

WLS PTO Meeting - 9/12/17

Present: Nichole, Kelly M, Ellen, Sara, Liz

1. Leadership Check-in
2. Logistics
 - a. Approvals from WLS Board (Fall Fund Drive, Fall Festival, Book Fair) - Approval is back from the Board for the Fall Festival.
Book Fair will be early December. We will look at the Thanksgiving Feast Day (Fri, Nov 17, Mon 11/20, Tues 11/21 during Feast) and if not, Nichole will ask for Book Fair to happen during conferences and if not. The MS does a holiday pancake and craft sale that could be piggybacked onto. We could also piggyback onto the Lower Elementary concert.
Fall Fund Drive - Haven't submitted approval for Fall Fund Drive. Kelly will be confirming with Deanna. They would like to start collecting money for environmental education. Joy can get it set up any time. We'll start Fall Fund Drive in October. (Communications: email, Facebook, and website). Joy, Sally, Sara will draft a communication for us to get out.
 - b. Forms for background checks, conflict of interest - Kelly will check to see who has done this already from the PTO (check PTO box).
3. Financials
 - a. Budget updates - budget was pretty much the same as last year. For Fall Fund Drive money, we'll collect this year and spend next year.
4. Communication
 - a. FB posts:
 - i. 101 events:
 1. Welcome to WLS on 9/18 from 6-7pm
 2. Montessori 101 on 9/26 from 5:45-6:45pm
 - b. Communication Options and planning
 - c. PTO team bios - Liz will send to those needing to complete the survey
5. Community
 - a. Report on start of year
 - b. Fall Festival (10/28) - Sent mark your calendars or save the date for the Fall Festival over the next couple of weeks, then send printed flyer late September or early October. Kelly will start getting the food ready at the beginning of October. Sally offered to ask the MS to help MS kids sign up for slots for selling tickets, food, etc.
 - c. Yearbook - just runs itself
6. Fundraising
 - a. Fall Fund Drive - (described above)
 - b. Fall Book Fair - (described above)

- c. Scrip for December - Hazel and Joy researched this previously. Kelly will contact Hazel with some questions about this possibility.
- d. Shindig Coordinator, building team - (saving this topic for October)

7. Volunteer

- a. Volunteer Survey - Ellen will send survey next week
- b. Recruiting for Fall Festival, Shindig

8. Before Next Meeting

- a. Online bio survey - Liz will reach out to those still needing to submit
- b. Take the time to read through the "PTO By-laws" and "Policies and Procedures" found in Google Drive

9. Next meeting date: Tuesday, October 3, 2017

