

## WLS PTO Board Meeting

**Purpose of the WLS PTO** (Bylaws Section 1.03): Enhance and support the educational experience of our children at WLS by developing a stronger connection between school and families. We will 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

### PTO Board Meetings: Intentional collaboration to propel the mission and purpose of the WLS PTO

<b>Date</b>	December 4, 2023
<b>Board Members Present</b>	CANCELED DUE TO ABSENCES
<b>Parents Present</b>	

Topic Presenter	Time	Type: Report, Discussion, Decision	Notes	Follow Up
<b>Warm Welcome</b>	5 min	Discussion	1-2 word check-in	
<b>Montessori Moment Lisa</b>	3 min	Report	A moment to learn a Montessori work or philosophy point	
<b>President Meredith</b>	5 min	Report	PTO Business	
<b>Treasurer Megan</b>	4 min	Report	<ul style="list-style-type: none"> <li>• Budget income/expenses</li> <li>• Collect reimbursements</li> </ul>	
<b>Vice President Crary</b>				

<b>Community Angie</b>			ABSENT	
<b>Fundraising/Shindig Susan</b>				
<b>Volunteers Megan</b>				
<b>Communications Kate</b>				
<b>School Lisa</b>				
<b>PTO Member Comments + Ideas Meredith FCC</b>	10 min	Discussion	If members present, they can use this time to present feedback and discuss ideas if they have not already been given a specific time on the agenda before the meeting starts. If time needed goes over the time allotted, they will be placed in the “parking lot” for further discussion at an upcoming meeting or at a different date.	
<b>Closing Meredith</b>	3 min	Discussion	Favorite holiday thing	

<b>Upcoming Dates and Information</b>		
Topic	Information	Responsible PTO Members
Parking Lot +	<ul style="list-style-type: none"> <li>Noise cancellation panels in multipurpose room</li> </ul>	

Upcoming Needs		
2023 - 2024 Upcoming Meetings	<p>Third Monday of the month at 7pm.</p> <p>January 8, 2024 [note: second Monday of the month]  February 5, 2024 [note: first Monday of the month]  March 4, 2024  April 15, 2024  May 20, 2024  June 17, 2024  July, 2024 - No meeting</p>	<ul style="list-style-type: none"> <li>● Cancel March 18 meeting</li> <li>● Keep March 4 meeting to prep for Annual Meeting and Shindig</li> </ul>

**PTO Monthly Overview**

***December 2023***

- PTO Leadership Team meeting: December 4, 7 - 8:30 pm
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Shindig theme and team set (Shindig team)
- Chipotle Fundraiser - 12/5 - 4-8pm

***January 2024***

- PTO Leadership Team meeting: January 8, 7 - 8:30 pm
- MLK Jr. Day day of service Jan 15, 2 - 3:45 pm – WLS at Feed My Starving Children
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Save the date for Shindig to go out & kick Shindig planning into high gear (Shindig team)
- Plan a winter (January or February) meetup, such as skating (Community Coordinator)

***February 2024***

- PTO Leadership Team meeting: February 5, 7 - 8:30 pm
- WLS Skating (FREE) on President’s Day, Chaska Community Center, 1 - 2 pm
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Shindig Invitation goes out (Shindig team)

- Shindig volunteer recruitment (Volunteer Coordinator)

### ***March 2024***

- PTO Leadership Team meeting: March 4, 7 - 8:30 pm
- CANCELED PTO Leadership Team meeting: March 18, 7 - 8:30 pm
- March 16 – Shindig (All)
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Teacher appreciation during conferences (stock the lounge, gift cards, meals) (Vice President)
- Shindig wrap-up and recapping (Shindig team)
- Annual meeting presentation (President)
- Plan a spring playground meet-up (Community Coordinator)

### ***April 2024***

- PTO Leadership Team meeting: April 15, 7 - 8:30 pm
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Recruiting for next year PTO Board (All)
- Confirm dates for following school year: summer playground meet up, Fall Beautify volunteer event (during August teacher workshop dates), fall fun run/community event, Shindig (in order to communicate to incoming families) (All)

### ***May 2024***

- PTO Leadership Team meeting: May 20 , 7 - 8:30 pm
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- May 6 - 10, 2024, Teacher appreciation week (Vice President)
- End of year picnic planning (Community Coordinator)
- PTO board member applications due (President, All)
- Kindergarten visit (President)
- Survey teachers for August outdoor space Beautify event needs (Volunteer coordinator)

### ***June 2023***

- PTO Leadership Team meeting: June 17, 7 - 8:30 pm
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)

- Review, adopt any new bylaws and policies and procedures
- Vote new PTO board members in (President, All)
- End of year wrap up (President)
- First pass at budget for next school year (Treasurer)
- End of school year picnic (Community Coordinator)
- Decide main dates for next school year (fall fun run, Shindig)
- Complete planning back to school events (reminder: no July meeting)

### ***July 2024***

- NO PTO Leadership Team meeting (first meeting with new board will be in August; do July working session if needed)
- Playground meet up
- PTO annual report sent out to parents (President, Treasurer, Communications)
- Transition in new board members

### ***August 2024***

- Vote on meeting dates for the year and publish to school calendar
- Vote on budget and then submit to school director/board (President & Treasurer)
- Back to school communications (Communications)
- Wednesday, August 21 – Teacher breakfast 8am (Vice President)
- Thursday, August 24, noon – Beautify event (Volunteer Coordinator)
- Wednesday, August 28: 9-10:30 AM Coffee & Donuts for new parents during orientation + school open house 5 - 7 pm (freeze pops, PTO information) (Community Coordinator, President, Volunteer Coordinator, & All)

### ***September 2024***

- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Ensure communications list up to date (Communications)
- First day back to school coffee at parent's house or community location (Community Coordinator)
- Send out Volunteer Survey (Volunteer Coordinator)
- If not done in August, vote on budget and then submit to director/board (President & Treasurer)
- Fall color run or community event? (Community Coordinator & Vice President)

### ***October 2024***

- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Start Shindig planning – get team together (Fundraising Coordinator)
- Plan November conference teacher appreciation (stock the lounge, gift cards, meal) (Vice President)
- Re-sign with Silent Auction Pro if you are going to use them for Shindig auction (Fundraising Coordinator & Shindig Coordinator)
- Plan Spirit Wear (President or Vice President)

### ***November 2024***

- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Teacher appreciation during conferences (Vice President)
- Begin Shindig donation requests (Shindig Coordinator)
- Spirit Wear orders due (Vice President)