

**Pewaukee  
Parent Teacher  
ORGANIZATION**  
*Enhancing our Children's Education*

Board Meeting Agenda  
August 27, 2008, 7:30pm

Item #	Action Item	Who	Resolution	Target Date	Done
<b>New Action Items</b>					
1	Develop first draft of a board training manual	Kirsten		12/23/08	
2	Purchase cash boxes	Brad		8/15/08	
3	Online banking fees – determine if this can be waived	Brad		8/15/08	
4	Website updates	Greg		9/5/08	
5	Review website and bring questions/suggstions to next board meeting	All		8/11/08	
6	Contact an accountant for consultation and audit	Brad	In progress	ASAP	
7	Contact principals regarding budget: identify changes or requested increases, open dialogue to suggestions on how to improve process	Laurie Jackie Deb		8/8/08	
8	Turn in “We Care” forms	Kirsten		9/08	

1. Minutes from July Board meeting – please review and come with any updates
2. VP Updates
  - a. PLE – Laurie
    1. First Day K-4/Kindergarten Meetings
    2. First Week Kindergarten Bus/Lunch Volunteers
  - b. Horizon – Jackie
  - c. Asa – Deb
3. **Treasurer Updates – Brad**
  - a. Budget Information
  - b. Principal requests to shift funds
  - c. New software
4. **PTO Website Updates- Greg**
  - a. Discuss an changes
  - b. Update open positions
  - c. Thank all who have volunteered and remind they can still volunteer
5. **Review of Events/Procedures/Duties**
  - a. Chairperson Orientation
    1. Excellent job everyone
    2. Need to update summary report (Kirsten)
  - b. Registration- Aug. 13, 11am-7pm
    1. How did it go, any changes to note for next year?
    2. Kirsten will take all the “We Care” forms to Pick n Save

- c. KB Introductions at Staff Meetings
  - 1. PLE and Horizon

**6. Upcoming Events/Procedures/Duties**

- a. Open House/Ice Cream Social- Aug. 27 4:30-6:30pm
- b. Kathryn Beich
  - 1. KB Kick –Off Assemblies September 5 (PLE 10:30am and 11:00am, HZ 9:00am and 9:30am)
  - 2. Sale runs September 5-22
  - 3. Angela is set
- c. PIE night
  - 1. Is hospitality set?
  - 2. Would we like to promote PTO and have a table set up on this night?
    - 1. we could raffle off the software
    - 2. pass out notepads
    - 3. fill those last few open positions
- d. Picture Retakes – Do we have enough help for picture retakes at each school
  - 1. Asa, (can't find date but PLE has it twice Sept. 23 and Oct. 15)
  - 2. PLE, September 23
  - 3. Horizon, September 24
- e. PTO Roundtable Meeting, September 19, 2007
  - 1. What time and where?
  - 2. Invite princ/super to speak
  - 3. Topics for agenda (Amy Farrow to speak on bullying??)
  - 4. Flyers -when to go out
- f. Market Day
  - 1. Discuss whether to continue with this program.
- g. Principal/ Superintendent Meeting rescheduled for TBA
  - 1. Items to include on the agenda
    - 1. Field trip money
- h. Parent Lecture Series
  - 1. When, where, what
- i. Handouts
  - 1. Updated Board Contact list
  - 2. Chairperson list- to update

7. Roundtable

8. Next Meeting –