

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	August 21, 2023
Board Members Present	Meredith, Angie, Crary, Phoenix, Megan, Lisa, Susan
Parents Present	Megan

Topic Presenter	Time	Type: Report, Discussion, Decision	Notes	Follow Up
Warm Welcome	5 min	Discussion	Two words to describe your summer	
President Meredith	2 min	Report	<ul style="list-style-type: none"> • Treasurer position • Staff lounge 	<p>Megan is here to “date” us to see if we’re a good fit for her. If she decides yes, we would vote her in at our September meeting.</p> <p>Staff lounge is beautiful. There will be a reveal to the staff on Wednesday.</p>
	5 min	Discussion	<ul style="list-style-type: none"> • 2023 - 2024 monthly meeting schedule 	<p>Third Monday of the month at 7pm. Sept. 18 Oct. 16 Nov. 20</p>

				Dec. 4 Jan. 15 Feb. 5 March 18 April 15 May 20 June 17
	10 min	Discussion	Initial 2023 - 2024 budget discussion	September Meeting—decide and vote on the budget Preliminary discussion about the budget, school & classroom support,
	5 min	Discussion	Peace Pole Project	We voted yes to the PPP. Meredith will look into the various languages to have written on the pole.
Treasurer Phoenix	4 min	Report	<ul style="list-style-type: none"> • Budget income/expenses • Collect reimbursements 	Current Bank Balance \$19,820.70
Vice President Crary	10 min	Report	<p>Teacher appreciation budget Color run volunteer needs Color run flyer questions Color run finances Teacher appreciation back to school breakfast</p>	<p>Budget: \$903 Discussion about the cost. Decided to keep it free. Prizes for the classroom that has the most registrations by a certain date. Registration form on the website, needs to include the waiver.</p>
Community Angie	15	Report	<p>Color Run (Me & Crary) Teacher Breakfast Coffee & Donuts</p>	
Fundraising/Shindig				

Susan				
Volunteers Megan	15-20	Report/Discussion	<p>Beautify Event Assign Leads for areas Discuss plan</p>	<p>Many projects to get done, won't all get finished. Megan will have another push on FB for the event Starting the Garden Club 4 sections for work Each area will have a list of work to be done, and will have a lead for each area. Need:</p> <ul style="list-style-type: none"> ● Shovels ● Hand trowels ● Wheelbarrows ● Gloves ●
Communications Kate				Not present this evening
School Lisa				
PTO Member Comments + Ideas Meredith	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	3 min	Discussion	What is one thing you're looking forward	

Meredith			to at WLS this year?	
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Upcoming Dates and Information		
Topic	Information	Responsible PTO Members
Upcoming Meetings	<ul style="list-style-type: none"> September 18, 7:00 pm October 16, 7:00 pm 	All PTO Members
Parking Lot + Upcoming Needs	<ul style="list-style-type: none"> Noise cancellation panels in multipurpose room 	

PTO Monthly Overview

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

- PTO Leadership Team meeting: September 18, 7 - 8:30 pm
- 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, 2 - 4 pm – Fall color run (Community Coordinator & Vice President)

October 2023

- PTO Leadership Team meeting: October 16, 7 - 8:30 pm
- 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

- PTO Leadership Team meeting: November 20, 7 - 8:30 pm
- 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

- 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)

January 2024

- PTO Leadership Team meeting: January 8, 7 - 8:30 pm
- 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
- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- Shindig Invitation goes out (Shindig team)
- Shindig volunteer recruitment (Volunteer Coordinator)

March 2024

- If needed – PTO Leadership Team meeting: March 4, 7 - 8:30 pm
- 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)
- Begin planning back to school events

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