

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	November 20, 2023
Board Members Present	Meredith, Megan, Megan, Lisa, Angie, Susan
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	Montessori Terminology—from AMS website Words and terms you may hear in a Montessori environment
President Meredith	5 min	Report	PTO Business <ul style="list-style-type: none"> ● Spirit wear update ● Chipotle Fundraiser 12/5 4-8pm ● Stock the lounge update 	<ul style="list-style-type: none"> ● Spirit wear has earned about \$300 ● Tiffany Reinitz is willing to come into the school to take pictures of students ● Chipotle fundraiser—need to have some tips about how to

				participate successfully <ul style="list-style-type: none"> • Cassie and Crary did the Stock the Lounge event for teachers
	15 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 (MSB proposal to parking lot until school strategic plan is produced) 	<ul style="list-style-type: none"> • Meredith motions that we hold the \$6300 until the strategic plan is finalized. • Angie seconds • Motion passes
Treasurer Megan	4 min	Report	<ul style="list-style-type: none"> • Budget income/expenses • Collect reimbursements 	<ul style="list-style-type: none"> • \$17,078.64 balance •
Vice President Crary			ABSENT	
Community Angie	8 min	Discussion	Winter community activity Skating/sledding? Date?	<ul style="list-style-type: none"> • Feed My Starving Children community event on MLK Day 1/15/24, 2:00-3:45pm • February Skating Day at CCC, Presidents Day 2/14/24, Time TBD • Angie added a bunch of documents with directions on how to lead each of the community events she's done in the past
Fundraising/Shindig Susan	4 min	Report	Shindig Update Digital invitation? Texting? Lion's Club Check?	<ul style="list-style-type: none"> • Wild West Theme • Mechanical Bull? • We do have capabilities to text families • Meredith will do the Shindig video and slide show for during the

				<ul style="list-style-type: none"> event Megan will work with me on the games and events Selling tickets on SAP–bidder numbers and credit cards accuracy Lion’s Club money–earmarked at all? Susan will find out if it has a designation. AED as a potential need–possible Lion’s Club donation Create a list of fundraising needs
Volunteers Megan				<ul style="list-style-type: none"> Volunteer interest survey to go out in next PTO email
Communications Kate	1 min	Report	ABSENT	
School Lisa	5 min		Background check for FY24, gratitude	<ul style="list-style-type: none"> Susan & Crary need to do our background checks
PTO Member Comments + Ideas Meredith FCC	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 holiday 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	Third Monday of the month at 7pm. 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] March 4, 2024 April 15, 2024 May 20, 2024 June 17, 2024 July, 2024 - No meeting	<ul style="list-style-type: none"> Cancel March 18 meeting Keep March 4 meeting to prep for Annual Meeting and Shindig

PTO Monthly Overview

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)
- MLK Jr. Day Jan 15 day of service – WLS at Feed My Starving Children

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

- PTO Leadership Team meeting: March 4, 7 - 8:30 pm
- CANCELED 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)

October 2024

- 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)