



## Lincoln Middle School PTO of Mount Prospect Meeting Agenda

Tuesday, October 20, 2020

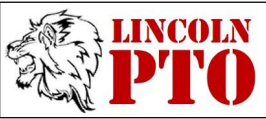
**Attendees:**

TOPIC	ACCOUNTABILITY	NOTES / MINUTES
I. Call to order	Zhaleh Naghibzadeh	Motion: <b>Dawn Ardito</b> Second: <b>Angela Martinez</b>
II. Approval of minutes	Kathy Mescino	Motion: <b>Terrence Scherrill</b> Second: <b>Suzie Alanis</b>
III. Issues to address		
a. 2020-21 Officers	All	See Page 2 for Board Positions <b>Motion to approve all positions - Suzie Alanis and Dawn Ardito</b>
b. Google Drive for files	Zhaleh Naghibzadeh / Board	<b>All board members and committee members will have access to the Drive.</b> <b>Zhaleh will share the PTO folder which will include organized folders for select topics.</b> <b>Angela Martinez will share 7th grade notes from prior years.</b>
IV. Officer's Reports		
a. President	Terrence Sherill	<b>Reported that last year was a good year. Many good ideas were shared, thinking outside the box. Looking forward to this year.</b>
b. Treasurer	Ed Henriquez Michelle Lanza	Transfer of Treasurer Responsibilities <b>Bank account has been transferred to Michelle only as of right now/Ed will be included soon.</b> Summary of Current Budget Status <b>\$7,131.31 current balance</b> <b>No activity lately.</b> Liability Insurance Waiver Required Annual Financial Reporting <b>Insurance was paid/received login information and was given to administration/LN office has this information.</b> <b>Taxes were not completed and state tax exempt <u>about to expire 11/1</u>. Michelle is bringing the PTO up to date this week with this and will have an annual report.</b> Online Payment Development <b>PayPal may be an online payment option. There is a 2.2% fee and \$0.30 per transaction. Discussion to be continued...</b> Amazon Smile Setup N/A <b>Additional note:</b> <b>Michelle wants to build a budget based on previous years/activities.</b> <b>Nicole wants funding for the website maintenance.</b>



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		<p>Any requests for funds should be sent to both Michelle and Ed.</p> <p>Getting donations/methods for fundraisers for PTO: Ed shared that the Coke company can donate money to consumers. Zhaleh shared that the Pepsi company also matches donations for employees (which is what Zhaleh is).</p>
c. VP, Membership	Cathie Tourtillot	<p>Proposal and Approval of Membership Dues for 20-21  <b>Membership online payment/PayPal?</b>  <b>Members will want to know what the membership fee covers.</b>  Historically, membership has been \$10/family.  Zhaleh shared possibly offering a tiered membership. For example, "basic", "plus" face mask, "double plus" face mask and ornament, etc.  <b>Upcoming events will include: staff appreciation, virtual events/activities</b>  <b>Directory Spot to increase membership? \$550/\$580 is the yearly cost that LP paid last year. Historically, Paul shared the fee to have the Directory Spot app didn't justify cost wise. This year, there will be a stronger need for this directory. At least 50 families would need to participate in order to recoup this cost.</b>  <b>***PTO voted membership will be \$10/family and membership will include the Directory Spot app and a face mask with a membership due date of 11/30.***</b>  <b>Zhaleh will order the masks based on PTO membership by 11/30.</b>  <b>Dan shared that <u>parents were not asked</u> to share/not to share addresses to be included in the Directory Spot. We want to add this question on next year's registration.</b>  By-Law Requirement for Members Participation  <b>The officer/committee chairs seem fulfilled according to the by-laws.</b></p>
d. VP, Activities	Suzie Alanis Jen Escobar	<p>Update after Sept. Meeting</p> <p><b>Suzie shared that we need to prepare/plan for virtual activities to bring kids together. Suzie will propose virtual ideas that committees can use for activities.</b>  <b>For example, virtual escape rooms, baseball brackets, etc.</b></p>
e. VP, Communications	Nicole Sasanuma	<p>Social Media</p> <p><b>174 followers on FB. Followers were offered a \$10 Starbucks gift card raffle entry to follow the FB page.</b>  Website – N/A</p>
V. Principal	Paul Suminski	<p><b>Paul shared that board meetings, conversations, surveys and voicemails have offered abundant feedback regarding the school environment.</b></p>



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		Each building poses unique challenges. Remote and hybrid options are being offered to families. Board accepted the proposed hybrid plan. Cross-country season occurred, abbreviated season. Other sports/clubs/band/orchestra are being discussed. Interactions will be limited due to safety concerns.
VI. Teacher Representative		N/A
VII. School Board Representative	Gerry McCluskey	Plans are now in place to have students come back at least in the hybrid model in all schools. No plans are perfect, and everyone can't get what they want. The plans that are laid out are thoughtful and work within the guidelines. The board approved construction bids for summer 2021. The biggest project will be a 4-classroom addition at Lions Park. The flooring in the hallways at Lincoln will be replaced. There will be 3-4 seats coming up for replacement to join the School Board. The election will be in March, and signatures to run a ballot will be needed.
VIII. Committee Representatives	Committee Chairs	See Google Doc for Committee Chairs
a. Staff Appreciation	Dawn Ardito	Back-To-School Teacher Appreciation Gift Dawn said committee met and agreed to provide \$10 Panera GC for the teachers/staff. There are 86 teachers, so she will need \$860 for the budget. Right now there is only \$600 in budget for a fall teacher appreciation, but Michelle/Ed will look at budget - should be good.
b. Other in-person activities on hold		No other activities updates
IX. Old Business	All	None
X. New Business	All	Zhaleh mentioned that if Ed/Michelle can pull budget together before next meeting, we might be able to hold a Board only meeting to review budget and see if any decisions can be made for 2020-21 budget.
XI. Adjournment	Zhaleh Naghibzadeh	Motion: <b>Suzie Alanis</b> Second: <b>Angie Martinez</b>

### 2020-2021 PTO Executive Board

Position	2020-2021	Term
President	Terrence Sherrill	2019-2021
	Zhaleh Naghibzadeh	2020-2022



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<b>VP, Membership</b>	Cathie Tourtillott	2019-2021
<b>VP, Activities</b>	Susie Alanis	2020-2022
	Jen Escobar	2020-2022
<b>VP, Communications</b>	Nicole Sasanuma	2020-2022
<b>Secretary</b>	Kathy Mescino	2019-2021
<b>Treasurer</b>	Michelle Lanza	2020-2022
	Edward Henriquez	2020-2022

### 2020-2021 PTO Board Meeting Dates

**Meetings are open to all PTO Members and LMS Families**

*Meetings are held the third Tuesday of the month via Zoom until further notice*

**September 15, 2020**

**October 20, 2020**

**November 17, 2020**

(second Tuesday due to Thanksgiving break)

**December 15, 2020**

**January 20, 2021**

**February 16, 2021**

**March 16, 2021**

**April 20, 2021**

**May 18, 2021**