



Agenda

Lincoln School PTO Meeting – Tuesday, September 15, 2009

7:00 pm

Welcome: *Annalise*

Message from the Principal: *Brent Conway*

Introduction of Board Members:

Report from President: *Annalise*

- PTO Folders - Guideline Sheet etc...
- Newsletters - deadline for information
- Deadline for Agenda items - *Friday* before the next meeting
- City-Wide PTO - Bonnie
- School Committee Update
- Community Events - review (Heather & Michele)
- Lincoln Link - Pat Streehan Cheema
- MAAV - walk on October 25th - Jackie Lavender Bird
- Guiding Good Choices

Minutes of the June 2009 Meeting: *Meredith*

Membership Report: *Pam & Pam*

Ways & Means Report: *Annalise, Pam, Kristin & Katie and Jodi T*

Victorian Fair, Genevieve's, Lincoln School & Melrose merchandise, Box Tops etc.

Teacher Representatives:

Budget: *Dave & Annalise (& Andrea)*

- Melrose PTO, Inc.
- Ending P&L for 2008-2009
- Proposed budget for 2009-2010

School Store: *Fran & Mirisa*

Enrichment: *Stephanie & Laura*

Open Forum:

Money Matters:

- Treasurer is the **ONLY** one to collect cash at the end of all functions, drives, fundraisers etc. (If he is unable to do so, the money must be collected at the end of the event by one of the PTO Officers)
- Money must be counted by 2 people *and* in the presence of at least 2 people
- You must have a receipt and fill out the check request form *before* you can be reimbursed for anything
- We cannot front any money
- To better assess the true costs of running events, please make a complete list of expenses vs. income

Publicity Matters:

- All publicity pieces must be written by publicity people only
- All pieces must be approved by principal and president

Notices/flyers:

- All flyers, notices, letters must be approved by the principal and co-presidents **BEFORE** copies are made & distributed
- If you have a notice for the family folder, please make all of the copies needed (don't just leave a master for someone else to copy)
- We need 25 copies per classroom - there are 16 classrooms this year
- Girl Scout, Boy Scout or any other organization notices must be made *outside* of the building. They cannot be copied on the school machines.

PAPER:

- The colored paper in the PTO closet is for *PTO use only*, not for 5th grade, Girl Scouts, or any school notices
- BLUE is for Mr. Conway's emergency notices and cannot be used for any PTO notice