

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	May 8, 2023
Board Members Present	Kate, Megan, Phoenix, Meredith, Lisa, Susan, Angie, Crary
Parents Present	N/A

Topic Presenter	Time	Type: Report, Discussion, Decision	Notes	Follow Up
Warm Welcome	5 min	Discussion	<ul style="list-style-type: none"> • What one word would you use to describe spring? 	Growth, fresh, tulip, green, mud, energy, light
President's Report Meredith	7 min	Report	<ul style="list-style-type: none"> • New meeting agenda and reset • Board elections • Kindergarten visit • May 17 school open house for prospective families 	Follow agenda, stay on task, keep time in mind when discussing. Voting on board members in June. Meredith - create descriptions of each leadership role so community can apply for a board member position
Treasurer Phoenix	4 min	Report	<ul style="list-style-type: none"> • Budget income/expenses • Collect reimbursements 	\$22,311.82 Reimbursement Request form needs to be filled out for reimbursement

Vice President & Other Fundraising Crary	5 min	Discussion Report Discussion	<ul style="list-style-type: none"> • Chipotle dates • Nautical Bowl • VP description in Bylaws 	Nautical Bowls in the fall Chipotle in Jan/Feb VP role does not have a description in the bylaws. Crary will create a description and email to all so we can edit as needed.
Community Angie	5-7 min	Report	Teacher Appreciation EOY picnic	Megan needs to create a sign up genius for picnic.
Shindig Susan	0 min		No updates this month	
Volunteers Megan	13 min	Report Discussion	Open House/Montessori Move End of Year Picnic volunteers/schedule adjustments, due date	Megan will keep an eye on all sign ups and reach out on social media or directly to families as needed Sending signups for open house, montessori move & field day on 5/12 Promoting volunteer sign up on 5/26
Communications Kate	5 min	Discussion Report	Zoom: basic plan (only 40 min) or \$75/year. Someone screen share agenda, someone showing members in person Newsletters: go out every Friday (from the office or PTO emails). Please send anything you want included by Wednesday.	Use google meet for free! PTO meeting are working meetings. We will not be adding a virtual option for PTO monthly meetings. Kate will email everyone on Monday regarding newsletters and what we need to include
School Lisa	3 min	Report	<ul style="list-style-type: none"> • Shindig days and donations used 	Dates: 5/12 Dance Party (no food) 5/26 Extra recess 6/1 Popcorn & PJs 6/2 Field Day with Popscicles VIP Seating for Medallion Ceremony & Concerts (LE 5/11, UE 5/23)

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	Check-in: Two words on how you’re feeling	

Upcoming Dates and Information		
Topic	Information	Responsible PTO Members
Upcoming Meetings	<ul style="list-style-type: none"> • June 5, 7pm • July 10, 3 pm (outside at school) • August 21, 7 pm 	All PTO Members
Parking Lot + Upcoming Needs	<ul style="list-style-type: none"> • 	

PTO Monthly Overview

May 2023

- Newsletter 2nd and 4th Friday (and office news opposite weeks) (Communications)
- May 8 - 12, Teacher appreciation week (Community Coordinator)
- 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)
- May 17, 2023 – School open house for recruitment. Parent volunteers needed 6 -7 pm in multipurpose room to visit with prospective parents about our school. (Volunteer Coordinator)
- May 30, 2023 – Minnetonka Montessori move out. Volunteers needed to box and move out materials to WLS. Uhaul driver needed. (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)
- June 8 - End of school year picnic (Community Coordinator)
- Staff lounge makeover begins (Volunteer Coordinator, Cassy O'Neil)

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 24, 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, Volunteer Coordinator)
- 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, Volunteer Coordinator)
- 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)