



Big Woods PTO Meeting Notes

Jan. 8, 2024

Principal Report – Jesse

Board Report

Treasurer Report – Rebecca

- Budget update - We have ~55k. We should make a plan for spending and what we'll do as far as playground equipment goes. Not a lot of activity in December other than garage sale going in and out. Most all was spent for the garage sale and final receipts will be submitted.
- Fund Requests- No fund requests at this time.

Staff Holiday Activity Follow up - The holiday activity was successful. We had many donations to make up some nice gifts for the staff.

Culver's Night 1/10 - January is fully staffed. We have some openings to cover for the next night in February. Jesse will send an email to families Tuesday after school.

- Thank you for volunteering for January
- Next up is Feb 14th. For any of you that don't care if you spend the whole night with your spouse, February is your time to shine on Culver's shifts.

PTO Family Bingo 1/26 - Nicole & Jesse

- Mark your calendar! We need lots of members to help. It is a fun night and the families love it. - We will need many volunteers to make this night successful. A sign up will get sent out. We are getting tables from the district and will need extra hands to unload and set those up. Still looking for the big prize. Will maybe change the timing when the big prize game is done to make sure there aren't any issues with a tie. Solutions are being tested for sound or a pa system. May use the phone intercom so it'll deliver throughout all of the building. We'll begin setting up at 4:00 with doors opening at 5:15. Volunteers will be needed for set up, cashier/concessions, prize table and clean up.

Talent Expo 2/1- Tami - Information packets went out and forms are due Friday. Certificates will begin printing next week. Culvers tokens are ready.

Teacher Conference Meals 2/1 - Nicole & Christina - 2 bids have been received, on for BBQ dinner. Will look to have ready or set up around 3:30

Playground update - Trina spoke with the recess paras and they support the 2nd zipline and the accessibility. We'll look at possibly switching out a swing to a chair swing in the future. All the swings are used quite often. Jesse supports the zipline as well. Christina motioned to move forward with the zipline up to \$30,000 from Big Ticket budget line item, motion seconded by Amy and Tami. Motion approved.

Math night - Trina - Mathnasium. Trina will check with the district for gym availability and check with Mathnasium to coordinate some dates and will share at the next meeting.

Next year's proposed meeting dates - Trina - We will vote to approve next year's meeting dates once we are able to verify around the middle school concert dates.

2024-25 PTO Meeting Dates: Aug 12, Sept 9, Oct 7, Nov 1, Dec 9, Jan 6, Feb 10, Mar 3, Apr 14, May 12 - these dates voted and approved on via email vote on 1/11/23. Meetings will be at 6pm.

Upcoming elections - April is elections for next year. We will be losing several board members at the end of this year that we will need filled. The executive board jobs and duties are listed below. Trina will have the sign up sheets at the next couple meetings. We fill all positions yearly. You are welcome to nominate yourself for any positions that interest you. Watch for more information soon.

Happy Birthday month to: Christine, Jesse P., Kim, Erin, Jessica S.

Open comments/suggestions/questions

Next meeting is Feb. 12th

Adjourn

Members present: Trina, Christine, Amy, Amber, Tami, Jessica, Nicole, Rebecca, Linda

Virtual: Christina, Rachel.

This meeting will be held in the Big Woods Media Center.

Culvers Night 1/10
Family Bingo Night 1/26
Talent Expo 2/1
Spring Conference Meals 2/1
PTO Meeting 2/12
Culvers Night 2/14

PTO Meeting 3/11
Culvers Night 3/13
PTO Meeting 4/8
Culvers Night 4/10
Admin. Professionals Day 4/24
School Principal day 5/1

Staff/Teacher apprec. week 5/6-10
PTO Meeting 5/13
Culvers Night 5/15
Big Woods PTO Bash TBD 5/17?

- Deposit all money
- Ensure that PTO policies and best practices are followed

GENERAL JOB DUTIES OF EXEC BOARD

President

- Attend and lead all PTO meetings in person
- Appoint committee members
- Main contact for Big Woods PTO
- Communicate with school, district and members
- Reserve school space for events
- Assist all committees as necessary
- Create PTO calendar
- Maintain approved budget

There are 10 total voting board member positions that consist of these 4 exec board positions plus fundraising coordinator(s) and members at large. All board members are expected to attend the majority, if not all, of the PTO meetings.

Vice President

- Attend all PTO meetings in person
- Perform duties of President during absence
- Assist President with various duties
- Fill in with event planning as needed
- Manage volunteer email account
- Respond to volunteer requests
- Recruit volunteers and needed

Secretary

- Attend all PTO meetings in person
- Maintain master documents
- Help recruit committee chairpersons for vacant committees

Treasurer

- Attend all PTO meetings in person
- Work with executive committee to create yearly budget
- Balance checkbook and bank statements monthly- keeping track of spending and income
- Maintain accurate custody and recording of funds, receipt and disbursements
- Create budget reports monthly for meetings and as requested
- Obtain necessary licenses and permits
- Prepare all information for taxes to be done by accountant
- Keep all committees within approved budget
- Correspond with school administration as needed