

WLS PTO Mission

The purpose of the WLS PTO is to enhance and support the educational experience of the children at The World Learner School by developing a stronger connection between the school and families. It strives to encourage parent involvement and improve the environment by:

- Creating an inclusive and active community of families and teachers
- Developing a dedicated core of volunteers
- Implementing efficient and effective fundraising programs

August PTO Agenda – September 6, 2016

1. Leadership Check-in
 - a. Start of School –
Recap
 - b. Welcome to Lisa Waller, PTO Teacher Liaison –
Lisa's new role at WLS is Assistant Director/Intervention Specialist. Her role with the PTO is communication with the PTO and teachers, get input from teachers, strategize, and attend PTO meetings
2. Logistics
 - a. Approvals from WLS Board (Fall Fund drive, Fall Festival, Book Fair) – Board permission forms must be submitted to Deana by the Wed. prior to the board meeting. Joy will submit forms for Shindig and Scrip cards if needed
 - b. Forms for Background checks, conflict of interest –
Distributed blank forms and collected completed forms
 - c. Not sure if book fair coordinator needs to be voted in –
Sally will find out
3. Financial
 - a. Updates –
July had one Razoo donation for \$55 and Aug. had \$2500 for Deep Portage upper elementary trip. Decided to leave the budget as is for now. The PTO may allocate more money to middle school in the future since they have more students this year. Theresa will have someone verify her bank reconciliation and sign a form as a safeguard. We will look for the historical financial binder at the next meeting.
4. Communication
 - a. FB page up and running: question about how to best use it?

- b. Communication Options and planning –
Will communicate about the Volunteer Survey and Fund Drive together
- c. Webpage help (2 sentence bios?) –
Send bios to Sally or Kelly

5. Community

- a. Report on start of year - 3 events –
Meet and Greet went well, met 2 or 3 new families, could do one hour next year instead of 30 min.
Received positive feedback about freezy pops at open house.
First Day Coffee went well, about 20 people attended, could call ahead to reserve tables next time.
- b. First Monday Coffees –
Will schedule for the first Monday of the month for a few months and then re-evaluate if they should continue. This event will help the PTO to connect first, then build.
- c. Montessori 101 ?? –
Lisa will ask Melissa if it makes sense to have a PTO parent there to connect with parents?
- d. Fall Festival – looking to build leadership team –
Oct. 22nd, need a key leader to head up the team, Lisa will send a recommendation. Theresa's husband's company can donate up to \$200 in supplies.
- e. Yearbook... –
Will discuss in Oct. meeting

6. Fundraising

- a. Fall Fund Drive – slated to go out Sept 13th
 - i. Communication plan
Will be communicated with volunteer survey. Can write a check or donate online on Razoo site. Razoo takes a percentage of the donations made online. Joy will have Kelly Simer look at Razoo Fund Drive page draft and will talk to Sally about communication plan.
- b. Fall Book Fair – details; spring?
Fall book fair coordinator is Nicole Christoph. Scholastic is generating the agreement for the dates we requested and the multi-purpose room is reserved. Joy will find out if there was a fall and spring book fair last year or just one.
- c. Scrip for December?
Will discuss in Oct. meeting
- d. Shindig Coordinator, building team
Need candidates for coordinator. Joanne Gaudette and her daughter volunteered to work on facility role of the event. Joy will

find out from Danielle Wishard-Tudor if Turtle's is reserved for March 18th. Theresa will work on a system for checkout using Excel (need a printer and do not use Wifi). Need to move live auction slideshow to the Donations section of the org chart.

7. Volunteer
 - a. Volunteer Survey – slated to go out Sept 13th
 - i. Communication plan?
 - b. Recruiting for Fall Festival, Shindig

8. Before Next Meeting
 - a. 2 sentence bio for web page, if you haven't done it
 - b. Take the time to read through the "PTO By-laws" and "Policies and Procedures" found in Google Drive. –
Look for by-laws with a date later than May 2010. Joanne will read bylaws, identify what has changed, and put a copy in the PTO mailbox in the office.
Lisa will let us know if middle school will be doing scrip cards or not.

9. Next meeting date: Tuesday, October 4, 2016

October PTO Meeting topics:

1. Teacher Appreciation plans/opportunities
2. Final plans for Fall Festival
3. Shindig Schedule
4. Yearbook