

PTO Agendas 2023-2024

Agendas and Minutes are both contained within this document

[Financial snapshot](#)

[Banyan PTO Structure, Roles, Expectations](#)

Overview of annual events

Next Meeting: In person at Banyan, Saturday Oct. 28 at 9

1. 10 minutes - General check in: Questions, comments, concerns on topics NOT on the agenda?
2. Book Fair rehash:: Total we earned for the school? Any lessons learned? Merits of holding a second fair?
3. Solidify new Leadership roles?
4. Popcorn fundraiser? (Jillian?)
5. Holiday Shop (I forget who is running this.)
6. 10 minutes - Final feedback

Anyone who wants to remain can stay for socializing.

Agenda and Minutes: Special Organization Meeting Tuesday Oct. 10, 2023 at 8 p.m.

Topic 1: Alternate monthly between in-person and Zoom meetings? Or meet monthly in person and Zoom those meetings?

In an effort to encourage people who can't make Saturday morning meetings, we will alternate monthly meetings between in-person meetings during Saturday Social (with a Zoom option) and evening Zoom meetings. Specific meeting dates TBD.

Topic 2: Suggestions of Leadership Positions and responsibilities

- i. Two Co-Presidents: Develops agenda with input from leadership, shares with leadership prior to sending to principal for the newsletter. During the meeting keeps the focus on the agenda and the timing of the meeting. Ensures that everyone gets an equal voice and time to share their thoughts. Follow up on action-items and to-dos for other leaders/chairs/volunteers. Creates weekly PTO updates for newsletter (shown to leadership beforehand) and sends to principal.
- ii. Secretary: Keeps minutes of meeting and then creates a Google doc file with minutes that can be shared with families. Works with co-presidents on actions and to-dos.

- iii. Treasurer: Maintains in-depth financial accounting and “financial snapshot” that is shared with all families, handles payments and deposits, works with Mr. Lieberman on any PTO financial related matters.
- iv. Volunteer Coordinator: Supports event chairs on volunteer recruitment and engagement on an as-needed basis.
- v. New Parent Liaison: Will respond to requests for a parent mentor (or will farm those requests out to other people in leadership.) Will also be in close contact with Pat to connect with new parents who join in the beginning of the year.

We discussed the option of a communications role but for now decided that each individual event chair would manage their own communications. We discussed a length the methods to choose people for roles: Should there be an orderly, organized nominating process with a way for people to vote? (Anonymously? On paper? Just who comes to the meeting or the entire school.)

Alternatively - Do we schedule an “Organization Meeting” in May and discuss and informally ask who wants to volunteer and then choose among that group. This seems to be the preferred method.

Topic 3: Proposed PTO Meeting goals and guidelines:

To be productive and respectful: The goal is for meetings to be limited to 60 minutes to be considerate of everyone’s time, so sticking to the agenda is important. If lengthy topics other than those on the agenda arise we can do a quick poll about whether to add it to that meeting’s agenda, or include it in a future meeting. The first 10 minutes will be reserved for a “check-in” for general questions, comments, and concerns - primarily for new families. The last 10 minutes will be reserved for a check-in on final feedback that can be delegated for future meetings, follow ups, etc.

During the meeting, one person should speak at a time so we can focus on the topic at hand, and it’s best if people raise hands either virtually or on Zoom to comment to keep the conversation focused. Do not share personal information about students who are not your own. After the meetings will be a “social hour” for chatting and socializing.

Topic 4: What are the expectations and responsibilities of event chairs?

Suggestions: Event chairs will manage all aspects of the event: Selecting vendors and communicating with them before, during, and after the event; (Prior to engaging with vendors, they must be submitted to the group for approval.) Communicating with volunteers; sending information to Mr. Lieberman for dissemination to families.

Agenda and Minutes Tuesday Sept. 26, 2023

Minutes: We welcomed new members, discussed an overview of how PTO raises and spends money, answered questions about annual events, explained Saturday Social.

There was some discussion about how we have less in dues revenue now compared to this same time last year.

Jillian said she can look into options for a popcorn fundraiser to supplement income.

Paola: Possibility of Halloween dance? Selling snacks on Fridays? (We will keep thinking)

Sue - send home a hard copy on dues.(Leadership will follow up)

Lisa L. - what about a school supply fundraiser?

Kevin: possibility of a hang out/get together for parents?

Maggie: Hard copies or sign about dues at Ice cream social - Jen will do

Sarah - good idea to re-send link to sign up for events

All: Banyan PTO facebook page - it's up and shared and will be included in the newsletter

Agenda items

2. Update for **Ice Cream Social Sept. 30.** **We are ready to go.**
3. A thought: A way to say **thank you** to people who paid dues? Can thank in the Venmo app? Or by email? (Jen doesn't mind doing it) **Mary is doing this in Venmo**
4. Start working on **Book Fair: Oct. 23 - Oct. 25:** Mary as Chair will report
 - a. Chair to email volunteers who checked the box to help.
 - b. Set-up date? (There is no Saturday Social currently scheduled for Oct. 21 - do we have an alternate arrangement?)
 - c. We should ask Ron for a separate email asking for more volunteers for set up, breakdown and day-of.

Mary is reaching out to all volunteers and has communicated a schedule of communications with Mr. Lieberman. Delivery time is set up and volunteers being booked to set up and break down.

5. PTO structure

Merits to having remote option when we meet in person - still undecided if we should alternate between in person and remote or only meet in person on Saturdays and offer remote option those days. We decided to have a meeting focused solely on organization.

- a. Proposal: alternate monthly between in-person and zoom meetings?

Possible schedule:

Sept. 26: Zoom
(separate book fair meeting, if needed)
Oct. 28: In person
Nov. 14: Zoom
(separate Holiday shop meeting, if needed)
Dec. 2: In person
Jan. 16: Zoom
(separate V-day dance committee meeting, if needed)
Feb. 13: In person
March 12: Zoom
April 13: In person
(separate TA meeting, if needed)
May 4: In person (TA week decorating)
June 4: Zoom
June 15: In person: End of year PTO celebration

- b. Leadership suggestions

- i. President: Develops agenda with input from leadership, shares with leadership prior to sending to principal for the newsletter. Follow up on action-items and to-dos for other leaders/chairs/volunteers. Creates weekly PTO updates for newsletter (shown to leadership beforehand) and sends to principal.
- ii. Secretary: Keeps minutes of meeting and then creates a Google doc file with minutes that can be shared with families. Works with president on actions and to-dos.
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- iv. Other roles: Vice President, Communications, volunteer coordinator

- c. What are roles and expectations of event chairs?

6. Questions, comments, concerns?

7. Suggestions for next meeting: Rehash of Ice cream social, Holiday shop