

## 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>	July 10, 2023
<b>Board Members Present</b>	Susan, Angie, Kate, Crary, Meredith, Phoenix
<b>Parents Present</b>	Holly

Topic Presenter	Time	Type: Report, Discussion, Decision	Notes	Follow Up
<b>Warm Welcome</b>	5 min	Discussion		
<b>President Meredith</b>	2 min	Report	Treasurer still needed Budget discussion in August	Meredith will reach out to Andrea Ryberg We will discuss budget in August when Lisa M is here
<b>Treasurer Phoenix</b>	4 min	Report	<ul style="list-style-type: none"> <li>• Budget income/expenses</li> <li>• Collect reimbursements</li> </ul>	Current Balance: \$20,075.43 Phoenix has reached out to Jenna about yearbook – would we do next year, amount anticipated? Phoenix will reach out to Old National Bank for donation. Also considering switching to Nicolette Bank.

<b>Vice President &amp; Other Fundraising Crary</b>	15min	Discussion	Color Run	Community event vs fundraising event. Looking into local sponsorships, possibly Nicolette Bank. Possibly having Nautical Bowls, apples & popcorn, Need to order eye wear Reduced fee/or free Teacher breakfast - 8/23
<b>Community Angie</b>	15 min	Discussion	Back to school events	Teacher breakfast - 8/23 Beautify event - 8/24 AM orientation - 8/30 - Angie has everything covered. PM Open House - 8/30 - popsicles at Kates. Leadership is here, wearing their shirts, and chatting with families.
<b>Fundraising/Shindig Susan</b>	1 min	Report	Lions Club	Application submitted by Crary. Holly recommends coming to the meeting in person to present and ask for donation. Susan will go to Lions Meetings and report back.
<b>Volunteers Megan</b>	1 min	Report		8/23 - Send out sign up for teacher breakfast
<b>Communications Kate</b>	1 min	Report		Create Color Run tab on website Coolers for popsicles
<b>School Lisa</b>	2 min	Report	Recap some spending. Plans for next year.	Cleaning out the office PTO Drawer
<b>PTO Member Comments + Ideas</b>	10 min	Discussion	If members present, they can use this time to present feedback and discuss	Noise cancelation panels

<b>Meredith</b>			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	Your one word of SUMMER	

<b>Upcoming Dates and Information</b>		
Topic	Information	Responsible PTO Members
Upcoming Meetings	<ul style="list-style-type: none"> <li>• August 21, 7 pm</li> </ul>	All PTO Members
Parking Lot + Upcoming Needs	<ul style="list-style-type: none"> <li>• At July’s meeting, PTO board needs to set meeting schedule for 2023 - 2024 school year</li> <li>• July meeting: Discuss beautify event and pick an overall coordinator/planner</li> </ul>	Meredith + all PTO members (Lisa to put on school calendar)

### **PTO Monthly Overview**

#### ***July 2023***

- PTO annual report sent out to parents (President, Treasurer, Communications)
- First meeting with new PTO board
- Transition email accounts, information, etc as needed to new board members
- Finalize planning calendar for 2023 - 2024 school year
- Plan back to school events
- July 13, 5 pm – Playground meet up, Lions Park Chaska

### ***August 2023***

- 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 23 – Teacher breakfast 8am (Community Coordinator)
- Thursday, August 24, noon – Beautify event (Volunteer Coordinator)
- Wednesday, August 30: 9-10:30 AM Coffee & Donuts for new parents during orientation, school open house 5 - 7 pm (freeze pops, PTO information) (Community Coordinator, Volunteer Coordinator, & All)

### ***September 2023***

- 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)
- September 17, 1-3 pm – Fall color run (Community Coordinator & Vice President)

### ***October 2023***

- 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 (Vice President)

### ***November 2023***

- 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)

### ***December 2023***

- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Shindig theme and team set (Shindig team)

### ***January 2024***

- 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 2024***

- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Shindig Invitation goes out (Shindig team)
- Shindig volunteer recruitment (Volunteer Coordinator)

### ***March 2024***

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

### ***April 2024***

- 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***

- 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***

- 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)