

Eustis Heights Elementary School PTO  
Officer's Meeting Agenda  
June 8, 2011

I. Welcome/Sign In

II. Old Business

A. 5th grade promotion - June 9th at 9am at Epiphany Celebration Anglican Church on Bay Street. Cake to be served at 10:30.

B. Volunteer Brunch - Thank you to Ms. Parmalee and all who brought it together.

III. New Business

A. PTO Officers - What is to be expected of our roles

B. Letters to Teachers - Letters were sent out to all current teachers

C. VIP invitations - Printed, waiting for next years' teachers to pass out

D. Facebook - events being updated

E. PTO Budget Plan - Proposed budget, looking for any revisions that may be needed

F. Bylaws - Change needs to be made. Proposition needs to be made at this meeting so they can be changed at next meeting.

G. Next Meeting Date - Push back to Aug 25th?

H. Title I Plan Outline- Parent Involvement Strategies

1. Goal is to increase involvement by 5%

2. PTO to contribute to school newsletters and word of mouth campaign

3. School brochure explaining positive aspects of EHES and how parent involvement is beneficial to students

I. Meet the Teacher Event - August 19th 11am - 1pm

1. Table - Preferably next to the list of names on the bulletin boards

2. Brochure

i) PTO Officer key names, pics, and contact info

ii) What they are requested to do as a member

iii) Our meeting dates

iv) Plans for the future

v) Parent Involvement Calendar List

vi) 10 reasons to get involved

3. E-mail sign-up form

4. First Meeting Date - Fundraiser to be chosen at this meeting

5. Enticing goodies - suggestions

6. Officers

7. Polo Shirts

8. Bake Sale/Juice Stand???

J. Website Updates - Amy Miller meeting to be scheduled

K. Meeting Notices - Car Rider Line, Facebook, E-mail, Marquee,

IV. Message from Executive Board Members

V. Adjournment