

Indian Ridge Middle School

PTO Board Meeting Minutes

Wednesday July 14th, 2021

Meeting called to order by PTO President Holly Kaplan at 6:10pm

This meeting was scheduled to start planning for the 2021-2022 school year, and to review event calendar dates given to us by the IRMS administration team.

Attendees: Holly Kaplan, Nicole Andrews, Marie Nanni, Jennifer Randall, Nicole Raizen (former are board and quorum), Danielle Greico, Irene Gonzalez, Lisa Evenhouse, Allison Christopher, Helen Lacayo

Discussions included the following:

1. Jaguar Jog 2021

Jaguar Jog 2021 is scheduled for 11/5/21. All students will be able to participate in the jog, whether they have raised funds or not. There will be no dance scheduled during school hours as we have done in years past. Discussed the merit of an after school dance vs an after school carnival. Everyone on the Board seemed to prefer the carnival idea – needs to be approved by administration. Basic outline of the carnival fundraiser was proposed as below:

Donation level prizes:

\$10 = 1 entry to grand prize raffle (PS 5, e-scooter, or something)

\$20 = IRMS Jag Jog swag bag and 2 total entries to grand prize raffle

\$30 = Jog T-shirt and 3 total entries to grand prize raffle

\$40 = Menchies at lunch and 4 total entries to grand prize raffle

\$50 = Admission to after school carnival (via Tyvek bracelet) and 5 total entries to grand prize raffle

\$60 = Kona Ice ticket @carnival and 6 total entries to grand prize raffle

\$70 = 3 (or 5) tries to dunk IRMS staff at carnival and 7 total entries to grand prize raffle

\$80 = Pizza, drink, and cake at carnival and 8 total entries to grand prize raffle

\$90 = Prize wheel spin (old daily raffle prizes) and 9 total entries to grand prize raffle

<https://www.ikea.com/us/en/p/lustigt-prize-wheel-game-30387038/> (cost \$25)

\$100 = 30 min. on Game truck and 10 total entries to grand prize raffle

** each additional \$10 gets an extra entry to the grand prize raffle (this makes the raffle easy \$200 raised gets 20 entries) Also, the raffle will be done fairly using www.randompicker.com*

Other suggestions:

Do not order Jaguar Jog shirts this year to save on cost

Do not pay for a DJ – instead utilize a playlist and speaker system

Sell snacks and canned drinks (no smoothies)

2. Silent Auction / Other Fundraising ideas

Lisa Evenhouse suggested running a silent auction online to raise funds. Debated on running this concurrently with the Jaguar Jog, but ultimately it was decided this would be a separate event, possibly coordinating with Grandparents Day on 11/18/21 or in Spring 2022. Lisa will be

looking into obtaining items to auction off. An online auction system will be used and accessible to all participants in order to place bids and keep track of current totals. We will need a volunteer to chair this event.

3. **Back to School Planning**

8/11-8/13 – PTO will host back-to-school Teacher/Staff breakfast and luncheons. Barbie Secular is chairing these events. Continental breakfast items + coffee will be served. Lunch TBD.

Marie Nanni will be taking care of Teacher back-to-school gifts. We will be creating gift bags with school supplies, ie: ream of paper, stapler set, EXPO markers, etc. Will ask PTO members for help in assembling these bags once all goods have been delivered to the school.

4. **Membership Planning**

Discussed offering a giveaway when purchasing memberships this year, to help boost numbers. Suggestions were a clear window cling decal when signing up for a \$5 membership, as well as a free reusable water bottle when purchasing a \$15 membership

5. **Bylaw Change**

A unanimous board vote was taken to update the current bylaws regarding electronic payments. Section 3 in Article XI of the bylaws currently states:

Section 3. Checks, drafts, Etc. All checks, orders for the payment of money and insurance certificates shall be signed or endorsed by two of the following officers given that authority: Treasurer, President, Vice-President. All checks will require two signatures. There will be no debit card, credit card or Pay Pal account in the name of the organization.

The board voted to remove the words “Pay Pal Account” for the purposes of accepting payments easily and electronically, and we will also be charged less interest.

Other miscellaneous items discussed:

-Upcoming audit scheduled for end of July/early August. Marie and Holly will follow up with time and place to hold audit

-Krispy Kreme Sales were very successful – planning for 2 separate sales events this year in October + March

-Tentative 2021-2022 Calendar of Events listed below – subject to change

AUGUST

8/11 - Breakfast - employee first day back; leveling complete

8/13 - Teacher/Staff Luncheon

8/13 - Pow-Wow for SVE Students

8/16 - 6th Grade Pow Wow, 9-11am, & Schedule Pick-up 7th grade, 1-3pm

8/23-24 PE Uniform Sales during lunches

8/30-31st Yearbook pictures during Science Classes

8/26 Open House 6th
TBA School Beautification planning
TBA School Spirit Planning (fence design Jaguar Pride)

SEPTEMBER

9/2 Open House 7th
9/9 Open House 8th
9/15 - NJHS Ceremony
9/21 PTO Meeting 1/SAC
9/30 Welcome to the Ridge Dance 6th Grade
9/30 PTO Membership Drive complete
9/30 School Partnership Drive complete
TBD Vision/BMI/Hearing Screening

OCTOBER

10/1 Summer Reading Ice cream tickets 7&8th
10/6 Krispy Kreme Sales
10/9 - Hispanic Fair, 10am-12pm
10/11 Bus Driver Breakfast
10/15 School Picture Make-up
10/19 PTO Meeting 2/SAC
10/19 Jaguar Jog Pep Rally/ Early Release
10/21 Begin Q2
10/26-11/5 Jog Collections

NOVEMBER

11/1-12 Harvest Drive
11/5 Jaguar Jog
11/9 Menchie's Award Day for Jog
11/15-19 Book Fair Fall
11/16 PTO Meeting 6pm
11/18 Grandparents Day (Thursday 9:30-11am)
11/19-12/10 Dream Catchers start (with Harvest final drive day)
TBD Scoliosis Screening

DECEMBER

12/2 Winter Dance All Grades 4-6pm THURSDAY
12/7 Straight A Cabaret for 6th grade (Q1)
12/8 Straight A Cabaret for 7th grade (Q1)
12/9 Straight A Cabaret for 8th grade (Q1)
12/10 Team Night Out
12/7-16 Door Decorating Contest

12/15 Teacher Luncheon
TBD Winter Band Concerts

JANUARY

1/12 Start Q3
1/19 & 1/20 PE Uniform Sales at Lunch
1/18 PTO Meeting 3/SAF 6pm

FEBRUARY

2/8 Straight A Cabaret 2 for 6th grade (Q2)
2/9 Straight A Cabaret 2 for 7th grade (Q2)
2/10 Straight A Cabaret 2 for 8th grade (Q2)
2/14 We Love Our Teachers Coffee (8:15-10:30am)
2/15 PTO Meeting 4/SAF 6pm
TBD Spring Pictures

MARCH

3/2 Krispy Kreme Sales 2
3/9-16 Book Fair Spring
3/15 PTO Meeting 6pm
3/29 begin Q4

APRIL

4/6 Incoming 6th Grade Open House 6-8pm
4/15 PTO Meeting - form Nominating Committee

MAY

5/2-6 Teacher Appreciation Week of Events
5/5 Teacher/Staff Luncheon
5/10 Straight A Cabaret 3, 6th grade (Q3)
5/11 Straight A Cabaret 3, 7th grade (Q3)
5/12 Straight A Cabaret 3, 8th grade (Q3)
5/18 PTO Meeting - Elections
5/17 NJHS Ceremony
5/19 8th Grade Field Trip
5/20 8th Grade Dance Set-up 3:30-6pm
5/21 8th Grade Dance 7-10pm
5/24 6th Grade Awards
5/25 7th Grade Awards
5/26 Athletic Banquet
5/26 8th Grade Awards ATHLETIC BANQUET SAME DAY? (Need to review)
TBA Needy Student Payable by Grade Level

JUNE

6/3 PTO/Administration Dinner (Vol. Appreciation)

Meeting was adjourned at 7:25pm

The next PTO meeting is scheduled for 9/21/21

*These minutes were prepared by IRMS PTO Recording Secretary Jennifer Randall