

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	June 5, 2023
Board Members Present	Meredith, Kate, Phoenix, Megan, Angie,
Parents Present	Cassie

Topic Presenter	Time	Type: Report, Discussion, Decision	Notes	Follow Up
Warm Welcome	5 min	Discussion	<ul style="list-style-type: none"> ● Name and position introduction ● Favorite cartoon 	
President Meredith	2 min	Report	<ul style="list-style-type: none"> ● Shout-outs! 	
	20 min	Discussion	<ul style="list-style-type: none"> ● Cassy O’Neil presenting on the staff lounge updates and proposed budget (Please review PDF of powerpoint ahead of time) 	Asking parents for donations for items for the staff lounge. Also sending wishlist out to parents to donate items. Asking for donations in June/July, hoping to start remodel in August.
	3 min	Discussion	<ul style="list-style-type: none"> ● Board member elections 	All have been voted in.

			<ol style="list-style-type: none"> 1. Vote in slate of candidates (please review applications ahead of time) 2. Potential Treasurer ideas if need backups. 	
	15 min	Discussion	<ul style="list-style-type: none"> • Discuss proposed changes to bylaws and policies/procedures • Vote on changes to bylaws and policies/procedures 	Updated and voted in changes to bylaws & policies/procedures
Treasurer Phoenix	4 min	Report	<ul style="list-style-type: none"> • Budget income/expenses • Collect reimbursements 	Current Balance: \$20,645.63
Vice President & Other Fundraising Crary				
Community Angie	15 min	Discussion	EOY picnic details	Need help with moving things in the morning, and setting up the food
Shindig Susan	1 min	Report		
Volunteers Megan	1 min	Report	EOY Sign up	Will reach out on facebook, messenger and sending an email.
Communications Kate	1 min	Report	Monthly Newsletters over the summer instead of weekly	Post about the zoo trip on Facebook Email this week - need help at the picnic. Upcoming events. Add all leadership team as a Facebook admin.
School Lisa	2 min	Report	Recap some spending. Plans for next year.	Cleaning out the office PTO Drawer

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 Meredith	3 min	Discussion	Two word check-in	

Upcoming Dates and Information		
Topic	Information	Responsible PTO Members
Upcoming Meetings	<ul style="list-style-type: none"> July 10, 3 pm (outside at school) August 21, 7 pm 	All PTO Members
Parking Lot + Upcoming Needs	<ul style="list-style-type: none"> At July’s meeting, PTO board needs to set meeting schedule for 2023 - 2024 school year July meeting: Discuss beautify event and pick an overall coordinator/planner 	Meredith + all PTO members (Lisa to put on school calendar)

PTO Monthly Overview

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)
- June 8 - End of school year picnic (Community Coordinator)
- Staff lounge makeover begins (Volunteer Coordinator, Cassy O'Neil)
- Fun days from Shindig fundraising – 6/1 popcorn and PJ day, 6/2 popsicles during field day

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, location TBD

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)
- Prospective families open house