PTO Board Meeting May 10, 2016

12:00pm Vernon Area Public Library

**1. Call to Order and Introductions**

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

**3. Recording Secretary**

a. Correspondence and Announcements

 b. Cards for Retiring Teachers

**3. Administrative Reports**

a. Scott Warren- Superintendent

b. Katie Reynolds – Assistant Superintendent for Curriculum & Instruction

c. Anne van Gerven - School Board Member

4. **PTO Executive Committee Reports**

a. President

b. Vice President

c. Treasurer

Submit requests for reimbursement by May 15th for completed programs and by June 10th for year-end programs

d. Communications

Submit End of Year Reports

e. Ways and Means

i. Run for D103, May 21st

ii. Raffle for DW Fitness Equipment – Robbie Gould visit, May 13th

iii. School Supplies, Membership, $103 for 103 for 2016-17

iv. Vote for Directory Cover Art

5. Daniel Wright

a. Michelle Blackley, Principal

b. VP Report

c. Upcoming Events/Programs

 -Countdown to Stevenson, May 16

 - Art Cart, May 17-20

 -NJHS Induction, May 19

 -8th Grade Graduation & Dance, May 28

 -7th Grade Bowling & Pizza Party, June 2

 -6th Grade Spring Fling, June 2

6. Half Day School

 a. Jill Mau, Principal

 b. VP Report

c. Upcoming Events/Programs

 -Field Days, June 2

7. Sprague School

 a. Christy Adler, Principal

 b. VP Report

8. Community Relations

a. Teacher Appreciation Week

b. Parent Education

c. Hospitality

**9. Adjournment – 2015-16 Board Meeting Ends**

\*\*Start of 2016-17 Board Agenda\*\*

**2016-17 PTO Board Meeting**

* **President introduction**
* **Policies & Procedures: By-Laws and Handbook as well as Reimbursement & Deposit Procedures, Communication Tools and more can be found on PTO Toolbox ([www.d103pto.org/toolbox.html](http://www.d103pto.org/toolbox.html%22%20%5Ct%20%22_blank))**
* **Contact info for any PTO Member is on PTO Website under PTO Board/Board of Directors (www.d103pto.org/pto-board-of-directors.html)**
* **Monthly meetings**
* **Google Drive - your source of prior information**
* **Communications Overview (**Team tasks, Promoting tools: Weeklies, Constant Contact, Facebook, PTO Website)
* **Meeting Adjourned: See you in September!**