

Badger Middle School PTO Meeting Minutes, Sept 10, 2025 at 6pm

Attendees:

Gwen Mitchell, Carrie Earls, Courtney Padula, Megan Sponsler, Christina Lehman

Officer's Report

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|---|--|
| <input type="checkbox"/> President- Gwen Mitchell | Current events & activities planned |
| <input type="checkbox"/> Vice President- Vacant | |
| <input type="checkbox"/> Secretary- Carrie Earls | Read minutes May 2025 PTO Meeting |
| <input type="checkbox"/> Treasurer- Vacant | \$25,026.59 in the PTO fund as of last statement 6/30/25 |
- If possible keep reimbursement receipts separate from personal items.

Principal's Report

Upcoming Bullying assembly that cost a few thousand dollars. And Mr. Hamilton would like to know if we can donate to help pay for it? - Gwen will ask if the MS/HS and Elementary assemblies are separate.

Also would like to go over dance details with us. The school has requested increased communication regarding PTO planning and events.

☐

Old Business (May 2025)

- **8th Grade Farewell (54S)**- Total Expenses: \$1825.77 (t-shirts & blankets)
 1. 45 Blankets remain for next year's class. Sell remaining blankets the following year?
- **6th Grade Field Trip (48S & 7T, 2D, 4C= 61 seats)** May 9th Scrappers Game -(Includes HS MD class)
- **Teacher Appreciation Week-** May 5th-9th. To reduce spending only purchase enough for the "one day" theme. Drinks: Mon & Wed
 1. Mon- Breakfast, Tue- Grab and Go Single Serve Snacks, Wed-Lunch, Thur- Dessert, Fri- Texas Roadhouse Dinner Vouchers.
 2. Fed both MS & HS teachers, administration staff & janitors (6) **Approximate Staff (40)** Some are vegan**
- **Special Honor Roll Treat-** May 15th. Approximately 95 students Honor Roll and/or Merit Roll ALL 3 nine weeks special treat.
 1. Cinnamon rolls (Creekside Bakery), GF cupcakes (In your face cupcakes), chocolate milk (school) & mini waters (leftover)
 2. Kids seemed to choose mini water over chocolate milk (FYI)
- **Last Days of School Treats:** (Make sure MD classes are called down) PTO provides a bottle of water per Mijavec meal.
 1. May 21st Rita's Italian Ice \$3.50/ice, 10% discount, \$25 server tip. Served 158 students Cost: \$522.70.
 2. May 22nd Mijavec's. \$6 meals: Hot Dog or Chicken nuggets w/fries. No truck fee or server fee. GF: Grilled Chicken \$8.
 - ☐ Call Mijavec's ten days in advance with the student survey of meals. FIRST, subtract at least 15 meals for absences!
 - ☐ They do not adjust count the day of the event! Pay in advance: 165 meals. Only served 146 (19 absent) Cost \$995.00.
- **Waldameer Discounted ticket sales-** - Alicia Bradford shadowed Teresa. Sold 223 tickets out of 300.
 1. School Sales ended May 7. Business sales ended June 13. Revenue \$1996.07.
- **Year End Audit-** Our fiscal year ended June 30. All transactions must be cleared (3), then an audit will be completed.
 1. The audit person must not be a BMS PTO officer. Someone who has agreed in advance to conduct a review of our records.
 2. Each month must be updated and managed accordingly per our Bylaws when July 1 comes it will be a quick hand-off to Sarah.
 - ☐ By July 15th- Sarah needs time for audit to be preformed. All receipts, invoices, bank statements, documents, etc, are required.
 - ☐ By July 15- Farmers Bank in Cortland needs "Signers" set up ASAP to ensure reimbursement for August expenses.
 - ☐ By Aug 10th- Audit completed- PTO Bank Register emailed to Mr. Hamilton along with Sarah's results and suggestions from the audit.

New Business/Current Business (August/September 2025)

Address/Vote for new officers for Vacant positions. Jenn Samuels Resigned.

- Megan Sponsler was the only candidate
- 4 votes to nominate Megan as the new Middle School PTO Treasurer (Carrie Earls, Gwen Mitchell, Courtney Padula & Christina Lehman) - Motion passed
- **Meet Teacher Night** Aug 18th- Set up table and provide copies of Membership Forms.
- **First Day of School Welcome Back Treat-** Aug 19th to welcome back staff Popcorn & Post-its.
- **Hartford Parking Detail-** Jen Samuels- Need volunteers- We Provide water & ice to volunteers. **(Vote)**
 - Members present voted to pay for water for parking volunteers
- **Field trips PTO Sponsored-** (FREE) Teachers schedule- We PAY for 5th grade (Orchard) as their spring trip is free.
 - 6th grade will go to Thiel College to see a Halloween Symphony
- **Book Fair-** Scheduled for 2025- 9/26/25-10/03/25. Contact Gwen Mitchell or Tomi Dilworth- Have new supplies to hand out for rewards!
- **Grandparent Luncheon-** Sept 12, 2025 11:30am. Advertise in August. Price increase to \$5pp. Discuss menu & date planning W/cafeateria. (Pizza and Salad)
- **Bylaws-** Read PTO Bylaws to get familiar with our rules. Discuss officer duties. Pass out copies if needed.
- **Monthly PTO meetings-** Please mark calendars (First Monday of EACH month, unless it's a holiday or it needs to be changed.)
- **5/6 Grade Dance-** Mrs. Barker set the date for November 7th 6-8pm. Christina Lehmann is Chairperson.
 - Volunteers needed - Courtney Padula volunteered
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Awareness for upcoming activities:

Daffin's Sale Begins October 12 thru November 2 (online) and Delivery is December 3 @ 1pm

- *Paper sales will need to be turned in by October 27th for totaling
- **Teacher Conference Dinner-** (Nov. 20) Volunteers for donations of food and servers. Or catering!! **(Vote)** Budget Confirm dinner hour to be set again (4-5pm) Dinner hour has been confirmed with school.
- **Private Skating Party-**
- **Field trip-October 2024**
 1. 6th Grade to Symphony Halloween Show at Thiel College.
 2. 7th grade went to a horse farm today.
 3. 8th Grade – **Need suggestions for spring**
- **5/6 grade Fall Dance-** - Christina Lehmann is Chairperson (NEED TO VOTE ON PRICE)-\$10 was last year's price. Check DJ rate with lights & Officer rate
 1. Nov 7th 6-8pm. Theme: Pizza Party. Pizza, and chips and mini water **(Vote)** Will vote at the next meeting pending review with principal.
 2. Check PTO box for forms, organize details, find chaperones, FB posts, order pizza, get supplies, flyers, etc.
- **October is National Bullying Awareness Month-**Information posted in our Private Facebook Group (Maybe?)

PTO Rules, Officer & Chairperson Duties, expectations, and communication methods. (Vote)

- **PTO forms, budgets, summary & explanation sheet. (Vote)**
 1. Be mindful and only purchase appropriate needed items in small quantities. Overspending is wasteful.
 2. Chairperson must provide detailed explanation summary of activity along with supplies within 2 weeks.
 3. Chairperson given forms to fill out associated with activity. (cash box, deposit form, reimbursement & receipts, etc)
- **Property of the PTO- Money counter, cash box, foldable cart, book fair cube, totes filled with many supplies, etc.**
 1. Officer will hand over supplies needed to chairperson in advance for events & activities.
 2. Chairperson is to take inventory and ask to **purchase the least amount needed for events & activities.**
 3. Any additional ideas or items needing purchased **will be discussed & must be approved by the officers.**
 4. Return or exchange unused purchased items. Storage is limited to keep an excess of supplies.
 5. Reimbursement will not be given until PTO property is returned. **All receipts must be submitted to treasurer.**
 6. Reimbursement of **any supplies remaining are property of the PTO and will be stored & inventoried.**
 7. **Reimbursement of expenses will only be made once an INVOICE or RECEIPT is presented/submitted!**
 8. Tote of supplies after an event must be returned in a timely manner (2 weeks) with an explanation report summary.
- **PTO Gmail account and files**
 1. Some documents and surveys are stored for easy replication. USB stored with PTO files.
- **PTO Officer expectations**
 1. **President-** Plan agenda, lead meetings, post info on Facebook, communicate with principal, organize & run the PTO; delegate & help with PTO responsibilities.
 2. **Vice president-** Assist the president and help when needed.
 3. **Secretary-** Take meeting minutes, email minutes to President to approve within 2 weeks, then email PDF to PTO officers & principal. Help when needed.
 4. **Treasurer-** Handle all monies & transactions ASAP- Deposits, reimbursement, cash box & money counter, etc. Track monthly transactions & print monthly bank register report for each PTO meeting, relay event revenue or losses. Collect Membership Forms and maintain the volunteer log & disburse to officers. Update the president with account balance information to include in the PTO meeting monthly agenda. Help when needed.
- **Communication**
 1. Text within the officer group for ideas and opinions.
 2. Resignations- Email a formal letter to badgermiddleschoolpto@gmail.com. Include name, title, date, and a statement for departure. Include any additional information you feel is necessary.
 3. Communicate with parents per our private Facebook Group. Use the public to announce fundraisers, etc.
 4. Send information to Kinsman Township to approve public messages to be place on the community sign.

PTO Private Facebook Group:

- **Please Interact-** Comment, Like, Share information to keep it circulating & invite other MS families to join!
- **Joining Rules-** To be approved, ALL questions must be answered by a parent/guardian in the school district. Exceptions can be made by indicating their reason to join and agree to our rules.
 1. Parents only, NO students. We cannot be liable for material posted on social media by others.
 2. We get a lot of spam requests. Be specific when accepting new friends (public) or joining requests (parents)

Upcoming List of Events & Activities:

- ☐ **Honor Roll Treat-**
- ☐ **Tape the Teacher - ??**
- ☐ **Holiday Staff Guessing Game-**
- ☐ **Donation to the Washington DC trip Oct. 2 & 3**
- ☐ **Private Skating Party-** two again this year. November and February- Carrie will contact the rink to schedule
- ☐ **Message Grams-** Valentines hearts sales last 2 weeks in January. Volunteers needed for sales, then for distribution.
- ☐ **5th Grade field Trip-** April 2025 Butler, Planetarium & WATTS (chaperones needed)
- ☐ **6th Grade Field Trip-** May 2025 Scrappers Game (chaperones needed)
- ☐ **7th Grade Field Trip-** February 2025 Phantoms Hockey Game (chaperones needed)
- ☐ **PTO Officer Elections-** April is the voting meeting
- ☐ **7th and 8th Grade Formal Dance- April 10th-** Need chairperson, Theme, etc.
- ☐ **Texas Roadhouse-** Dine to Donate Chairperson needed & date (If Doing need a chair person)
- ☐ **Waldameer Discounted Ticket Sales-** Begins first week of April
- ☐ **Teacher Appreciation Week-** First Full week in May
- ☐ **8th Grade Trip-** ?? DC Trip was moved up to October and will have to come up with another spring field trip
- ☐ **8th Grade Farewell-** Class shirts \$10 per student allowance- Chairperson needed
- ☐ **Special Honor Roll & Merit Roll Treat-** May (TBD) Honor Roll or Merit Roll all 3 nine weeks
 - Need to check on current allergies for Middle School students - Carrie will ask the nurse for a list
- ☐ **Last Days of School activities or treat-** May 21 Food Truck for lunch & water and Rita's Treat May 20

IDEAS to raise money:

- Chick-fil-A -Dave N Buster Cards (December delivery-Christina Lehman will coordinate)
- Handel's Ice Cream Pint Cards - Badger Blankets (45 left over from last year)
- Bundt Cake Cards
- Any other Ideas??
 - Texas Roadhouse - We would need to avoid elem. PTO dates (sales Nov 3-17/Dine-in in Jan)
 - Badger gear fundraiser, but different items that we usually see (umbrellas, folding chairs)

The next PTO Meeting is scheduled for Oct 8 , 2025 @ 6 pm