



## 2024-25 Meeting Dates/Events

**Meetings: 2<sup>nd</sup> Monday of each month at 7:00pm at Highland School**

(dates may be adjusted if conflicts arise, updates will be posted to social media and sent via emails/text from Highland office)

**2024:**

- Sept 23 – PTO meeting
- Oct 7 – PTO Budget Requests due
- Oct 14 – PTO meeting/review Requests
- Oct 15-16 Book Fair
- Oct 15 – Staff Appr Meal during PT Conf
- Nov 11-22 – Read-a-Thon
- Nov 6 – PTO meeting
- Dec 9 – PTO meeting

**2025:**

- Jan 6 – PTO Budget Requests due (1/1–no school)
- Jan 13 – PTO meeting/review Requests
- Feb 10 – PTO meeting
- Feb 12 – Staff Appr Meal during P/T Conf
- Feb 12-13 – Book Fair
- Mar 3 – PTO Budget Requests due
- Mar 10 – PTO meeting/review Requests
- Apr 14 – PTO meeting
- May 5-9 – Staff Appreciation Week
- May 12 – PTO meeting

Invite WES & CHS to plan for Read-a-Thon fundraiser (Oct) and Staff Appreciation Week (Mar or Apr)

### Events (++) & Meeting Agenda Items by Month

August	++ School Supply Drive ++
September	Proposed Budget presented and discussed Full Treasurer Report (covering previous 12 month) Set meeting dates for the year
October	++ Book Fair ++ ++ Staff Appreciation Meal (P/T Conferences) ++ Budget finalized and voted on (no later than Oct 31) Staff Budget Requests presented and voted upon
November	++ Read-a-Thon ++
December	Bylaws reviewed
January	Staff Budget Requests presented and voted upon ++ Kindergarten Pirate Pride shirts
February	++ Book Fair ++ ++ Staff Appreciation Meal (P/T Conferences) ++ ++ Pirate Pride Shirt Sales ++
March	Staff Budget Requests presented and voted upon
April	Officer Nominations
May	++ Yearbook Sales ++ ++ Field Trips ++ ++ Staff Appreciation Week ++ Officer Elections

Proposed Budget due at Sept meeting  
Bylaws reviewed annually