



**PTO Minutes
August 10, 2023**

Members in Attendance	
Board Members	Andrea Faller (Student Services Coordinator - Admin) Nick Ford (Teacher Liaison) Erika Allen (Chair) Michaela Champlin (Principal) Jessica Maurais (Volunteer Coordinator) Lindsey Packer (Secretary)
Other Members	-

Agenda Item		Board Notes
1	Meeting Schedule	<ol style="list-style-type: none"> 1. Third Wednesday of the month 6:30 2. Next meeting to be held on September 27, 2023 at 6:30
2	Website update	<ol style="list-style-type: none"> 1. A page like the Elm Street PTO Page will be made for WHS 2. Minutes, agendas, and any important information to be included on website
3	Update by-laws : Michaela will make the edits	<ol style="list-style-type: none"> 1. Include date of last edit (Aug. 10, 2023) 2. Change meeting days to third Wednesday of the month 3. Addition of a Member at Large - Board Position <ol style="list-style-type: none"> a. Active participant of activities for meetings, and other activities supported by PTO b. A voting member c. Supporting other roles and needs of PTO 4. Remove yearbook coordinator 5. Remove the fundraising position 6. Fundraising going with volunteer coordinator 7. Secretary <ol style="list-style-type: none"> a. Add the PTO email responsibilities to secretary b. Drafts the agenda c. Update website including minutes and agenda 8. Chair will approve agenda 9. Keep Co-chair as a second signer for checks as needed



		<ol style="list-style-type: none">10. Under article 7, note the notice will be in the March School Newsletter11. Article 8<ol style="list-style-type: none">a. Fieldtrip amounts approved per grade level12. Updated bylaws will be posted to new website upon completion
4	Questions about roles & responsibilities	<ol style="list-style-type: none">1. Plan for setting up a Google Drive for shared communication between board members
5	Planning for the year	<ol style="list-style-type: none">1. Thinking about different fundraisers to start the year2. Google forms possibility for parent volunteer sign ups
6	Open Items	<ol style="list-style-type: none">1. Playground<ol style="list-style-type: none">a. Parent and teacher rep from all schools (about 13 people on the team)b. Hoping to nail down a vendor around the November time framec. Goal of a new playground by summer 20242. Talking to WHS Staff members about working with PTO to assist in apparel sales.