



Big Woods PTO Meeting Minutes

Mar. 11, 2024

Principal Report – Jesse

Board Report

Treasurer Report – Rebecca

- Budget update - We are net positive ~19k for the year with restaurant fundraisers and yearbooks still ahead. We have ~26k in uncommitted funds. The second zipline has been signed off on and is moving forward. Most teacher funds are getting used. Grade levels still have some funds to spend. Trina will touch base about other needs.
- Fund Requests - No current requests

Culver's Night 3/13 - This Wednesday. We have most slots covered for volunteers.

Pi Day - Trina - Bringing pie in for the staff

Buzz Bingo - shhhhh it's a surprise- 3/22. Anyone that wants to help, please be here at 1:15.

Yearbook - Christine - Sales will end this week. Final due date is April 5th. Will be looking for some help with a final review/proofread.

Math night 4/12 -

- Anyone want to take the lead on this event? Will need lots of volunteers - watch for sign up. - **Volunteers needed to help set up, run the activity and clean up. They will prepare us on how to run the tables. This event will be open to all students and their families.**

4th grade end of year shirts - Christa- Received many quotes. Teehive has a sale currently and could do 3 colors on the front with one color on the back.

1st Day School Supplies - Trina - All set up and sales are open. Those that have ordered in the past have received an email that next year is available to order. Won't promote yet until a little later in the year.

End of year PTO Bash

- What date? Plans? Anyone want to take the lead on this? - 5/17 4-6 pm. Rachel will touch base with **What's the Scoop** to see if they are available.

Upcoming elections all positions are voted on yearly. Elections happen at the April meeting. We can run the PTO with less than 10 filled board positions if need be but we must make sure

to fill the 4 executive board positions of President, Vice President, Treasurer and Secretary. Everyone that wants to be in PTO needs to fill out the form even if they don't want to be on the ballot for board member election.

If you know anyone that you think should consider joining PTO for next year, invite them to one of our upcoming meetings. Start recruiting now already.

Nomination forms are due March 22nd.

2024-25 Meeting dates:

Aug 12, Sept 9, Oct 7, Nov 11, Dec 9, Jan 6, Feb 10, Mar 3, Apr 14, May 12

Happy Birthday month to: Carol in the office

Open comments/suggestions/questions

Next meeting is April 8th

Adjourn

Members Present: Trina, Christine, Teresa, Jesse, Nicole, Christa, Linda, Rachel, Amy, Rebecca, Tami

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

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
- Create PTO calendar
- Maintain approved budget

Vice President

- Attend all PTO meetings
- Perform duties of President during absence
- Assist President with various duties
- Fill in with event planning as needed

Secretary

- Manage volunteer email account
 - Respond to volunteer requests
 - Recruit volunteers and needed
- 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.*