

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

Date	February 5, 2024
Board Members Present	Angie, Crary, Kate, Susan, Megan, Lisa, Meredith
Parents Present	None

Topic Presenter	Time	Type: Report, Discussion, Decision	Notes	Follow Up
Warm Welcome	5 min	Discussion	1-2 word check-in	
Montessori Moment Lisa	5 min	Report	A moment to learn a Montessori work or philosophy point	
President Meredith	5 min	Report	PTO Business	
	10 min	Discussion	Bus driver appreciation day in Minnesota - Feb. 22 <ul style="list-style-type: none"> ● Do what? ● Who? Need volunteers? 	Donuts & Coffee for AM buses. No volunteers needed.

			<ul style="list-style-type: none"> Budget? 	
Treasurer Megan	4 min	Report	ABSENT Balance \$18,371.13	
Vice President Crary	10 min	report	Teacher appreciation update Teacher appreciation volunteer need Quick Logo vote	Cassy & Crary will "Stock the Lounge" on 2/23. Logo #1 voted in. Crary will email all PTO.
Community Angie	5			Angie will send videos of donations to Susan
Fundraising/ Shindig Susan	30 Min	Report Decisions	Shindig Planning See Below	
Volunteers Megan	5 Min	Discussion	Shindig signup, Hooked on Books help from PTO	
Communications Kate		Discussion	Shindig Communications	
School Lisa				
PTO Member Comments + Ideas Meredith FCC	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.	
Closing Meredith	3 min	Discussion	In the spirit of Valentine’s Day, who was your first celebrity crush?	

Shindig Planning		
Item	Details	Follow Up
Tickets	Pricing: \$40 Early Bird 2/9-2/29 \$50 Regular Price 3/1-3/13 online \$50 Regular Price 3/14-3/16 contact Susan directly or at the door STAFF–1 free ticket with Promo Code: YEEHAW	
Other Tickets	Wine Pull \$15 or 2 for \$25 Game \$10 each or 3 for \$25 Heads & Tails-	Lists of pre-pay people at the games/tables
Invitations	Divide tonight, send by 2/12	“Looking forward to seeing you at the school’s biggest fundraiser! It’s going to be a blast! Don’t miss the Silent Auction opening the week before the event. !” Sign your name & WLS PTO
WLS Board	Specifically invite the WLS Board Members	Meredith will follow up with the board
Banner	We could order a Shindig Banner for outside the school. 2’x6’approximately \$100	Susan will order

Auction	<p>We need more donations—LindaSue has emailed everyone on the list with an email address. Is there someone in the Chaska/Carver/Chan area that could go through our donation spreadsheet and add local businesses to our list? Or—post/email our WLS community asking them to email shindig@wlspto.org with the names and contacts of local friends/family businesses?</p> <p>Looking for one volunteer to help LindaSue or take over the backoffice side for the first week in March.</p>	<p>Susan or LS to post request about donating something from their own business Another post—donate a classroom party (ice cream or donuts or rock mandala painting party or kid party or a chicken tea party)</p> <p>Needs to know how to use a computer, possibly Kristi Kramer,</p>
Donated Items	Drop off donations at WLS Office, LindaSue will pick them up every Thursday	
Games	<p>Icebreaker—everyone participates, free</p> <ol style="list-style-type: none"> 1. Calf roping lasso game or 2. Card game—Faro or poker—volunteer will be the dealer 3. Famous Cowboys & Cowgirls 	2 games and heads or tails
Decor	If you have any empty whiskey bottles, I'd love to have them. If they aren't empty, I'm happy to drink the whiskey! ;)	Ask Bryan about whiskey bottles

Upcoming Dates and Information		
Topic	Information	Responsible PTO Members
Parking Lot + Upcoming Needs	<ul style="list-style-type: none"> • Noise cancellation panels in multipurpose room • Gaga Pit flooring 	
2023 - 2024 Upcoming Meetings	<p>Third Monday of the month at 7pm.</p> <p>March 4, 2024 April 15, 2024 May 20, 2024</p>	

	June 17, 2024 July, 2024 - No meeting	
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PTO Monthly Overview

*Meredith & Megan K.: Add treasurer's tasks to monthly overview (like tax reports, secretary of state filing)

February 2024

- PTO Leadership Team meeting: February 5, 7 - 8:30 pm (All)
- Hooked on Books: February 10, 9 am - noon
- WLS Skating (FREE) on President's Day, Chaska Community Center, 1 - 2 pm (Community Coordinator)
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Shindig invitation with ticket ordering goes out (Shindig team)
- Shindig volunteer recruitment (Volunteer Coordinator)
- Plan conferences teacher appreciation Feb. 27 (stock the lounge, gift cards, meals) (Vice President)

March 2024

- PTO Leadership Team meeting: March 4, 7 - 8:30 pm (All)
- March 16 – Shindig (All)
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Conferences late February/early March - teacher appreciation during conferences (Vice President)
- Shindig wrap-up and recapping (Shindig team)
- Annual meeting presentation (President)
- Plan a spring playground meet-up if desired (Community Coordinator)

April 2024

- PTO Leadership Team meeting: April 15, 7 - 8:30 pm (All)
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Recruiting for next year PTO Board (President, All)
- Plan Teacher Appreciation Week (Vice President)
- 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 (All)
- 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

- June 4, Chipotle fundraiser night
- PTO Leadership Team meeting: June 17, 7 - 8:30 pm (All)
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Review, adopt any new bylaws and policies and procedures (President, All)
- Vote new PTO board members in (President, All)
- End of year wrap up (President)
- First pass at budget for next school year (Treasurer, President)
- End of school year picnic (Community Coordinator)
- Decide main dates for next school year if needed (fall fun run, Shindig) (All)
- Complete planning back to school events (reminder: no July meeting) (All)

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 if desired (Community Coordinator)
- PTO annual report sent out to parents (President, Treasurer, Communications)
- Transition in new board members (All)

August 2024

- PTO Leadership Team meeting (All)
- Vote on meeting dates for the year and publish to school calendar (All)
- 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

- PTO Leadership Team meeting (All)
- 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

- PTO Leadership Team meeting (All)
- 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

- PTO Leadership Team meeting (All)
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Conferences - teacher appreciation (Vice President)
- Begin Shindig donation requests (Shindig Coordinator)
- Spirit Wear orders due (Vice President)
- Plan Hooked on Books for February (Volunteer Coordinator)

December 2024

- PTO Leadership Team meeting (All)
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Shindig theme and team set (Shindig team)
- Chipotle Fundraiser (Fundraising Coordinator)
- Plan a winter (January or February) meetup, such as skating (Community Coordinator)

January 2025

- PTO Leadership Team meeting (All)
- MLK Jr. Day day of service (Community Coordinator)
- 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)