PTO Board Meeting Agenda

November 15, 2011 – 1:15 p.m. Sprague Room 6

1. Call to Order and Attendance
2. Approval of Minutes from October 2011 Meeting
3. Correspondence and Announcements
4. Administrative Reports
	1. Katrina Bruley – Assistant Superintendent of Instruction
	2. Christy Adler – Sprague Principal
5. PTO Executive Committee Reports
	1. President
		1. 8th Grade Dance Committee
		2. Kindergarten Registration is December 2
	2. Vice President
		1. LFF Update
		2. OMMPa Update
	3. Treasurer
		1. September/October Financials
		2. Coordinator Tracking – Budget vs. Actual
	4. Secretary
		1. 103 Monthly Submission for February (due 1/11/12)
			1. Health and Safety
			2. Ways and Means Overview
6. Board Member Updates
	1. Communications
	2. Community Relations
	3. Cultural Arts
	4. Daniel Wright Coordinators
	5. Fine Arts Day
	6. Half Day Coordinators
	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 Plus
		2. Book Fair
		3. School Supplies
		4. Spirit Wear
7. Standing Committees
	1. Links to Learning (PTO Vice President)
8. Unfinished Business
9. Adjournment – Next Meeting Tuesday, January 17 at 1:15pm in **Sprague Room 6**