

Memo

To: Village Board

Fr: Tracy Flucke, Administrator

Re: Implementing PTO Program

Date: November 27, 2013

The Board had extensive discussion on the PTO plan at our November 19th meeting. I have listened to the meeting and put my notes together to bring back to the board. I am continuing to work on the policy and will email you my memo prior to the meeting or bring that night.

At this time I am not ready with the memo and would like to sit down with the supervisors to further review and discuss and get out to you ASAP.