

Orchard Hill Pelican Parent Organization (PPO)

November 7, 2024

The Grainhouse, 6pm

Meeting Agenda

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Members Present:

Board Members:

1. Emily Fry – President
2. Jennifer Mosely – Vice President
3. Chris Kiraly – Co-Treasurer
4. Stephanie Sparks – Co-Treasurer
5. Amy (Kreykes) Davey – Secretary

AGENDA:

1. Meeting Called to Order

1.a Introductions

2. Old Business:

2.a Steps to officially establishing this PPO

- a. Step 1: Join the National PTA
 - i. **ACTIONS: Emily Fry**
 - ☐ Touch base with Sheila for agreement
 - ☐ PTA application
- b. Step 2: Create a 501(c)3
 - ☐ **ACTION:** Chris Kiraly (pending above)
- c. Step 2: Open bank account
 - ☐ **ACTION:** Chris Kiraly (pending above)

2.b Meeting times/involvement

1. Making an effort to have meeting times outside of business hours for more involvement
 - a. Ask School Administration to post meetings on Parent Square
 - i. ☐ **ACTION:** Jennifer Mosley

2.c Communication Concerns

1. Started an email account dedicated to PPO
 - a. OrchardHillPPO@gmail.com
 - i. ☐ **ACTION:** Amy Davey Meeting minutes will be sent via email
 - ii. ☐ **ACTION:** Jennifer Mosley will be monitoring this email account
 - iii. Started a Facebook page: Orchard Hill Elementary PPO
 1. Meeting minutes will be posted to FB page
 - a. ☐ **ACTION:** Davena Cabellos

← Orchard Hill Elementa... Message Us 🔍



Orchard Hill Elementary PPO

20 likes · 27 followers

Home of the Pelican Parents Organization



Following



Message



iv. Google Drive started for PPO archives

2.d Structure of the PPO

1. Board Positions:
 - a. President: Emily Fry
 - b. Vice President: Jennifer Mosely
 - c. Co-Treasurers: Chris Kiraly/Stephanie Sparks
 - d. Secretary: Amy (Kreykes) Davey
 - e. Parliamentarian: TBD
 - f. Communications/Social Media Leads: Jennifer Mosely/ Davena Ceballos
2. AdHoc Committees, each with a Lead (TBD):
 - a. Fundraising
 - b. Sunshine Committee

2.e Fundraisers voted on by school leadership

1. Possible Timeline (No dates are confirmed yet):
 - a. 11/22/24 – Bake Sale
 - b. December 2024 – Holiday Giftwrapping
 - c. January/Feb 2025 – Art Auction
 - d. Late Spring 2024 – Fun Run
 - e. TBD – T-shirt design contest
2. Details discussed today:
 - a. Bake Sale
 - i. Points of Contact (POCs)
 1. Emily Fry
 2. Davena Ceballos
 - ii. Date:
 1. Tentatively – Friday 11/22/24 (*needs to be confirmed*)

- iii. Time: 3pm, just after school (*needs to be confirmed*)
- iv. Location:
 - 1. Barnyard Park
 - a. ☐ ACTION: Chris Kiraly for reservation
 - b. Bad weather – still on! Under cover at the Park
- v. Logistics
 - 1. ☒ ACTION: Stephanie Sparks - Need to discuss w/ school whether we can use the printers at the school to print flyers for this (since we don't have a bank account or funds yet).
 - 2. ☐ ACTION: Jennifer Mosley - Flyer made. Must be printed, and ready to put in kids backpacks on Monday 11/4/24
 - 3. TBD ideas for next meeting: Balloons, dancing sign people, etc.
- vi. Communication:
 - 1. ☐ ACTION Jennifer Mosely: Ask school administration if they can post links to our PPO facebook page/email address on Parent Square
- b. Holiday Gift Wrapping
 - i. Details TBD at a future meeting
- c. Art Auction
 - i. Targeting January/February 2025
 - 1. Initial idea – “sip and view” auction (sparkling cider)
 - a. Dress up
 - b. Bid on the art
 - 2. Roll of students (should they stand next to art if they want etc)
 - 3. Host in cafeteria? It is unclear right now whether or not the school can host any PPO events
- d. Fun Run
- e. T-shirt design contest
- f. How funds raised by PPO will be used/not used

2.f Corporations that may potentially donate to our PPO

- 1. ☐ ACTION: Emily has a list that she is working through

3. New Business:

4. Actions

4. Next Meeting

- 1. Date:
- 2. Time:
- 3. Location:

5. Meeting Adjourned