

**Willsboro Parent Teacher Organization**

**PTO**

***Minutes for Wednesday, July 9th at 4:30pm***

 ***at the Willsboro Central School Cafeteria***

1. **Call the meeting to order at 4:37pm**
2. **Attendance**
	* **Heather Sheehan**
	* **Catherine Kaleita**
	* **Trisha Sheehan**
	* **Hannah Neilly**
	* **Amber Hamilton**
3. **Acceptance of the minutes from the 6/19/24 meeting with the change of Emily Spring to Emily Schwalb & phone number.**
4. **Review, Edit & Adopt Bylaws**
	* **Motion to adopt bylaws by Trisha Sheehan & seconded by Hannah Neilly, carried (5-0)**
5. **Review/Edit/Finalize PTO Facebook Page**
	* **No update**
		+ **Follow up e-mail sent to Hilary Harwood**
			- **In progress**
6. **Review/Edit/Finalize PTO Website**
	* **No update**
		+ **Follow up e-mail sent to Hilary Harwood**
			- **In progress**
7. **Discussion on 5013C or other options**
	* **Hannah is looking into this for next meeting**
8. **Start Community Letter/ How to distribute**
	* **Hannah working on letter and will review it with officers before being sent**
	* **Hand deliver some letters to community businesses, then post letter on Facebook page, website and on parent square.**
9. **Further Discussion/Confirm date/time/place of 1st PTO event**
	* **In discussion**
10. **Further Discussion/Confirm date/time/place of 1st PTO fundraiser**
	* **In discussion**
* **We officially have a PO Box – *Thank you Trisha Sheehan for your donation for the initial opening of the PO Box.***

WCS PTO

PO Box 4

Willsboro, NY 12996

1. **Other Business:**
	* **Once the website is up and running minutes will be posted on there.**
	* **Agendas will still be e-mailed and posted on the website.**
	* **Bank account will be open by next meeting**
	* **If you know a business or individual that would like to donate to our newly established PTO, I will send a copy of the letter when finalized.**
	* **Please feel free to reach out to the PTO e-mail account with any questions or suggestions**
2. **Next meeting: July 31st @ 4:30pm**
3. **Adjourn: 5:32pm**