PTO Board Meeting May 12, 2015

12:30pm Vernon Area Public Library

**1. Call to Order and Introductions**

**2. Approval of Minutes from April Meeting**

**3. Administrative Reports**

a. Dr. Scott Warren- Superintendent

b. Mrs. Anne Vangerven - School Board Member

4. Recording Secretary

i. School Board sign up

ii. Correspondence and Announcements

iii. Written reports for minutes

4. Community Relations

i. Hospitality

ii. Parent Education

iii. Teacher Appreciation Week

5. Cultural & Fine Arts

i. Assemblies

6. Daniel Wright School Vice Presidents

i. Lighted School House

iii. 8th Grade Dance

7. Half Day School Vice Presidents

I. World's Fair

ii. State Fair

8. Sprague School Vice Presidents

i. Walk for Diabetes Day

**9. PTO Executive Committee Reports**

a. Communications

I. End of Year Reports!

b. Treasurer

Current Financials

2015-16 Budget Approved

$25,000 Approved for Star Lab

Submit expenses for reimbursement by May 15th for completed programs and by June 15th for year-end programs.

c. Ways and Means

I. Run for the Fields/5K - Update

**12. 2014/2015 President Adjourns**: Start of 2015-2016 Board Agenda

**2015-16 PTO Board Members**

* + **Introductions**
  + **Open Positions**
    - Vice President
    - Membership Chair
    - Cultural Arts Co-Chair (SPR - 1; DW -1)
    - SPR 2nd Grade Native American Feast (1)
    - HD 3rd Grade World's Fair (2)
    - HD 4th Grade State Fair (1)
* **Policies & Procedures and PTO Toolbox** ([www.d103pto.org/toolbox.html](http://www.d103pto.org/toolbox.html" \t "_blank))
  + **By-Laws**
    - Enduring Objectives
  + **Handbook**
    - Annual Objectives
    - Roles, Responsibilities & Committees
    - Volunteer Code of Conduct
    - Monthly Meetings
    - Reporting Requirements
    - Robert's Rules of Order
  + **Reimbursement & Deposit Procedures**
    - Budget
    - Tax Exemption Letter
    - Request for Reimbursement Form
    - Deposit Form
* **Google Drive**
  + Instructions
  + Year End Reports
  + Volunteer Spreadsheet
* **Communications Overview**
  + Team Members
  + Weeklies
  + Constant Contact
  + Facebook
  + PTO Website
* **Meeting Adjourned: See you in September!**