

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	October 16, 2023
Board Members Present	MEETING WAS CANCELED DUE TO ILLNESS
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	3 min	Report	A moment to learn a Montessori work or philosophy point	
President Meredith	3 min	Report	PTO Business	
	20 min	Discussion	2023 - 2024 PTO Budget <ul style="list-style-type: none"> • Determine school/level support amounts • Determine what to do with the remaining balance of \$6,300 	

Treasurer Phoenix	4 min	Report	<ul style="list-style-type: none"> • Budget income/expenses • Collect reimbursements 	
Vice President Crary				
Community Angie				
Fundraising/Shindig Susan				
Volunteers Megan				
Communications Kate	1 min	Report	Chipotle Fundraiser 12/5 4-8pm	
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 Meredith	3 min	Discussion	Favorite fall thing!	

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 	
2023 - 2024 Upcoming Meetings	<p>Third Monday of the month at 7pm.</p> <p>November 20, 2023 December 4, 2023 [note: first Monday of the month] January 8, 2024 [note: second Monday of the month] February 5, 2024 [note: first Monday of the month] *Please hold: March 4, 2024 if we need a PTO leadership meeting before Shindig March 18, 2024 April 15, 2024 May 20, 2024 June 17, 2024 July, 2024 - No meeting</p>	

PTO Monthly Overview

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 (President or 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)
- Chipotle Fundraiser - 12/5 - 4-8pm

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

August 2024

- 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 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, Volunteer Coordinator, & All)

September 2024

- 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)