



Odessa Elementary PTO Board Meeting Agenda

November 8, 2022

4:30 p.m.

In-Person

- Welcome Wildcat Families!
- Update from Administration Team
 - No update
- Approval of October Minutes
 - Admin to approve
- First Day School Supply Fundraiser Wrap Up \$780.00
- Step It Up Fundraiser \$29,403.50
 - Media center will receive
 - Funds will go towards electronics, accessories, etc.
- Last SWAG Order of the year - (1st order 215 items and 2nd order 44 items) Change of a design in between sales. Every 3 months for a new sale.
 - PTO voted and agreed to going back to presale for 2023-2024 school year and to push cash/check payment
 - Pam get with Jessica School Vendor Contract for CustoMANIA (Jessica Gerson)
- **2023-2024 Fundraiser Plan (Admin final approval)**
 - **PTO voted and agreed to do the 99 pledges/Read-a-thon fundraiser as only fundraiser for 2023-2024 school year**
 - **Will hold in the beginning of the year**
 - **All proceeds raised go to technology, SSSR and playground expansion**
- PTO Membership Update- Lisa Hill
 - Sent flyers home with student to get information
 - 123 paid via Acorn
 - 73 verified info
 - 50 have paid but not turned information in for us to contact them
- PTO Member Shirts- Jessica Wenzel (need to order 13 more)
 - Admin/Staff will receive PTO shirt who are apart of PTO/volunteering their time
- Treasury Report: Danielle Meadowcroft
 - General Account: \$15,932.20
 - Step It Up: \$10,513.66 (Concrete expansion)
 - Read-a-thon: \$4,450.01
 - SWAG: -\$1,673.06
 - Golf Fundraiser: -\$154.50
 - Popcorn: \$2,194.81
 - Smencils: -\$485.29
 - Spirit Nights:
 - *Funds raised will go towards Staff Appreciation*

- *Admin hoodie purchase*
 - Johnny Brusco: \$500
 - Dang Good Sushi: \$250
- Current Projects:
 - Round Up Purchased, Installing Mulch for Beautification Project-DONE
 - Concrete Project- awaiting on confirmed date
 - 1 contractor working for entire school district.
 - Received communication from contractor tentatively before holiday break
 - Playground Project- awaiting on five quotes
 - 1 vendor out 11/8/22
 - Potential donation from Rays with their used turf
 - Need to check ADA compliance
 - If approved ADA compliant, would save approx.. \$75,000 from budget
- Veteran's Day Update- Jessica Wenzel
 - Med-a-Cross: donated flag for Veteran's Day presentation- THANK YOU!
 - Flag will be presented to the oldest veteran attendee
- Cristo's Family Restaurant Providing Side Dishes (5) and school purchased proteins
- Sugar Darling Cupcakes: 96 cupcakes donated
- 250 attendees this year!
- Golf Fundraiser Update- Alison Kampmann
 - 68 golfers
 - 9 sponsors
 - All volunteer needs fulfilled
- 800 Roses ordered for Valentine's Day Fundraiser (leftover roses to be used for Father/Daughter Dance)
 - **HOLIDAY WINTER FESTIVAL**
- Map Layout
 - Confirmed by admin
- Food Truck., Specialty Shops, Bounce House, Santa, Mickey/Minnie, Spiderman, Face paint/ Balloon Artist, DJ =Applications/ Paperwork
- Signage for all Activities- Kailey
 - Will have a directory/Disney map up
- Sign- Up Genius for ALL Activities
 - **Open to high school students**
 - **Need to be an approved volunteer/follow volunteer process**
- **Chairs for the following activities:**
 - Santa and Mrs. Clause- Crystal and Katie (manage)
 - Backdrop ordered
 - Shannon Billek has white rocking chair for Mrs. Clause
 - Katie Hoover has chair for Santa
 - Reindeer- Danielle
 - K team donated sandwich Ziploc bags for reindeer food
 - SWAG Shop- Media volunteers (manage)
 - Admissions- Winter (manage)
 - Popcorn- Danielle and Bob (manage)
 - Bounce Houses
 - Jessica ordered 3 additional bounce houses

- Silent Auction
 - Emails went out to teachers last week to submit their themes for auction items to Jessica
 - Courtney: flyers
 - Grade levels keep 100% of proceeds raised
- Cafeteria (balloon and face paint artist/letters to Santa and coloring)
 - Need template for Santa letters
 - Katie Hoover has Santa mailbox- just need to paint
 - Need coloring pages
 - Crayons fulfilled
- Food Trucks
- Pre-paid admission and certificates
 - Only open for 1 hour
- Mickey and Minnie
 - Backdrop ordered
 - Balloon arch (Kristin & Jessica)
- Spider Man
 - Backdrop ordered
 - Jessica/Mike Gerson finalizing contract/sending over ASAP
- Jungle Cruise
 - Mrs. Grant & 2 volunteers
- Specialty Shop Vendors
- Snow machine: Katie Hoover send video to Vikki to get Scott approval
 - Safety/cleanup concern
- **To be purchased:**
 - **Cash Drawer Request**
 - **Crafts**
 - **Reindeer food**
 - **Gift shop bags**
 - **Glow sticks**
 - **sanitizing wipes (K grade level donate?)**
- **Shout outs:**
 - **Carols & Candy Canes: Brianna got 100% of supplies donated- Thank you!**
 - **Carpet Corner/Katie Hoover: Thank you for the continuous support and donations to ODES!**
 - **Publix/Crystal Buckler: \$200 Publix gift card to be used toward Father/Daughter Dance**
 - **Golf Fundraiser**
 - **Shannon Billek: 4 golf clubs donated**
 - **Lucy: Got multiple sponsors, donations and helped with programs**
 - **Advertisement/Kailey Sharp: Thank you for the awesome advertisement/quick turnaround!**