



Odessa Elementary PTO Board Meeting Agenda

July 13, 2023

4:30 p.m.

In-Person

- Approved June Meeting Minutes
 - Upload to school website
- **PTO Membership Update:** Andrea Ceely
 - 23-24 School Theme: Camping “Learning is an Adventure”
 - Teacher Representative from each grade level on PTO
 - Pam confirmed we are allowed to distribute gift cards to staff that are donated
 - Open Board positions:
 - Treasurer
 - Business Sponsor Coordinator
 - Fundraising Coordinator
 - Events Coordinator
- **Kindergarten Camp: 7/26 (9:00 am)**
 - Admin would like PTO Board involvement
 - PTO Membership Information
 - Volunteer Information
 - Sign-Up for each event for new parents to express interest in
 - QR Code for PTO Membership Fee and Volunteer Registration (Kailey)
 - SWAG Kits
 - Pam confirmed can take cash
 - Will need collection form for \$5 and higher
- **First Day of School Supply Kits**
 - Delivered to school 7/26-7/27
 - Need few volunteers to help
- **Meet the Teacher: 8/7/23 (9:30-2:00)**
 - Admin confirmed we can sell popcorn and water

- Admin secure water prior to 8/7
 - Admin would like balloon arch, background (camping theme) for photo op for students/parents to take pictures
 - Need to look for background easel
 - PTO Membership Information
 - Volunteer Information
 - Sign-Up for each event for new parents to express interest in (Crystal)
 - QR Code for PTO Membership Fee and Volunteer Registration (Kailey)
 - Calendar of Events
 - Break up into Quarters and then monthly
- **First Day of School: 8/10/23**
 - Snack cart for teachers
 - Andrea secured Sign Dreamers for 1st day in car loop and photo op display for walkers
 - Carpet Corner (Katie Hoover) sponsoring Boo-Hoo breakfast
 - Crystal sent Andrea number to Katie to further discuss needs/supplies for event
- **PTO Events 2023-2024: (Confirm with admin 2024 event dates *)**
 - Mother/Son Event: 9/15/23 (Bowling Alley)
 - Andrea secure date with bowling alley
 - Pancakes & PJs: 10/6/23
 - Storytime with parents instead of book exchanged
 - 99 Pledges Fun Run Adventure: 10/20/23
 - Holiday Shop: 11/29/23-12/5/23
 - Delivery & Setup: 11/13-11/17
 - Preview Days: 11/27-11/28
 - Take pictures and video walkthrough
 - Holiday Festival: 12/8/23
 - *Father/Daughter Event: 1/19/24**
 - *Candy Gram: 2/14/24*
 - Candy Gram Sales: 2/5-2/7
 - Candy Gram Prep: 2/8-2/9
 - *Family Night Out: 3/15/24**
 - Main Event
 - *Volunteer Appreciation: 3/20/24**

- *Teacher/Staff Appreciation: 4/15-4/19 or 5/13-5/17**
- *Spring Carnival: 4/19/24**

- **July Takeaways:**

- Sign-up sheets for PTO events during K camp and Meet the Teacher (Crystal)
- QR Codes for PTO Membership and Volunteer Registration (Kailey)
- Admin get water for Meet the Teacher
- Snack cart for First Day of School
- Select board meetings
- Reach out to bowling alley to secure date for Mom/Son event 9/15
- First Quarter calendar
- Supplies (balloon arch, background easel, camping background, etc.) for Meet the Teacher photo op