Oak Ridge PTO

Meeting Agenda

Monday September 17, 2018

* Welcome and introductions from the PTO and we are soo happy you are here!
	+ Sara Kenefick, PTO President opened the meeting and welcomed teachers, staff and parents!
* Welcome from Dr. Kindem
	+ Dr. Kindem welcomed the group and acknowledged how excited she was for the upcoming year.
	+ She shared with the group a book called ‘Because of an Acorn’, which tells the story of how one acorn starts to grow and eventually becomes this beautiful tree. She compared this story to how she believes this is how we are going to grow this year as a PTO and also as a school.
	+ Dr. Kindem gave each guest a metal acorn as a reminder of this story!
* Introductions & ice breaker
	+ Sara Kenefick introduced PTO Bingo and the winner of a $10 Starbuck’s gift card was a new mom to a kindergartner.
	+ Each attendee shared one of the answers to a Bingo board question.
* Who is the PTO? How do we support Oak Ridge?
	+ We are here 100% to support our kids!
	+ Every dollar raised goes to something at the school that will benefit our students, staff or teachers – e.g. DreamBox, artists-in-residence, field trips, new equipment etc.
	+ Transparency with our money and funding is paramount.
	+ PTO is looking for a Secretary! Monica Potter (at the meeting) agreed she would be willing to be a co-Secretary.
* Brainstorm: plans for the upcoming year
	+ PTO wants to have more fun this year!
		- Community ‘Lending’ library
			* Look to see if an organization like Boy Scouts would do the labor if we pay for materials.
			* Understand if we can put a few ‘Lending Library’ around the community not just on OR premises - could we work with Lebanon Hills or City of Eagan on possible locations?
			* Maybe we put a label on the library that says ‘sponsored by the Oak Ridge PTO’?
		- More teacher/staff appreciation
			* Pop-up snack cart or coffee cart?
			* School supplies ‘buffet’
			* 2x a year lunch for staff and teachers
			* Thank you notes to staff and teachers (Thank you Thursday’s)?
			* Marsha Osborn to see if quote for thank you cards with the district is cheaper than retail quote – Sara Kenefick to follow-up with Marsha.
		- Other ideas?
			* Family fun nights – target Jan/Feb:
				+ Theme ideas:

Movie Night?

Winter open gym?

Game night?

MN Zoo partnership?

Earth Day Event?

Multiple locations? Maybe start with OR as a location but bring other locations into such as Westcott library, Cinnamon Ridge Community Center?

* + - * Literacy night tie-ins?
				+ Wescott library
			* Environmental engineering night tie-ins?
	+ Guest speakers for PTO meetings – ideas?
	+ Calendar of events
		- Have the PTO Secretary create one for full school year with PTO events – PTO Secretary position is open, although Monica Potter is open to being a Co-Secretary
	+ Fundraising
		- Calendar upcoming
	+ Open discussion
* How should we communicate?
	+ Survey from the back-to-school nights indicated:
		- Friday Folders
		- Newsletter
		- Facebook
* Review and approve proposed budget
	+ Updated budget to be sent to staff and teachers in attendance and posted on www.oakridgepto.org
	+ Additions:
		- Teacher appreciation: monthly ‘surprise’ from PTO
		- Finance software
			* PTO specific software, helps with reporting
		- Full transparency
			* We discussed making sure everyone knows what we make from fundraisers and the goal we set
			* Ensuring the PTO Board and PTO attendees know opening balance of PTO checking account, ending account and reconciliation at every meeting

Pending Next PTO Meeting:

* New PTO board co-secretaries
* Proposed budget for school year