

Lincoln School PTO Handbook 2007-2008

Lincoln C.A.R.E.S.
*Citizenship*Acceptance*Respect*Effort*Safety*

Lincoln Elementary School
80 West Wyoming Avenue
Melrose, MA 02176

Office: (781) 979-2250
Save-a-Child: (781) 979-2252
www.melroseschools.com/lincoln

Principal's Message

I can truly say I am very excited to be the Principal of Lincoln Elementary. There are so many tremendous aspects to Lincoln such as the students, the staff, the parents and the entire Melrose community. This PTO handbook is another fine example of the efforts so many people put forth to make your child's experiences at Lincoln the best it can be.

I am impressed with the pride in Lincoln that students and families show. It is clear that this is a driving force in the success of Lincoln. The family and community involvement creates a very welcoming and responsive environment.

The staff at Lincoln also embraces the same Lincoln pride. We are very fortunate to have a talented and caring group of teachers and support personnel. The students are challenged daily with a demanding curriculum and supported as they explore new concepts and ideas. A true sign of a great school is one where there is plenty of laughter and smiles. A walk through the halls and classrooms at Lincoln will be all one needs to see that Lincoln is place where people are happy, learning and engaged.

I encourage you to be an active participant in your child's education. Spend some time talking to your child about what they are learning. Volunteer to spend some time in school. Get involved with our PTO. Our PTO is also a very active group of parents and community members that spearhead many initiatives and programs in the building.

If at any point in the school year you have a question or would like to speak with me, please just call our secretary. She can put your call through to me, take a message, or arrange a time for us to meet. You can also reach through my district email address for non-confidential matters.

Lincoln School has been very welcoming to me and I look forward to getting to know more of our students and their families at school events. Best wishes for a happy and successful school year.

Brent Conway
Lincoln School Principal

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Welcome to the Lincoln School PTO Handbook

Welcome to the 2007-2008 school year at the Lincoln School. This handbook is designed to answer frequently asked questions regarding the Parent Teacher Organization (PTO) as well as to provide you with important school information. It is our hope that you will take a few minutes to read over the handbook and then join us as a registered Bridge volunteer.

The PTO is a partnership of parents, teachers, and staff. It is an organization run by volunteers to benefit our children. We believe that each member of the Lincoln Community has something positive to contribute. Please consider how you can share your time and talents with our children. We need help in the classrooms, in the library, the computer lab, and at all PTO events.

The calendar of events and descriptions of the various PTO committees are included in this handbook. We encourage you to get involved in our activities or join our committees. Please contact the chairperson(s) or one of the PTO Officers and let us know your interest. As you will see, we have a busy year planned. To make the year successful, we need everyone's help.

We would love you to volunteer and to be an active member of our PTO. It is not necessary to attend every PTO meeting or to serve on a committee. There are many ways to help; copying, baking, and making telephone calls to name just a few. In our newsletter, we will keep you informed about what is going on at the school and let you know how and when we need your help.

Please send the PTO your ideas and suggestions. There is a PTO mailbox located in the atrium near the main office as well as complete directory of the offices on page 15 & 16 of this handbook.

Together we can make a difference.

The PTO Officers,
Annalise Conti, President
David Foote, Treasurer
Meredith Beauchesne, Secretary

Melrose Public Schools Administration

Joe Casey	Superintendent	781- 979-2294 jcasey@melrose.mec.edu
Gregory Zammuto	Business Manager	781-979-2290 gzammuto@melrose.mec.edu
Patty White-Lambright	Pupil Personnel Srvs.	781-979-2160 Pwhite-lambright@melrose.mec.edu
Patricia Muxie	Dir. K-12 Curriculum	781-979-2166 pmuxie@melrose.mec.edu
Emily Rubenstein	The Bridge	781-979-2299 erubenstein@melrose.mec.edu
Robert Dolan	Mayor, City Of Melrose	781-979-4440 mayorsoffice@cityofmelrose.org
Christine Casatelli	School Committee	781-662-2347 chriscasatelli@hotmail.com
Bethany Cassin-Gaita	School Committee	781-662-7797 bgaita@rc.com
Katherine Clark	School Committee	781-662-4063 clark.katherine@comcast.net
Donald Constantine	School Committee	781-665-5137 nickaduck@aol.com
Wendy Golini	School Committee	wendy@com2systems.com
Monica Medeiros	School Committee	melrosemonica@gmail.com
Kristin Thorp	School Committee	781-665-0559 kbthorp@comcast.net
Andrew White	School Committee	whiteandrewm@aol.com

Lincoln PTO Officers

PTO President ANNALISE CONTI	781-979-0732	ac5479@aol.com
PTO Secretary MEREDITH BEAUCHESNE		Cutinedge5@comcast.net
PTO Treasurer DAVID FOOTE	781-665-1436	foote@hittite.com

Lincoln School

C.A.R.E.S.

Citizenship

- Have the courage to do the right thing
- Be honest
- Be fair
- Take responsibility for your actions
- Share with others
- Clean up after yourself and recycle

Acceptance

- Be open-minded to differences
- Treat everyone with kindness
- Be sensitive the feelings and thoughts of others
- Help one another
- Resolve conflicts peacefully

Respect

- Use kind words
- Use inside voice
- Be considerate of other people's personal space & property
- Respect yourself
- Respond to adults in a respectful manner

Effort

- Have a good attitude
- Be prepared, on time and on task
- Try your hardest & never give up
- Make good choices

Safety

- Keep hands and feet to yourself
- Walk when inside the building
- Always be sure your teacher knows where you are
- Listen carefully to the adults in the building

Lincoln School

C.A.R.E.S.

Citizenship ♦ Acceptance ♦ Respect ♦ Effort ♦ Safety

Recognizing the positive behaviors of Lincoln students

Promoting the positive behaviors of students in school is the most effective way to develop a strong school culture that is focused on providing students with a safe and welcoming learning environment. Lincoln School values developing students with skills in citizenship, acceptance, respect, effort, and safety. Lincoln school truly C.A.R.E.S. for the well-being of all students.

Each month 5th and 4th Grade teachers will nominate two students from each classroom that have shown growth or competency in the CARES characteristics. Additionally, any other staff members may also nominate students for a CARES award. These students will be recognized during Monthly Grade level assemblies with a Principal's Award Certificate. Their names will also be added to the CARES Banner hung in a common area.

The CARES program for Kindergarten through 3rd Grade will focus on more immediate recognition. Staff will be given "CARES Paws" stickers to present to students that are caught being good (following the CARES characteristics). A student may receive a sticker in class, the hallway, the cafetorium, or at recess and any staff member may give a student a sticker when it is deserved. The students should wear the stickers during the day. For each sticker that a child receives, his or her teacher writes the child's name on a Paw entry and places it in the CARES Paw envelope. At the end of each month the envelopes are collected and the students will be recognized at the Monthly Grade level assemblies. The Paws will be placed on a poster and hung in a common area.

In addition to recognizing CARES achievements at the Monthly Grade level assemblies, we will also teach lessons about the CARES Characteristics.

Lincoln School
2007-2008 Staff List

Name	Grade/Subject	Room	Email
Breda	Sheryl K	109	sbreda@melrose.mec.edu
Joslin	Marlene K	107	mjoslin@melrose.mec.edu
Lafferty	Ellen 1	101	elafferty@melrose.mec.edu
Santosuosso	Cynthia 1	103	csantosuosso@melrose.emec.edu
Vergados	Tricia 1	107	tvergados@melrose.mec.edu
Camerlengo	Betty 2	211	ecamerlengo@melrose.mec.edu
Carmody	Joyce 2	212	jcarmody@melrose.mec.edu
Oginski	Mike 2	105	moginski@melrose.mec.edu
Ingalls	Sherrie 3	209	singalls@melrose.mec.edu
McBrine	Sue 3	205	smcbrine@melrose.mec.edu
Pine	Debbie 3	207	dpine@melrose.mec.edu
DiMeo	Missy 4	203	mdimeo@melrose.mec.edu
Mahoney	Elaine 4	307	emahoney@melrose.mec.edu
O'Neil	Jean 4	306	joneil@melrose.mec.edu
Easler	Bridget 5	304	beasler@melrose.mec.edu
Ruest	Karen 5	201	kruest@melrose.mec.edu
Sjostrom	Betty 5	305	bsjostrom@melrose.mec.edu
Williams	Matt 5	302	mwilliams@melrose.mec.edu
Osborne	Pam MSN	204	posborne@melrose.mec.edu
Cronin	Maureen MSN	218	mcronin@melrose.mec.edu
Sewcyk	Stacey MSN	210	ssewcyk@melrose.mec.edu
McLaughlin	Sue MSN	110	smclaughlin@melrose.mec.edu
Williams	Gail Reading	Res. B	gwilliams@melrose.mec.edu
Kelley	Sheila PT	112	skelley@melrose.mec.edu
Leonard	Tina OT	112	tleonard@melrose.mec.edu
Leung	Jeanne Sp./Lang.	104	jleung@melrose.mec.edu
McGowan	Meredith Art	213	mmcgowan@melrose.mec.edu
Metto	Gene Phys. Ed.	Gym	emetto@melrose.mec.edu
Corkum	Kim Music	206	kcorkum@melrose.mec.edu
Hanson	Cara Music	206	chanson@melrose.mec.edu
Bola	Teri ELL	Library	
MacLean	Lenny Custodian		
Aiken	Suzanne Secretary	Main Office	saiken@melrose.mec.edu
Schlenger	Joyce Psychologist	Main Office	jschlenger@melrose.mec.edu
Conway	Brent Principal	Main Office	bconway@melrose.mec.edu
Lessard	Melanie METCO	Main Office	
Toomey	Louise Nurse	Main Office	ltoomey@melrose.mec.edu
Barnie	Pat Lunch Sup.	Café	pbarnie@melrose.mec.edu

Lincoln School Information

Hours

Atrium Door (Main Entrance) Unlocked	7:30 AM
Breakfast begins	7:30 AM
Teachers on duty	8:05 AM
Students enter building	8:10 AM
Students' day begins	8:15 AM
Students' tardy	8:20 AM
Atrium door locked	8:30 AM
First Lunch (K & 5 th Gr.)	11:15 AM
Second Lunch (1 st Gr. & 2 nd Gr.)	11:45 AM
Third Lunch (3 rd Gr. & 4 th Gr.)	12:15 PM
Dismissal	2:20 PM

AM School Lineup – All grades line up on the blacktop at the back playground. Kindergarten, 1st, 2nd and 3rd grades go in the back playground door #3. Grades 4 and 5 enter through door #12 to the right of the main atrium door.

NOTE: If dropping off students, please do so at the West Wyoming cut-out directly in front of the school along the sidewalk. Please do not pull your vehicle into the school parking lots as they are strictly reserved for staff and authorize handicap vehicles. Please do not park in the drop off area out front, on the street opposite of the drop off area, in the parking lots or crosswalks. Please be considerate of our neighbors and their driveways. Cross at the crossing guard only. Please do not get out of your car in the drop off areas. Say goodbye before your child leaves your vehicle.

PM School Release – Kindergarten is released at the rear side door #2 nearest to the K classrooms. Grades 1 through 3 are released out the rear playground door #3. Grades 4 and 5 are released out door #12 to the right of the main atrium entrance. Students are not allowed back in the building without permission once they have been dismissed. Parents are urged to pick up children promptly at 2:20 PM.

Teacher Conferences – Parent Teacher conferences are usually held on early release days unless otherwise requested. Simply contact the classroom teacher if you have any concerns or questions.

Absences — Parents must call the Save-a-Child Safety Line (781) 979 – 2252 before 8:00AM if their child will be absent. Children should bring a note when returning to school after an absence. Requests for homework should be made before 9:30AM and can be picked up between 2:00 and 2:30PM. Homework will not be given for family vacations (refer to the Melrose Public School Handbook for 2005-2006).

Tardiness — Any student arriving after 8:20AM should proceed directly to the Main Office. The students must provide a note for an excused tardy.

Inclement Weather Days — During periods of heavy rain or morning temps below 20 degrees, students will line-up indoors in the atrium. Please use the W. Wyoming drop-off on these days to ease traffic congestion.

Snow Days — No-school and delayed opening announcements can be heard on radio stations WBZ, WEEI, WHDH, WRKO and on television stations 4, 5 & 7. A delayed opening is one hour, or a 9:10AM start time. The Melrose Public Schools also uses the Connect Ed. Phone messaging services, which can send an automated telephone message informing families of such schedule changes. Please inquire at the school to receive these messages.

Building Security — All doors are locked for security. Visitors must use only the atrium door for entering and exiting. All visitors need to be “buzzed in” and are required to come into the Office waiting area before proceeding any further. **All visitors must sign in/out in the Visitors Log Book and wear a visitors’ badge while in the building.** To keep disruptions to a minimum, forgotten items should be dropped in the office and they will be delivered to the child’s classroom at a convenient time.

Returning Forms/Papers – Most information can be returned to the classroom teacher, who will forward the information to the office. You may also place items into the secretary’s IN BOX at the front desk of the Office. Items for the principal, office staff, teacher mailboxes and the PTO may also be placed into the IN BOX and they will be sorted and placed into the appropriate mailboxes.

Lunch — The cost of a lunch is **\$2.00**. The cost of a milk is **\$.55 each**. An extra slice of pizza (on Fridays) is \$1.00 per slice.

The swipe card lunch procedure is in place again this year. You can make weekly payments into your child’s account, make large deposits periodically, or pay as you go with cash in an envelope marked with your child’s name, teacher, date and lunch choice. You will receive a statement of your child’s account monthly if a balance is due. Questions may be directed to Mrs. Pat Barnie, Lunch Supervisor.

Breakfast Program - This program offers breakfast to any child at the Lincoln School. Breakfast is served from 7:30AM until 8:00AM. The cost is \$1.50 per day.

Outgoing Notices — Notices should be received in the office by Tuesday morning to allow time for review and copying. All school notices will be distributed on Wednesdays and sent home in the children’s backpacks via the PTO Family Folder. All non-school notices must be approved by the Superintendent of Schools and have his initials on them.

Parking — Please do not drive in the parking lots when dropping-off or picking-up children. Please respect the “No Parking” and “Handicapped” areas. Parking is available on Pleasant, Everett, and Russell Streets and the uphill side of Crescent Street. Please be considerate of our neighbor’s driveways when making parking choices.

Sick Days – Please keep your child home if they have:

- a contagious illness such as Chicken Pox
- Strep Throat or the flu
- a skin rash that is undiagnosed
- a fever over 100 within the past 24 hours
- vomiting or diarrhea
- red, or pink eyes, or drainage from the eyes
- head lice or nits (eggs)
- or if your child does not have proof of required immunizations

PTO Newsletter - This weekly newsletter is published by the PTO and is distributed to all students weekly via the PTO Family Folder. The deadline for submissions is Monday evening by 6:00PM.

Party Invitations - To avoid hurt feelings, **party invitations should not be distributed in school unless every child in the class is invited.**

Visitor Sign-In – All visitors must sign in at the main office window and put on a visitor or a Bridge badge. Entrance to the office is limited to teachers, staff and students.

The Bridge and Volunteers – All school volunteers must register with *The Bridge*. An application can be found in the school office. A name badge will be provided and placed in the school office at the main office. To contact The Bridge call Emily Rubenstein at 781- 979-2299. *The Bridge* also maintains a web page at www.melroseschools.com/bridge/.

A Volunteer schedule will be in the office at the front desk. If you are not on the schedule but are volunteering, the secretary will call the classroom to be sure it is a convenient time. For security purposes, all volunteers are asked to go to their intended destination only.

Lost & Found – Unclaimed items will be disposed of each quarter. Look for these dates in the weekly PTO newsletter.

PTO Contacts

Annalise Conti	President	979-0732
*Open	Vice President	
Dave Foote	Treasurer	665-1463
Meredith Beauchesne	Secretary	
Mary Assad	Enrichment	665-0844
Stephanie Catalini	Enrichment	662-3444
*Open	Community Group	
Joanne Perperian	Ways & Means	665-2781
Karen Ferreira	Ways & Means	
Bonnie Kelly	Hospitality	665-8222
Heather Evans	Hospitality	620-0261
Kristen Foote	Room Parents	665-1463
Colleen Murphy	Room Parents	662-9484
Margaret Driscoll	Library Coord	665-7231
	Library Coord	
Anne Kiernan	Book Fair	665-1248
Jessica Leitz	Book Fair	662-4475
Dara Chin	Book Fair	665-9580
Lea Fasano	Adopt-a-Site	665-9689
Ginny Rowe	Adopt-a-Site	979-0852
Kris Carbonneau	Publicity	
Barbara Oro	Membership	662-7315
*Open	Traffic, Safety & Playground	
Brenda Cordeau	Computer Lab	662-8688
Tracy Smith	Webmaster	665-9025
*Open	Drama	
Mirisa Ventura	School Store	662-1178
Fran Moss	School Store	662-6767
Janet Aguilar	Newsletter	
Pat Strehan	Lincoln Link	665-2810
Christine Doherty	Box Tops/Soup	665-4905
Kris Carbonneau	Math-a-thon	665-5352
Gil Cable-Murphy	Ink Cartridges	
Dinah Olanoff	Regarding Art	662-5562
Lea Fasano	Spirit Day	665-9689
Ginny Rowe	Spirit Day	979-0852

PTO Q & A

Q: When does the PTO meet?

A: There are at least two regular meetings of the entire organization held per school year, one in the Fall to introduce incoming officers, and one in the Spring to elect new officers and to conduct any other business associated by the organization.

The Executive Board meets monthly in the cafetorium at 7:00PM (see dates below). You are welcome and encouraged to attend any and all PTO meetings. The meeting dates planned are as follows:

9/18, 10/16, 11/20, 12/18, 1/15, 2/12, 3/18, 4/15, 5/20, 6/10

Q: Who belongs to the PTO?

A: You already do, as do all teachers and staff. A membership donation is encouraged to help us provide the services our students need and enjoy.

Q: Is it necessary to attend PTO meetings?

A: While attendance and/or participation is not required at any PTO sponsored event, we believe that attending our meetings gives parents insight into the everyday happenings at our children's school. By understanding the multitude of resources and programs available, we feel that you can be a more informed advocate for your child. We need your voice to help make important decisions that ultimately impact your child's education.

Q: What topics are discussed at a PTO Meeting?

A: A typical meeting will cover reports from the Principal, Teachers, and Treasurer. Additionally, PTO projects and upcoming events are covered. A reminder will be sent home with every student through backpacks via the PTO Family Folder announcing special guests and events taking place.

Q: How do I present an item for discussion at a PTO meeting?

A: Please contact the President if you would like to request an item be discussed at a PTO meeting. Not all requests, however, can be accommodated.

Q: Who can participate in PTO events and issues?

A: Anyone interested in working with the PTO is urged to volunteer in the classroom or on one of the many committees or projects sponsored by the PTO.

Q: How are officers selected?

A: PTO Officers are elected during the May general PTO meeting.

January

1 New Year's Day - NO SCHOOL
15 Early Release
PTO Meeting 7:00 - Library
21 MLK Day - NO SCHOOL
25 BINGO Night 6:30 - 8:00 PM

February

2 PTO Fundraiser – Saturday Night Fever
12 PTO Meeting 7:00 - Library
18 President's Day - NO SCHOOL
19-22 School Vacation

March

18 PTO Meeting 7:00 - Library
19 MATH NIGHT 6:30-8:30 PM
21 Good Friday - NO SCHOOL
24-28 **MCAS**

April

31-April 4th **MCAS**
9 **Family Reading Night**
14-18 5th grade E-Camp
15 PTO Meeting 7:00 - Library
21 Patriot's Day - NO SCHOOL
22-25 School Vacation

May

4 Spring Adopt-a-Site & Grounds Clean-Up
12-29 **MCAS**
18 *rain date for clean-up*
20 PTO Meeting 7:00 - Library
25 Memorial Day Parade 1:00
26 Memorial Day - NO SCHOOL
30 Spirit Day

June

2, 3 or 4 *Spirit Day rain date*
4 **Ice Cream Social**
10 PTO Planning Meeting 7:00 - Library
13 180 days
20 185 days

Holiday's, Vacations and Early Release Dates

September 4 th	First Day of School
October 8 th	Columbus Day
October 11 th	Early Release
October 24 th	Early Release
November 12 th	Veteran's Day
November 15 th	Early Release
November 21 st	Thanksgiving Break Early Release
November 22 nd -23 rd	Thanksgiving Break
November 30 th	End of First Term
December 4 th	Early Release
December 24 th -January 1 st	Winter Vacation
January 15 th	Early Release
January 21 st	Martin Luther King Day
February 18 th -22 nd	February Vacation
March 12 th	End of Second Term
March 21 st	Friday before Easter
April 8 th	Early Release
April 21 st -25 th	April Vacation
May 26 th	Memorial Day
June 13 th	180 Days
June 20 th	185 Days

Lincoln School PTO Bylaws

ARTICLE I

NAME

The name of this organization is the Lincoln School Parent Teacher Organization (PTO).

ARTICLE II

OBJECTIVES

The objectives of the Lincoln School Parent-Teacher Organization are to promote the cooperation of the parents, teachers, school officials, and the community; to secure for every child the best in academic, physical, and social education; and to promote the welfare of children in school, home, and community.

The name of this organization shall be the Lincoln School Parent Teachers Organization, hereinafter referred to as the P.T.O.

ARTICLE III

POLICIES

Section 1. The purpose of this organization shall be to provide assistance and monies to aid in the educational goals of the school and shall be developed through conferences, committees and projects.

Section 2. This organization shall be non-commercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it.

Section 3. This organization may cooperate with other organizations and agencies active in child welfare, such as conferences or coordinating councils, provided they make no commitments to which binds this group.

Section 4. This organization may preview any outside presentation before it is given to the children.

ARTICLE IV

MEMBERSHIP AND DUES

Section 1. Any adult interested in the objectives of this organization is eligible for membership.

Section 2. Membership shall be maintained by payment of annual dues to be determined at the first Executive Board meeting of each school year. Dues shall be assessed per family.

ARTICLE V

EXECUTIVE BOARD & THEIR ELECTION

Section 1. *Officers* – The officers of this organization shall be; President, Vice President, Secretary, and Treasurer.

Section 2. *Standing Committees* – The Standing Committees of this organization shall be: Ways and Means, Enrichment, Publicity, Hospitality, Membership, Lincoln Community Group, Room Parent Coordinators, Library Coordinator, Traffic and Safety/Playground, Computer Lab Coordinator, Drama, School Store, Web Site Coordinator and Grounds and Adopt-A-Site.

Section 3. *Executive Board* – These Officers and Standing Committees Chairperson(s) shall constitute and Executive Board, with the School Principal and at least one member of the teaching staff. Any office may be co-chaired. No member of the Executive Board shall be entitled to more than one (1) vote regardless of the number of offices which he or she holds and regardless of the number of committees on which he or she serves.

Section 4. *Term Of Offices* – Each Officer and Standing Committee Chairperson shall serve for a period of one (1) year. No Officer or Committee Chairperson shall serve for more than two (2) consecutive years in the same position, without a formal vote.

Section 5. *Election of Officers* – All members of the Executive Board shall be elected by ballot at the last regular meeting of the organization in May or June, the date to be decided by the Executive Board, or, if there is only one candidate for any office, the election may be a voice vote.

Section 6. *Nominations* – Nominations for Officers and Committee Chairpersons shall be made by a Nominating Committee (at least one of whom must be a member of the Executive Board), appointed by the Executive Board at least one month prior to the election of officers. The Nominating Committee shall report at the election meeting the name of at least one candidate for each office to be filled. The consent of each candidate must be obtained before his/her name is placed in nomination.

Section 7. *Vacancy* – A vacancy occurring in an office shall be filled by a vote of the members of the organization at the next regular meeting, due notice of such election having been given. The consent of the candidate must be obtained before his/her name is placed in nomination. The President shall have authority to appoint someone to serve in the interim, should it be deemed necessary by the Board, and with the consent of the candidate.

Section 8. In the event that any member wishes to have a vote of the Executive Board changed between meetings, that person must request that the President (or his/her designees) poll all Board members present during the meeting at which the vote was taken. Two-thirds of the voting Board members must approve the change.

ARTICLE VI
CHAIRPERSONS

DUTIES OF OFFICERS AND STANDING

COMMITTEE

Section 1. *The President(s)* shall preside at all meetings of the organization and the Executive Board, and shall coordinate an agenda to be published to the members of the organization prior to each meeting; he/she shall appoint other committees as needed; shall be

authorized to sign checks in the absence of the Treasurer; shall appoint a representative to represent Lincoln School at all City-wide PTO meetings and that person shall report back to the Executive Board after each City-wide PTO meeting; and shall perform all other duties pertaining to the office.

Section 2. *The Vice President* shall preside at all meetings of the President. He/She shall also keep an accurate list of all Officers and Committee Chairpersons and their phone numbers and shall make sure all new Board members receive a copy of this list and of these By-Laws. He/She shall coordinate the telephone notifications.

Section 3. *The Secretary* shall keep an accurate record of all regular meetings of the organization and of all meetings of the Executive Board, a copy of which shall be distributed to each member of the Executive Board at the next meeting. He/She will also be responsible for notifying members of all regular and Executive Board meetings, and for publishing a brief agenda. He/She shall coordinate all PTO correspondence.

Section 4. *The Treasurer* shall receive all monies of the organization, shall keep an accurate record of receipts and expenditures; shall pay out funds only as authorized by the organization. The Treasurer shall present a written statement of account at every meeting of the organization and at each Executive Board meeting.

The account of the organization may be subject to an audit at any time, at the direction of the President and a majority of the members of the Board. The auditor, satisfied that the account is correct, shall sign a statement of the fact at the end of the report.

A.) The bank will require two (2) signatures on checks on/over \$500.00.

B.) The bank statement will be mailed to a member of the Executive Board other than the treasurer for review.

C.) A committee will be set up to audit the books of two random months, twice a year.

D.) All monies collected at fundraisers will be counted in the presence of two parties who will then sign the deposit slip.

Section 5. *The Publicity Chairperson* shall be responsible for all PTO publicity.

Section 6. *The Adopt-A-Site Chairperson* shall maintain the PTO adopt-a-site along Pleasant Street.

Section 7. *The Enrichment Chairperson* shall propose and bring in any program that may enhance the learning experiences of the children. A budget for this purpose may be established and voted on by the first Executive Committee meeting. He/She will represent the Lincoln School on City-wide Enrichment.

Section 8. *The Ways and Means Chairperson* shall establish any committees necessary to raise money to help the PTO function. He/She shall be the liaison between these committees and the Executive Board.

Section 9. *The Hospitality Chairperson* shall be responsible for providing refreshments at all appropriate meetings and coffees. He/She shall appoint a committee for assistance.

Section 10. *The Room Parent Coordinator* shall be responsible for obtaining Room Parents for each classroom at the beginning of the school year. Room Parents will assist at Open Houses, in the classrooms, and may be asked to perform other duties as needed.

Section 11. *The Library Coordinator* shall be responsible for obtaining Library Volunteers for each classroom at the beginning of the school year, and for running the Book Fair.

Section 12. *The Lincoln Community Group Coordinator* shall be responsible for providing activities to link and enhance the relationship of parent, teacher, child and community.

Section 13. *The Membership Chairperson* shall be responsible for promoting membership in the Lincoln School Parent-Teacher Organization. He/She shall also keep a record of all paid members.

Section 14. *The Traffic and Safety/Playground Chairperson* shall be responsible for addressing safety issues, and overseeing improvements around the Lincoln School and playground areas.

Section 15. *The Computer Lab Coordinator* shall be responsible for obtaining Computer Lab Volunteers for each class and after school program at the beginning of the school year.

Section 16. *The Drama Coordinator* shall be responsible for the producing and directing of the school play.

Section 17. *The School Store Coordinator* shall be responsible for running the school store.

Section 18. *The Web Site Coordinator* shall be responsible for maintaining and updating the Lincoln School web site.

ARTICLE VII

DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall have general supervision over the affairs of the organization between business meetings and shall prepare the calendar of meetings, events, and functions and make recommendations to the organization.

Section 2. The Executive Board shall prepare and submit to the organization for approval, a budget.

Section 3. The Executive Board shall have the authority to approve routine bills within the limits of the budget.

ARTICLE VIII

MEETINGS

Section 1. The Executive Board meetings will be held on school property once a month at a day and time to be designated by the Executive Board.

Section 2. There shall be at least two regular meetings of the organization held per school year, one in the Fall to introduce incoming officers, and one in the Spring to elect new officers and to conduct any other business associated by the organization.

Section 3. Special meetings may be called at the discretion of the Executive Board.

Section 4. There shall be a meeting of the outgoing Executive Board with the incoming Executive Board prior to the termination of the school year.

Section 5. Six (6) members of the Executive Board shall constitute a quorum.

Section 6. A two-thirds majority rules on all voting issues.

ARTICLE IX

AMENDMENTS

These By-Laws may be amended at any Executive Committee meeting by a two-thirds vote of members present and voting, notice of said amendment having been read at the previous Executive Committee meeting, and written notice having been sent to the membership two weeks prior to the meeting.

Lincoln School Mission Statement

It is the mission of the Lincoln School to provide a nurturing, safe environment which will foster a love of learning, with the expectation that all students will be challenged to strive for their personal best. All students should acquire those skills necessary for a lifetime of continuous learning. It is also our mission to have a school environment characterized by tolerance and respect for everyone and by encouraging and actively involving parents and the community at large in the education of our children.

Lincoln School Site Council

A school council is a representative, school building-based committee composed of the principal, parents, teachers, community members and, at the secondary level, students that each school is required to establish pursuant to Mass. General Laws Chapter 71, Section 59C of Section 53 (as added by Section 53 of Chapter 71 of the Acts of 1993.) The Council identifies the educational needs of the students attending the school, reviews the annual school building budget and formulates a school improvement plan.

The School Council is comprised of the Principal, five school staff appointed by their peers, at least one community member recruited by the principal, and four parents elected by their parents. Each position is a two year term.

Title IX Statement

The governing regulations of Title IX - effective July, 1975 - covers all aspects of sex discrimination in schools with regard to admissions, treatment of students and employment. Specifically, Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an educational program or activity receiving federal financial assistance.”