



## Odessa Elementary PTO Board Meeting Agenda

June 13, 2023

4:30 p.m.

In-Person

- Welcome Wildcat Families!
- Update from Administration Team
  - Technology Update:
    - Received 102 laptops from district (apart of tech refresh program)
    - Purchased/received 16 new laptops and accessories from Step It Up fundraiser
  - Staffing Update:
    - Teacher openings: 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grade
    - Hired Computer Science Teacher
      - ODES is a pilot for Computer Science elective for 2-5<sup>th</sup> grade
      - Elective geared towards coding, STEM, etc.
  - School Update:
    - Currently at ~ 1,046 student
    - Projecting 1,090 for 23-24 SY
    - Admin working on class lists for 23-24 SY
    - Will be receiving 2 portables (district experiencing portable shortage)
      - K-3 teacher/student ratio: 1:20
      - 4-5 teacher/student ratio: 1:24
    - District purchased new and school receiving by July vetted books for classroom libraries
- Approved May Meeting Minutes
  - Upload to website
- PTO Membership Update: Andrea Ceely
  - 23-24 School Theme: Camping
  - Teacher Representative from each grade level on PTO

- Open Board positions:
  - Treasurer
  - Business Sponsor Coordinator
  - Fundraising Coordinator
  - Events Coordinator
- Treasury Report:
  - Discuss with Pam payment options for 23-24 SY (Acorn Only?)
  - Step it Up: \$1,000.79
    - Send pictures out via social media of what was purchased from fundraiser to show parents!
  - Spirit Wear: \$102.61 (45 products sold)
    - Will have sale beginning of school year
  - Playground: \$28,266.52 (Playground install complete end of August)
  - Staff Appreciation Week: \$1,831.46
    - Pam suggested to use funds to purchase new shirts for staff (~120)
      - Create a “Welcome Back Kit”
- Event Recaps:
  - Read-a-thon: Order laptop for grand prize winner for 23-24 fundraiser
- SWAG Participation:
  - Reviewed questionnaire results from teacher on 6/13 meeting
    - PTO Volunteer or “Room Parent” snap picture of room and collect SWAG participation
      - Admin confirm with staff 8/3 about supporting “Room Parent”
    - Check inventory of spirit sticks
    - Incentive: Class with highest participation for the month gets extra recess time
  - Incorporate school mascot and have during carline pickup/drop off
  - SWAG Fridays: pick random class, call their class and if the student is in SWAG they get a prize
- PTO Events 2023-2024: (Confirm with admin \*)
  - Mother/Son Event: 9/15/23\*
  - Pancakes & PJs Book Exchange: 10/6/23\*
  - 99 Pledges Fun Run (Day of Awesomeness): 10/27/23\*

- 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\*
- Volunteer Appreciation: 3/20/24\*
- Teacher/Staff Appreciation: 4/15-4/19 or 5/13-5/17\*
- Spring Carnival: 4/19/24\*
- PTO Fundraisers 23-24: (Fundraising for staff/family tables, SSYR books, technology)
  - First Day School Supplies and Spirit Wear Vendor:
    - As of 6/13: 192 kits sold (5 short from LY)
  - Popcorn Fundraiser:
  - Spirit Night Fundraiser:
    - Setup Spirit Nights
    - Have grade level sponsor a night
      - Grade level receives up to \$250 back for participating
- **Takeaways:**
  - Next PTO meeting: 7/11/23
  - Upload May Meeting Minutes to website
  - Secure date with Sign Dreamers for First Day of School
  - Confirm payment options with Pam (ACORN only?)
  - Confirm with Admin PTO Events Dates
  - PTO Grade Level Amazon Wish List (Ask Pam requirements)
    - Have setup for Meet Teacher
    - Create QR Code
  - Finalize “Welcome Back Kit” for teachers (Shirts w/ Candy and message)
  - Take/post picture of all new technology purchased for school with funds
  - Check inventory on spirit sticks
  - Secure Spirit Night dates

- Business support for ice cream coupons (Wendys, Culvers, CFA)
- Create calendar of all events
- Admin confirm with staff about having a Room Parent on 8/3
- Business Sponsor Banners
- Adopt a Class Announcement
- Order laptop for R.A.T Grand Prize winner