

# Memo

To: Village Board

Fr: Tracy Flucke, Administrator

Re: Implementing a PTO Program

Date: October 10, 2013

At your last meeting the board decided to not hire a consultant to help develop a PTO program and asked staff to come back with some information in regard to the development of a program. I understand there was lots of discussion at the last meeting, which I will listen to prior to our next meeting.

Clara and I plan to get some information together to share with the board – starting with what we currently have and providing some options for the board to look at. We both are extremely busy right now so we will do our best to provide the board with as much information as possible.

This process also needs to be very visible for the staff members. It is a big change and one we want to make sure staff gets input and also understands.

Information discussion item only.