PTO Board Meeting Agenda

February 21, 2011 – 6:30 p.m. DW Library

1. Call to Order and Attendance
2. Approval of Minutes from January 2012 Meeting
3. Correspondence and Announcements
4. Administrative Reports
   1. Katrina Bruley – Assistant Superintendent of Instruction
   2. Sherri Thomas – School Board Representative
   3. Christy Adler – Sprague Principal
5. PTO Executive Committee Reports
   1. President
      1. Mid-Year Checkpoint Document recap
      2. Board Roles and Responsibilities for 2012/13, Revised Handbook
      3. PTO Workplan Review/Feedback
      4. Update on PTO Registration and Payments
      5. W9 Form for Assemblies/Contracts
   2. Vice President
      1. LFF Update
      2. OMMPa Update
      3. Volunteer Registration Form – Changes and Updates by February 29
   3. Treasurer
      1. January Financials and Coordinator Tracking
      2. 2012/2013 Budget Process Overview
   4. Secretary
      1. 103 Monthly Submission for April (due 3/10/12)
         1. Half Day Coordinator
         2. Room Parents
6. Board Member Updates
   1. Communications
   2. Community Relations
   3. Cultural Arts
   4. Daniel Wright Coordinators
      1. Art Cart
      2. Colonial Days
      3. Fraction café
      4. Lighted Schoolhouse
      5. Social Dance Lessons
      6. 8th Grade Dance
   5. Fine Arts Day
   6. Half Day Coordinators
      1. 3rd Grade World’s Fair
      2. 4th Grade State Fair
   7. Health and Safety
   8. HEPCO
   9. Membership and Welcome Committee
   10. Room Parents
   11. Special Projects
   12. Sprague Coordinators
   13. Ways and Means
       1. Hat Trick/Sponsors/New Business
       2. Run for the Fields/5K
       3. Book Fair
       4. School Supplies
       5. Spirit Wear
       6. Parent Party
7. Standing Committees
   1. Nominating Committee (PTO President)
   2. Scott S Guziec Volunteer of the Year (PTO Vice President)
8. Unfinished Business
9. Adjournment – Next Meeting Tuesday, March 20 at 1:15pm **Sprague Rm. 6**