



Big Woods PTO Meeting Minutes

Feb. 12, 2024

Principal Report – Jesse

Board Report

Treasurer Report – Rebecca

- Budget update
- Fund Requests -A request was received for an author/illustrator visit for all school. Rachel/Amy motioned to spend \$1200 for the author visit. The motion was approved unanimously. Teacher funds have been released. Due to a change in district policy, the process has changed where the school is required to do all the ordering and then we'll pay out the cost.
- Playground equipment - The bid for the new playground equipment came in higher. Amy/Amber motioned to increase spending from big ticket up to \$33k, vote was passed unanimously.

PTO Family Bingo follow up - Nicole & Jesse -Another good turn out. There were about 750 there. It worked great to get chairs and tables from the district. There needs to be more regulation for the prize table at the end of the night. It was helpful to have the boy scouts helping with clean up.

Talent Expo follow up - Tami - all has been cleaned up and projects have been returned. Next year we'll look at scheduling to avoid being so close to bingo but still around conferences.

Teacher Conference Meals follow up- Nicole -positive response from staff, they enjoyed the meal. There was plenty available for leftovers the next day.

Culver's Night 2/14 - We're good to go with volunteers for the night.

Buzz Bingo - shhhhh it's a surprise- 3/22 - Prizes are looking ok, there's room in the budget to replenish and add some different items.

Math night - Trina - Trina will look to finalize the date available with mathnasium, gym space and other activities in the school. There is no cost. We would need about 20 volunteers. It would be a family event.

Yearbook - Christine - Deadline to have the yearbook complete is 4/5. Layout has been set up and it's coming together. We're looking for more pictures from the teachers but working with what we've received so far.

4th grade end of year shirts - Would like to get some pricing. Christa will look into pricing and options. Shirts are printed double sided listing all the students. Each 4th grader gets a shirt to sign. We need about 180 shirts.

Snack cart for staff - Trina

Upcoming elections all positions are voted on yearly - Take a look at the different jobs and make sure to submit your interest to get your name on the ballot. Elections will take place in April for next year. If you know of anyone interested in joining the PTO, this is a great time to have them join for a meeting and see what it's like.

Happy Birthday month to: Rachel, Alissa B, Alyssa H

Open comments/suggestions/questions

Next meeting is Mach 11th

Adjourn

Members present: Trina, Christine, Amy, Amber, Amy, Nicole S, Christa, Jessica, Teresa, Rachel, Jesse, Tami, Linda

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

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?

GENERAL JOB DUTIES OF PTO VOTING BOARD POSITIONS

President

- Attend and lead all PTO meetings
- 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

Vice President

- Create PTO calendar
- Maintain approved budget
- Attend all PTO meetings
- 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
- Maintain master documents
- Help recruit committee chairpersons for vacant committees

Treasurer

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

Fundraising Coordinator(s)

- Attend all PTO meetings
- Plans and executes all aspects of the major fundraiser (We already have a contract with Booster for next year's fundraiser).

Members At Large

- Attend all PTO meetings
- Provide support for PTO executive Board
- Lead/assist event committees

* *There are 10 total voting board member positions.*