



PTO Board Meeting Agenda, November 15, 2022

Welcome & Intros

Aaron, Jenna, Jen, Brianna, Megan Sing, Megan Fordice, Terri Jackson, Mrs Levy

Special Orders of Business

1) Volunteer Coordinator duties (written job description)

To write a job description for the volunteer coordinator position

The district and community ed no longer funds the volunteer coordinator position, it no longer exists

This position was doing PTO things because it was partially funded by the PTO, to give the position more hours and time in the building to do things

Principal Terri said her and Nancy have honed it down to one hour a week for PTO duties

No one can be in the copier room after school hours if they are not staff

If Principal Terri is here late in the office than someone can be in the copy/volunteer room, but there has to be a staff person here

Aaron envisions we have a flexible, living document that can change throughout the year to describe the job

Something already exists in the bylaws:

Section 4. Volunteer Coordinator shall:

a. serve as a liaison between the Woodland Staff and the PTO;

b. collaborate and coordinate logistics and communications with the Fundraising

and Event Coordinator and the Public Relations Director; (this is now the marketing director and communication chair). We need a Fundraising and Event Coordinator (didn't get one for the 2022/2023 school year.) Not sure if we need a Public Relations Director

- c. recruit community members to attend and serve in leadership roles; and
- d. be responsible for updating PTO information on the school website.
- e. Assist with directory in confirming accurate family information and communication PTO opportunities
- f. Keep an updated list of parent volunteer interests and communicate with each as volunteer opportunities become available that meet their interests.

Going to add a role to our bylaws: PTO support admin, for the things that Megan F and Terry D are doing during their one hour a week for PTO stuff

Provide to the PTO any new parent interest in volunteering

There should be a way to track how long it takes each week to do PTO stuff. Terry D. and Megan F. should have access to this so they can track how much time they spent on doing things. Jen Broden suggested making a spreadsheet showing what needs to be done week by week, copies made, etc,

Suggestions to make a Google sheet to do this

There is still a need for paper flyers to go home in child's folder. Gradually we can change to electronic. This includes the paper lunch calendar.

Circulate amongst the board we volunteer coordinator duties for the next draft of our bylaws and the pto admin support role

Let the board know that Terry D. will try to get everything done in that one hour and week and that we are communicating with her if for some reason something cannot get done

There was a proposal to add back in the Events and Fundraising role but we decided to table it for now. We currently don't have one.

2) Add the Events and Fundraising role back to the board?

For Reference:

Board Meetings 5:30-630pm

PTO Meetings 6:30-730pm

Meeting Dates:

Dec 13th

Jan 10th

Feb 16th

March 7th

April 11th

May 9th