey Sharp
* Volunteer Coordinator: April Bieber
* Membership Coordinator: Lisa Hill
* Spirit Wear Coordinator:
* SWAG Day Coordinator: Courtney Vaughn
* Business Sponsor Coordinator: Alison Kampmann
* Spirit Night Coordinator: Katie Hoover
* Creative Coordinator: Kristen Mage
* Fundraising Coordinator: Briana Rose
  + We are going to try to continue blended meetings of Zoom and in-person attendance apart from the PTO Orientation on August 16th.
  + PTO bags and folders were handed out to all who attended today. Wildcat customized lanyards will be handed out to all those who volunteer this year at our school.
  + All motioned to approve May’s meeting minutes.
* Welcome Odessa Wildcats and Mr. Testoni!!!
* Introduction of the 2022-2023 Odessa PTO Board
  + We are still looking for a secretary and spirit wear coordinator.
* Update from Pam Barbara- Acorn and Consolidating Banking
  + Pam is not present
* Update from Administration Team
  + Welcome Mr. Testoni
  + We are in transition from our current principle. Announcement will be made once the admin knows who is coming in.
  + We are looking forward to bringing back events. We must keep in mind that things can change with a variety of reasons, but we will keep momentum going.
* By Laws and Mission Statement
  + – Jessica has recently created new by- laws based on our district so that we have them as our structure. Please review these. We will vote to approve them and use them moving forward.
  + Ms. Shannon Billek will be our teacher representative. There will be no annual membership due fees for teachers and staff.

-Motion approved for by laws.

-mission statement: motion approved

Review of Calendar of Events. PTO Meetings, Popcorn Fridays, Spirit Nights etc.

-just missing the art shows and spirit nights

-we are trying to move away from paper flyers for spirit nights

-working on a QR code to make things convenient and transparent and getting it to teachers ahead of time.

-subject to change based on volunteer participation, testing schedules, covid, etc.

-the spirit night calendar is set up for next year

-spirit wear- we ordered new water bottles, bracelets, and magnets, new lanyards

-we are opening our own online store to sell spirit wear on August 5th

-at meet the teacher, we will hand out popcorn flyers

* Updating PTO Website- Treasury Report, Important Dates, PTO Registration, Meeting Agendas and Minutes, Fundraisers, etc.
* Communication, Staff Liaison, QR Code for Tuesday Folder

Treasury Report (End of School Year Report)

-same as it was in May

-expenses include copies, smillows, spirit sticks,

-courtyard planter beautification -new Christmas palm, truffala palms, desert rose succulents, snake plants, ferns, and stones in paw prints. The goal is low maintenance and pest free. All under $400.

-we have to start using Acorn for transactions. They will take 3% of each transaction.

-we want to be completely transparent this year.

-concrete project 9 square concrete slab in the works

-repair needs to be done on the playground before school starts. ADA ramp has flooding due to improper installation. We are giving a 20 ft perimeter from all existing structure moving forward to prevent issues in the future. Mr. Rowland mentioned about turf. There are no ropes. We are planning long term. They quoted us $150k but we are working on getting the prices down. If we lock in a price and decision by December 31, we can lock in our rates. We are doing bucket balls in the areas where it might flood. We will have a design by Aug 8th.

-Our golf fundraiser will be a big-ticket fundraiser.

* SPIRIT WEAR: $5,445.05 (Next year’s spirit wear will be sold through Odessa’s Online Store. The PTO will distribute items to the students. Therefore, the profit margin will not be as big as last year.)
* POPCORN: $3,192.75
* MAGICAL NIGHT: $850.00
* STEP IT UP: 12, 825,09
* GENERAL: $4, 512.89
* READ A THON: 11, 040.36-941.58=10,098.78- $6000 is set aside to purchase Sunshine State Books.

Current Expenses:

* Pro Copy (Golf Fundraiser Flyers) - $295
* IDX Imaging (Preorder of Wristbands, Limited Edition Tumblers and Water Bottles, Magnets, Popcorn Spirit Sticks, Volunteer and PTO Lanyards- $5,000
* Smencils (Preorder of smencils and smillows)- $690.00
* Courtyard planter Beautification Project- $365
* Concrete Project- $8-12 thousand depending on cost at time of installation
* Sunshine State Books were ordered at the end of school year $6000
* Flyers and Posters for Meet the Teacher
* Wooden Roses Preorder
* Update on Spirit Wear (Online Store- LIVE August 5th!)-Andrea Ceely
  + The store is only open for 2 weeks.
* Playground Expansion Update- Jessica Wenzel
* We are working with a playground manufacturing company to ensure ADA compliant, free standing structures of entertainment and activities for all ages.
* Golf Fundraiser Update- Alison Kampmann
  + -we did a soft opening for registration
  + $505 in donations and a $3,000 sponsorship
  + Registering golfers pays for the event, we rely on the additional donations and sponsors.
* Spirit Night Fundraiser Update- Katie Hoover
* We will have spirit nights beginning in September.
* Fundraiser Update- Jessica Johnson- Wenzel

(Publix Partners Opportunity does not exist in the state of Florida)

-we are looking into amazon smiles

PTO Sponsored Fundraisers 2022-2023- not listed in order

* 1st Day School Supply Fundraiser- 195 supply boxes ordered!
* Golf Fundraiser
* Winter Wonderland Holiday Shop
  + -we will have to have parents pre-pay using acorn
* Wooden Rose Fundraiser- Valentine’s Day
* Smencil Fundraiser
* Spirit Wear Fundraiser
* Popcorn Fundraiser
* Cookie Dough Fundraiser
* Step It Up Fundraiser
* Read A Thon- 99 Pledges

-we are focusing on selling to raise money and not just having parents ask people for money.

- all money that is fundraised through the PTO will be collected and used based on the needs of the school. PTO Fund Request forms have been created and will be used to request PTO raised funds. The board will vote on all usage of funds and a treasury report will be provided to all parents via the PTO website.

* We would love to have more teacher involvement to help with communication. We would love to have a teacher from each grade attending our upcoming PTO meetings.

Those in attendance: Jessica Wenzel, Courtney Vaughn, Alison Kampmann, Lisa Hill, Lisa Tekula, Mandy Finocchio, Katie Hoover, Danielle Meadowcroft, Mary VanOchten, Kari Mathewson, Brianna Rose, Kristen Mage, Susan Greear, Kim Scheu, Shannon Billek, Allison Hoskins, Matthew Testoni, Julie Margolies, Lance Rowland, Becky Kosis