

Board Of Education (BOE) Rep's Report

What is a PTO BOE Rep:

The Board of Education Representative shall be responsible for attending Town of Weston Board of Education regular and special meetings in order to report back to the Executive Committee and the membership and to express the ideas, concerns, and recommendations of the Organization to the Board of Education.

BOE Rep's Role:

The primary responsibility of the BOE Rep is to attend and report on the monthly BOE meetings and budget processes. This job is very rewarding in that one gets a macro view of the school system and an opportunity to learn how the system works and how decisions are made.

Most meetings are held at 7:30 PM in the Weston Middle School Library Resource Center, unless otherwise noted and announced. The dates are posted on the BOE website. Dr. Palmer's office will email you a copy of the monthly agenda and handouts.

Meetings can be viewed on TV, but it is important, whenever possible, that the BOE Rep be physically present at the meetings. All too often, it doesn't get recorded properly and you will miss out on important information. It is also important to be present to show the BOE, the BOF, and the Selectmen that school PTO representation is present and that the information is important to the PTO and parent body.

The PTO meets monthly -one week as the executive board and the following week as a general board. You will need to attend these meetings to report all pertinent information related to WIS, as well as advising parents of upcoming important meetings. The school newsletter "the Whistle" comes out weekly. You will receive a reminder each week of the due date for your report. Reports need not be long and can simply be bullet points of important information, summaries of studies, and reports presented at the BOE meetings.

During the budget season, it is important to report on proposed class sizes and any proposed budget cuts.

In addition, encourage parents to attend meetings and to voice their concerns, questions, support (whatever they may be); especially during the budget season!

All HES & WIS Executive Committee members are required to work a shift in the ticket booth for the Memorial Day Fair for the PTO Treasurer. This shift is exclusively worked in an Executive Committee capacity by counting the money for the treasurer. Instructions on the process will be given to you during your shift. Shifts are assigned on a first come, first serve basis and are assigned by the Hurlbutt PTO Treasurer.

TIMELINE

June

- Attend new board General meeting

August

- Attend Executive Board meeting

September

- Attend Executive Board & General Board meetings
- Attend BOE Meeting

October

- Attend Executive Board & General Board meetings
- Attend BOE Meeting

November

- Attend Executive Board & General Board meetings
- Attend BOE Meeting

December

- Attend Executive Board & General Board meetings
- Attend BOE Meeting

January

- Attend Executive Board & General Board meetings
- Attend all 3 BOE budget meetings and regular BOE meeting

February

- Attend Executive Board & General Board meetings
- Attend BOE Meeting
- Attend Board of Selectmen Meeting when they review BOE Budget Request

March

- Attend Executive Board & General Board meetings
- Attend BOE Meeting
- Attend Board of Finance Meeting-when they review BOE Budget Request

April

- Attend Executive Board & General Board meetings
- Attend BOE Meeting
- Attend Board of Finance Public Hearing on Budget requests
- Attend Annual Town Budget Meeting

May

- Attend Executive Board & General Board meetings
- Work an Executive Committee shift during the Memorial Day Fair