

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	April 15, 2024
Board Members Present	Kate, Cray, Meredith, Megan P, Megan K, Angie, Lisa
Parents Present	

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	10 min	Discussion	PTO Leadership Team for 2024-2025 <ul style="list-style-type: none"> ● Who wants to return ● What positions will we have open ● Candidate ideas 	

Treasurer Megan	4 min	Report	Balance: 46,344.99	
Vice President Crary	5 min	report	teacher appreciation plan	Summer Lovin' Monday - chalk the walk, Tuesday - Trail Mix Bar, Wednesday - soup, Thursday - home depot gift, Friday - swag bag Increase Teacher Appreciation Funds to \$1000
Community Angie			Summer play date: Thurs Aug 1	May 3rd play date EOY picnic June 6th
Fundraising/ Shindig Susan			Submit fundraising request for Coffee to WLS board	
Volunteers Megan			spring clean up date	May 4th - focus on whole school clean up
Communications Kate			newsletter	4/19 Office newsletter - teacher appreciation signup, spring clean up date 4/26 pto newsletter - teacher appreciation, spring clean up, playdate on 5/3
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	Favorite thing about Spring?	

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	Third Monday of the month at 7pm. May 20, 2024 June 17, 2024 July, 2024 - No meeting August, 2024 - New PTO Leadership Team	

PTO Monthly Overview

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

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)
- Playground meetup, Friday, May 3, 5 pm, Lions Park, Chaska (Community Coordinator)
- 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 2024

- 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 (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)
- [Plan bus driver appreciation](#) (President or Vice President)
- 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)

February 2025

- PTO Leadership Team meeting
- Hooked on Books (Volunteer Coordinator)
- WLS Skating (or other community gathering) on President's Day (Community Coordinator)
- [Bus driver appreciation](#) (President or Vice President)
- 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 (stock the lounge, gift cards, meals) (Vice President)

March 2025

- PTO Leadership Team meeting
- 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)