

GENERAL PTO MEETING
AGENDA

Date: 08/20/24

Start Time:

- | | |
|--|---------------------------------|
| 1) Call to Order | Melissa, PTO President |
| 2) Sign In | Marysol, PTO Secretary |
| 3) Reading and Approval of Minutes | Marysol, PTO Secretary |
| 4) Financial Report
Beginning balance for August 2024 \$6,767.61 | Christina, PTO Treasurer |

5) Old Business:

- Discuss how registration went
- Discuss how Back to school night went

6) New Business:

- **Discuss Back to school social scheduled for 8/21 5-7 PM**
(Please sign up on our website to volunteer)
- **Schedule a date to discuss the Fall Festival that is currently scheduled to be on 10/25/24**
- **Discuss Annual Budgets for the Teachers Lounge, Flyers, Etc.** (most of our current beginning budget has already been allotted. You may ask (Christina, treasurer) for a copy of our annual budget if needed)

- Discuss New Email for all Executive Board Members (Email List can be obtained from Heather at ops.pto.general@gmail.com)
- Discuss any Website Updates (Heather and Julie)
- Discuss the New PTO/Orchard Park Logo (Heather & Principal Gretchen are currently handling this)
- Discuss Currently scheduled events for this school year and fundraisers

(These events are usually planned at the end of the last school year to have a budget allotted for and be ready to plan and discuss throughout the year, Most can already be found on our website with Volunteer Sign Up Genie available)

Examples of some are listed below..

1. Back to School Social 8/20/24
2. Fall Fest 10/25/24
3. Apex TBD
4. Coffee mornings with the PTO (Courtney to discuss)
5. Teacher appreciation week (Carina to discuss)

(Any Future Event Suggestions can be brought to our November General Meeting with your planned form filled out *Melissa can elaborate on this)

Meeting End Time: