

Pewaukee
Parent Teacher
ORGANIZATION
Enhancing our Children's Education

PTO Board Meeting Agenda
September 17, 2008 at 2:00pm

1. Minutes from September Board meeting – please review and come with any updates
2. VP Updates
 - a. PLE – Laurie
 - b. Horizon – Jackie
 - c. Asa – Deb
3. Treasurer Updates – Brad
 - a. Budget Information
4. PTO Website Updates
5. Corresponding Sec. Updates
- 6. Review of Events/Procedures/Duties**
 - a. Open House/ Ice Cream Social Aug. 27 4:30-6:30
 1. left over ice cream
 - b. Kindergarten Bus and Lunch Duty
 1. suggestions to note for next year
 - c. Kathryn Beich
 1. Kick off went great.
 - d. PIE Night September 11, 2007 6-7:30pm
 1. Looked good, didn't see any pie left over.
 2. Angela please remind chair to fill out summary form
 - e. Volunteer Coordinator Duties
 1. Volunteer Walls- Kathy did a great job!
 2. All data has been entered and the lists should be going out soon if they haven't already
- 7. Upcoming Events/Procedures/Duties**
 - a. PTO Roundtable Monday September 19, 2007 9:00- 10:30am
 1. Review agenda
 2. FOL renaming kick off
 3. Who's responsible for what?
 - b. 12 Pewaukee students left homeless for Morris Street fire
 1. Mary Cimbalnik 691-2100 ext. 6077 looking for some help with donations
 - c. Vision and Hearing Screening
 1. PLE- Sept. 16 and 23
 2. HZ- Oct. 21 and 22
 - d. Picture Retake- do we have enough help for this
 1. PLE- Sept. 23
 2. HZ- Sept. 24
 3. ASA- Sept. 26
 - e. Kathryn Beich
 1. Sales end on Monday September 22, 2008
 2. Do we need help with distribution?
 - f. Principal Meeting September 29, 9:00-10:30 HZ library
 1. reminder email sent to principals
 2. discussing budget only
 - g. Super Meeting September 29, 10:30-12:00 District office
 1. Items to include on the agenda
 - h. Conference Dinner
 1. ASA conferences are on Oct. 9 4:30- 7:00
 - i. Student Directory – Sharon Violette, 695-0917, sbviolette@gmail.com
 1. **Please note new email address**
 2. Deb should contact and check on progress
 3. Directories should go home at end of October

- j. Newsletter submit and Review Process
 - 1. We need to update website dates
 - 2. Please remember to submit to Angela by Sept. 19
 - 3. Remind chairs of upcoming events to do the same
 - k. Promotions- Now that we have a chair let's put her to work
 - 1. New banners, note pads, pencils, stickers etc.
 - 2. What do we have in the budget for this type of thing?
 - l. Using PTO manager
 - 1. Do we need to review one more time?
 - 2. Encourage your chairs to use this tool
8. Roundtable
- a. Encarta Software would should we do with it?
9. Next Meeting –