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July Board Informal Meeting

Topic: Prepare for August Meeting and Start of School Year

Facilitator: Laura

Time keeper:

Note taker: Rebecca

Objectives:

- Share information from meeting with Brantley and PTO Survey results
- Review draft PTO calendar and select meeting days/times for year
- Share Corporate Donor Update
- Create communication strategy for the year
- Create plan for PTO t-shirt drive
- Share Treasury Update

Schedule (135 minutes)

Time	Min	Activity
2:00	15	<u>Check in:</u> Name, position, bio in a minute kids' names and ages/grades Rose, thorn, and bud of summer so far
2:15	1	Review objectives for this meeting
2:16	30	Objective 1 : Share information from meeting with Brantley and PTO Survey results - focus on building membership and creating systems! <ul style="list-style-type: none">• "Sunshine" Updates<ul style="list-style-type: none">○ Staff Luncheons to staff dinners○ Staff birthdays and recognition days

		<ul style="list-style-type: none"> ● System for staff funding requests <ul style="list-style-type: none"> ○ Tracking how money is spent- staff vs students and what activity fund vs PTO pays for ○ Google form/QR code with dates on top; post on website FB page ● New PTO activities for this year <ul style="list-style-type: none"> ○ Days of Service ○ Gift of Time ○ Parties to Go (sign up at winter auction) ○ Game Night/Talent Show/Other family fun event? ● Immediate PTO Needs - Meet the Teacher Night <ul style="list-style-type: none"> ○ Table staffing/QR code for sign up? ○ Option to donate to PTO on sign-up? ○ T-shirt sales or wait for Back to School Night ○ Dinner for staff @ 4pm ● Follow-up meeting with Brantley in late July/early August ● PTO Survey Results <p>Notes:</p> <p>Staff birthdays and recognition days- Brantly requests same gift or gift cards across the board</p> <p>Can we look into having “room moms” for each class?</p> <p>Parties to go- this can help grow our SWE community as well as raise money. Let’s add to website and find time other than winter auction to have a sign-up for this</p> <p>Meet the teacher- Monday, August 11th (4:00) dinner for staff at SWE</p> <p>Class competition for sign-up</p> <p>QR code for sign-up (Name, email, phone number, classroom/school-wide, events we know we need volunteers for, fill in for volunteering)</p> <p>Set up: Laura, Amanda, Megan</p> <p>4:45-5:45: Andrea, Laura, Amanda, Lacie</p> <p>5:45-6:45: Mandi, Rachel, Becci</p> <p>Vote to approve up to \$400 - approved</p>
2:46	20	<p>Objective 2: Review Draft PTO Calendar</p> <ul style="list-style-type: none"> ● Select meeting day/times for the year ● Any additional events we should add to calendar (service days, family fun events, etc.)? <p>Notes:</p> <ul style="list-style-type: none"> ●
3:06	15	<p>Objective 3: Share Corporate Donor Update</p> <p>Notes:</p>
3:21	20	<p>Objective 4: Create Communication Strategy for the Year</p>

		<ul style="list-style-type: none">• Quarterly Newsletters• Monthly email blast• Predictable, matching, and layered - leading up to event/announcement what will we do and who's responsible:<ul style="list-style-type: none">○ Facebook - Rebecca and Mandi○ Website - Andrea○ Principal weekly newsletter - Laura○ Parent Square - Laura send to Brantley○ Paper in backpacks• Website Updates/ Vote to renew - It passed!• July email newsletter:<ul style="list-style-type: none">○ PTO Social - August ice cream social○ Filled positions- introduce Board/Directors (No email - Andrea, Lacie)○ Meet the Teacher?○ Share calendar/any big upcoming dates? <p>Notes:</p>				
3:41	15	<p>Objective 5: Create Plan for PTO T-shirt Drive</p> <p>Notes:</p> <ul style="list-style-type: none">• Need to create an order form for t-shirts• 3 designs - proofs done by Meet the Teacher• Order form with QR code				
3:56	15	<p>Objective 6: Share Treasury Report</p> <ul style="list-style-type: none">• How much money is currently in budget? Any outstanding debts?• Bertino request - vote to approve? - Approved by all!• Decide on birthday gift for staff and vote to approve <p>Notes:</p> <ul style="list-style-type: none">• Just under \$14,000• No outstanding debts• Birthdays - Amazon gift cards \$25 a card - approved!				
4:11	4	<p>Assess what worked well and what didn't in this meeting</p> <table><tr><th>+ (What worked well)</th><th>▲ (What to change in future meetings)</th></tr><tr><td><ul style="list-style-type: none">• Stayed on track• Informative, laid a lot of groundwork</td><td><ul style="list-style-type: none">•</td></tr></table>	+ (What worked well)	▲ (What to change in future meetings)	<ul style="list-style-type: none">• Stayed on track• Informative, laid a lot of groundwork	<ul style="list-style-type: none">•
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4:15		<p>Review Next steps from this meeting</p> <p>Notes:</p> <p>Laura:</p> <ul style="list-style-type: none">• Follow-up with Brantley:				

		<ul style="list-style-type: none"> ○ Finalize birthday list ○ Room moms? ○ Tablet we can use for the year ○ PTO room? ○ Number for dinner ○ Recording spill the tea? ○ Positions list for staff - any still open? ○ Is it possible to get an account in Canva through the school? ○ Ice Cream social after school - use playground - avoid pick-up line!!! ○ Confirm Meet the Teacher ○ Order the Amazon gift cards for staff birthdays ○ QR code for volunteer Google form ● Lacie: <ul style="list-style-type: none"> ○ Set up our Square account ○ Connect with Ashley Freeman ○ Find out pricing for Subway ○ Obtain tea for Meet the Teacher Night ● Rachel: <ul style="list-style-type: none"> ○ Connect with Megan to create Google form for t-shirts ○ Put together a branding kit ○ PTA flyers for Meet the Teacher Night ● Mariah: <ul style="list-style-type: none"> ○ Ask Spelman about PE supplies ● Amanda: <ul style="list-style-type: none"> ○ Birthday print out cards ● Megan: <ul style="list-style-type: none"> ○ Email Diana Spillman about rules/prices for Muffins w/Mustangs & Donuts w/Grown-ups ○ Finish up t-shirts!
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August Meeting

Topic: Board Meeting August 15th 1:30-3:05pm

Objectives:

- Set team norms and goals for year
- Vote to approve revised bylaws
- Debrief Meet the Teacher Night and Spirit Wear updates
- Review and vote to approve final calendar for year
- Discuss changing \$100 teacher grants to Amazon Wish List and vote
- Share Corporate Donor Updates and Trunk or Treat Updates
- Vote to approve teacher funding requests

Next steps from previous meeting:

Laura:

- Follow-up with Brantley:
 - ~~Finalize birthday list~~
 - Room moms?
 - ~~Tablet we can use for the year~~
 - ~~PTO room?~~
 - ~~Number for dinner~~
 - Recording spill the tea?
 - ~~Positions list for staff - any still open?~~
 - Is it possible to get an account in Canva through the school?
 - Ice Cream social after school - use playground - avoid pick-up line!!!
 - ~~Confirm Meet the Teacher~~
 - Order the Amazon gift cards for staff birthdays
 - ~~QR code for volunteer Google form~~
- Lacie:
 - ~~Set up our Square account~~
 - ~~Connect with Ashley Freeman~~
 - ~~Find out pricing for Subway~~
 - ~~Obtain tea for Meet the Teacher Night~~
- Rachel:
 - ~~Connect with Megan to create Google form for t-shirts~~
 - Put together a branding kit
 - ~~PTA flyers for Meet the Teacher Night~~
- Mariah:
 - Ask Spelman about PE supplies
- Amanda:
 - ~~Birthday print out cards~~
- Megan:
 - Talk to Diana Spillman about rules/prices for Muffins w/ Mustangs & Donuts w/ Grown-ups
 - ~~Finish up t-shirts!~~

Schedule (90 minutes)

Time	Min.	Activity
1:30	10	Check in: Pennies
1:40	1	Review objectives for this meeting
1:41	4	Review next steps from previous meeting
1:45	1	Review Plus/Deltas from previous meeting <u>Plus:</u>

		<ul style="list-style-type: none"> Stayed on track Informative, laid a lot of groundwork
1:46	10	<p>Objective 1: Set team norms and goals for year</p> <p>Norms:</p> <ul style="list-style-type: none"> What happens in PTO stays in PTO Assume positive intent/address individual directly Start and end on-time - stick to agenda and decisions made in person when possible to maintain equity Define roles. Avoid “too many cooks in the kitchen” - communication with school staff and PTO initiatives Must have snacks <p>Goals:</p> <ul style="list-style-type: none"> Build membership Put systems in place <p>Notes: Staff forms for requests</p> <p>Fundraising and more inclusive events for building community</p> <p>Incentivize older kids/parents to come to christmas program (pictures with santa?)</p> <p>Plan 5th grade graduation</p>
1:56	4	<p>Objective 2: Vote to approve revised bylaws</p> <ul style="list-style-type: none"> Added volunteer coordinators and members-at-large to the board Changed quorum from 10 to 5 Made April official election month Added in description for members-at-large, volunteer coordinators, and corporate donor chair <p>Notes: vote to approve revised bylaws: approved</p>
2:00	15	<p>Objective 3: Debrief Meet the Teacher Night and Spirit Wear Next Steps</p> <p>Affirming feedback:</p> <ul style="list-style-type: none"> Awesome t-shirts! Dinner was great for take and go <p>Adjusting feedback:</p> <ul style="list-style-type: none"> Cut-off date for t-shirt orders <p>Notes: Need cutoff date for shirt orders - September 1st</p> <p>Have someone working the line when busy</p> <p>Have multiple tables to avoid crowding</p> <p>Samples of tshirts on display at school</p> <p>Vote to approve Tshirt Bar - Approved</p>
2:15	15	<p>Objective 4: Review and vote to approve final calendar for year</p> <ul style="list-style-type: none"> Teacher luncheons added - September 19th, January 16th, April 10th - Decide on luncheon for September 19th Math Night new date - February 26th

		<ul style="list-style-type: none">● Trunk or Treat new date - October 18th● Muffins w/Mustangs and Donuts w/ Grown-ups update <p>Vote to approve Calendar - Approved</p> <p>Cater September Luncheon, Chuspys Burritos?</p> <p>Lacie get pricing</p>						
2:30	5	<p>Objective 5: Discuss changing \$100 teacher grants to Amazon Wish List idea and vote to modify, continue, or discontinue</p> <ul style="list-style-type: none">● Possibly link Amazon wish list granting to filling out staff favorites list??? <p>Vote to approve \$100 toward Amazon wishlist - Approved</p>						
2:35	15	Objective 6: Share Corporate Donor and Trunk or Treat Updates						
2:50	10	<p>Objective 7: Finalize topics for Back to School PTO Newsletter/PTO ITK</p> <p>Newsletter - what should dates be?:</p> <ul style="list-style-type: none">● PTO calendar for year or just upcoming dates? (Grandparents lunch, PTO Meeting, Spill the TEA, Staff luncheon, Trunk or Treat, book fair, Open House, appreciation days, Muffins w/ Mustangs)● introduce officers● Website/FB/email● Corporate Donor● Trunk or Treat <p>PTO ITK:</p> <ul style="list-style-type: none">● Calendar● Upcoming Dates:● Ways to Help: <p>PTO Meeting:</p> <ul style="list-style-type: none">● Parents goals PTO● Fall Festival●						
3:00	5	Objective 8: Vote to approve staff funding requests						
3:05	1	<table><tr><td colspan="2">Assess what worked well and what didn't in this meeting</td></tr><tr><td>+ (What worked well)</td><td>▲ (What to change in future meetings)</td></tr><tr><td><ul style="list-style-type: none">● Snacks - cookies!</td><td><ul style="list-style-type: none">●</td></tr></table>	Assess what worked well and what didn't in this meeting		+ (What worked well)	▲ (What to change in future meetings)	<ul style="list-style-type: none">● Snacks - cookies!	<ul style="list-style-type: none">●
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<ul style="list-style-type: none">● Snacks - cookies!	<ul style="list-style-type: none">●							

		<table><tr><td></td><td></td></tr></table>		
3:06	4	<p>Review Next steps from this meeting</p> <p>Notes:</p> <p>Laura:</p> <ul style="list-style-type: none">• Email Brantley the cutoff date for shirt orders is September 1st• Follow-up on Muffins with Mustangs• Send favorites list after receiving from Megan and Ashley and Amazon wish list email to Brantley• Add Becci to Facebook page editor• Ask Brantly about pie in the face• Follow-up with Clampitt <p>Megan and Mandi:</p> <ul style="list-style-type: none">• Put in order for t-shirts and coordinate for Trunk or Treat <p>Lacie:</p> <ul style="list-style-type: none">• Get quote Chuspy's• QR code for Amazon list for Trunk or Treat <p>Ashley and Megan:</p> <ul style="list-style-type: none">• Recreate teacher favorites list and send to Laura <p>Amanda:</p> <ul style="list-style-type: none">• Make flyer for Angel's event <p>Andrea:</p> <ul style="list-style-type: none">• Make Trunk or Treat flyer• Update website		

September Meeting

Topic: Board Pre-meeting

Facilitator: Laura

Time keeper: Laura

Note taker: Becci

Objectives:

- Create a plan for upcoming recognition days
- Ensure we have volunteers for upcoming school events
- Choose food vendor for Open House and Family Literacy Night and delegate who will get a quote
- Vote to approve staff funding requests and \$100 Amazon wish lists

Next steps from previous meeting

Laura:

- ~~Email Brantley the cutoff date for shirt orders is September 1st~~
- Follow-up on Muffins with Mustangs
- ~~Send favorites list after receiving from Megan and Ashley and Amazon wish list email to Brantley~~
- ~~Add Becci to Facebook page editor~~
- ~~Ask Brantley about pie in the face~~
- ~~Follow-up with Clampitt~~

Megan and Mandi:

- Put in order for t-shirts and coordinate for Trunk or Treat

Lacie:

- ~~Get quote Chuspy's~~
- ~~QR code for Amazon list for Trunk or Treat~~

Ashley and Megan:

- ~~Recreate teacher favorites list and send to Laura~~

Amanda:

- ~~Make flyer for Angel's event~~

Andrea:

- ~~Make Trunk or Treat flyer~~
- ~~Update website~~

Schedule (30 minutes)

Time	Min	Activity
5:15	1	Review objectives for this meeting
5:16	4	Review next steps from previous meeting
5:20	10	Objective 1: Create a plan for upcoming recognition days: <ul style="list-style-type: none">• Principal Appreciation Month• Custodial Worker Appreciation Day (October 2nd)

		<ul style="list-style-type: none"> ● Substitute Appreciation (November 21st) <p>Notes:</p>
5:30	10	<p>Objective 2: Ensure we have volunteers for upcoming school events</p> <ul style="list-style-type: none"> ● Muffins w/ Mustangs ● Veteran's Day Assembly ● Thanksgiving Lunch <p>Notes:</p>
5:40	10	<p>Objective 3: Choose food vendor for Open House (10/2) and Family Literacy Night (11/6) delegate who will get a quote</p> <p>Notes:</p>
5:50	10	<p>Objective 4: Vote to approve staff funding requests and \$100 Amazon wish lists</p> <ul style="list-style-type: none"> ● UIL meet snacks (November 8th) ● Amazon wish list vote to approve up to \$105 ● Laura printing staff favorites and giving a set to the office <p>Notes:</p>
		<p>Review Next steps from this meeting</p> <p>Notes:</p>

October Meeting

Topic:

Facilitator:

Time keeper:

Note taker:

Objectives:

Next steps from previous meeting

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Schedule (90 minutes)

Time	Min	Activity
		Check in:

		Review objectives for this meeting
		Review next steps from previous meeting
		Review Plus/Deltas from previous meeting and discuss how we will incorporate that learning
		Objective 1 Notes:
		Objective 2 Notes:
		Objective 3 Notes:
		Objective 4 Notes:
		Review Next steps from this meeting Notes:

November Meeting

Topic:

Facilitator:

Time keeper:

Note taker:

Objectives:

Next steps from previous meeting

●

Schedule (90 minutes)

Time	Min	Activity
		Check in:
		Review objectives for this meeting
		Review next steps from previous meeting
		Review Plus/Deltas from previous meeting and discuss how we will incorporate that learning
		Objective 1 Notes:
		Objective 2 Notes:
		Objective 3 Notes:
		Review Next steps from this meeting Notes:

December Meeting

Topic:

Facilitator:

Time keeper:

Note taker:

Objectives:

Next steps from previous meeting

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Schedule (90 minutes)

Time	Min	Activity
		Check in:
		Review objectives for this meeting
		Review next steps from previous meeting
		Review Plus/Deltas from previous meeting and discuss how we will incorporate that learning
		Objective 1 Notes:
		Objective 2 Notes:
		Objective 3 Notes:
		Review Next steps from this meeting Notes:

January Meeting

Topic:

Facilitator:

Time keeper:

Note taker:

Objectives:

Next steps from previous meeting

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Schedule (90 minutes)

Time	Min	Activity
		Check in:
		Review objectives for this meeting
		Review next steps from previous meeting
		Review Plus/Deltas from previous meeting and discuss how we will incorporate that learning
		Objective 1 Notes:
		Objective 2 Notes:
		Objective 3 Notes:
		Review Next steps from this meeting Notes:

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February Meeting

Topic:

Facilitator:

Time keeper:

Note taker:

Objectives:

Next steps from previous meeting

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Schedule (90 minutes)

Time	Min	Activity
		Check in:
		Review objectives for this meeting
		Review next steps from previous meeting
		Review Plus/Deltas from previous meeting and discuss how we will incorporate that learning
		Objective 1 Notes:
		Objective 2 Notes:
		Objective 3

		Notes:
		Review Next steps from this meeting Notes:

March Meeting

Topic:

Facilitator:

Time keeper:

Note taker:

Objectives:

Next steps from previous meeting

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Schedule (90 minutes)

Time	Min	Activity
		Check in:
		Review objectives for this meeting
		Review next steps from previous meeting
		Review Plus/Deltas from previous meeting and discuss how we will incorporate that learning
		Objective 1 Notes:

		Objective 2 Notes:
		Objective 3 Notes:
		Review Next steps from this meeting Notes:

April Meeting

Topic:

Facilitator:

Time keeper:

Note taker:

Objectives:

Next steps from previous meeting

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Schedule (90 minutes)

Time	Min	Activity
		Check in:
		Review objectives for this meeting
		Review next steps from previous meeting
		Review Plus/Deltas from previous meeting and discuss how we will incorporate that learning

		Objective 1 Notes:
		Objective 2 Notes:
		Objective 3 Notes:
		Review Next steps from this meeting Notes:

May Meeting

Topic:

Facilitator:

Time keeper:

Note taker:

Objectives:

Next steps from previous meeting

●

Schedule (90 minutes)

Time	Min	Activity
		Check in:

		Review objectives for this meeting
		Review next steps from previous meeting
		Review Plus/Deltas from previous meeting and discuss how we will incorporate that learning
		Objective 1 Notes:
		Objective 2 Notes:
		Objective 3 Notes:
		Review Next steps from this meeting Notes: