



Lincoln PTO D57 Monthly Meeting

Monday, May 17, 2021

Attendees: Zhaleh Naghibzadeh, Terrence Sherrill, [Cathie Tourtillott](#), Tricia Morandi, Jen Ciok, [Dawn Ardito](#), Ed Henriquez, Eileen Kowalczyk, [Nicole Sasanuma](#), [Michelle Lanza](#), Kara Lenox, Stephanie Collins, Carol Arellano, Mary Kemp

TOPIC	ACCOUNTABILITY	NOTES / MINUTES
I. Call to order	Terrence Sherrill	Motion: Terrence Sherrill Second: Dawn Ardito
II. Approval of minutes	Kathy Mescino	Motion: Terrence Sherrill Second: Dawn Ardito
III. Issues to address		
a. 2020 Wilmot Ski Trip Finances	Michelle Lanza	<ul style="list-style-type: none"> ● Payment for all in/out amounts are resolved. ● PTO earned a profit from this event.
IV. Officer's Reports		
a. President	Zhaleh Naghibzadeh / Terrence Sherrill	<ul style="list-style-type: none"> ● Year End Summary ● Terrence bids his farewell to the PTO and encourages the future PTO to continue our proud efforts. ● Budget was established and reconciliation work was completed ● Late start with membership due to pandemic. ● Membership came with a "free" face mask (leftovers are still available). ● Fall photography fundraiser ● Several virtual events were offered to students. ● PTO was engaged with administration with the Back to School Task Force and selection of new superintendent. ● Back to School / Staff Appreciation events took place ● Retirement recognition ● Website creation and future launch
b. Treasurer	Ed Henriquez Michelle Lanza	<ul style="list-style-type: none"> ● 2020 - 2021 EOY Budget ● 8th Grade Event - the remaining \$3,000 budget will be needed to fund the 8th grade picnic / students will not be asked to pay for their food (future 8th grade picnic/dance should have \$3,000 allocated from the PTO and the remaining balance comes from student collection)

		<ul style="list-style-type: none"> ● Retirement recognition budget is currently approximately \$200. Zhaleh and Nicole will coordinate buying flowers for Mrs. Leeney and Mrs. Viglia. ● Zhaleh and Nicole still need to be reimbursed for previous events. ● Dynamite Night usually requires about \$1,200, so the PTO will need to plan for this in the future. ● Papers are filed for next school year.
c. VP, Membership	Cathie Tourtillot	<ul style="list-style-type: none"> ● Cathie will update the final membership list and will upload to the PTO Google site.
d. VP, Activities	Suzie Alanis Jen Escobar	
e. VP, Communications	Nicole Sasanuma	<ul style="list-style-type: none"> ● Communications - More active this month through both newsletter and social media, promoting above but also other PTO communications (broader staff/teacher appreciation efforts, AmazonSmile contributions, etc.). Website now ready to go but decided to hold launch until just prior to the new school year and include updated information - officers, meeting information, dates, membership info, etc. Depending on my role next year, I will be more proactive in setting a communications editorial calendar for the year.
V. Principal	Paul Suminski	<ul style="list-style-type: none"> ● Paul is unable to attend the meeting.
VI. Teacher Representative		
VII. School Board Representative	Board of Education Representative	<ul style="list-style-type: none"> ● Reorganization meeting took place ● Discussed the fall teaching models / family survey ● Additional board member will be instated at next meeting ● Strategic plan will be presented at next meeting
VIII. Committee Representatives	6th Grade	
	7th Grade	<ul style="list-style-type: none"> ● 7th/8th Grade Trivia Night - Coordinating virtual trivia night for 7th and 8th graders taking place this Wednesday. I'll continue to promote the event on social media. I'll contribute two gift cards for trivia winners so

		that the event will be at no cost to the PTO. With this, during this school year, the PTO will have delivered on two virtual events (paint night, trivia night) for each grade level.
	8th Grade	<ul style="list-style-type: none"> ● Trivia Night (see above) ● Picnic - Jimmy Johns and Kona Ice ● Yard Signs are being distributed ● Baby/Teen Video
	Teacher Appreciation	<ul style="list-style-type: none"> ● Teacher appreciation – Coordinated continental breakfast for teachers/staff May 5th. Cost was approx. \$106. Michelle/Ed, I'll provide my receipt for reimbursement soon. ● Teacher retirement - Coordinated bouquet and student remarks at Mrs. Harris' final orchestra concert last Friday. Since I didn't hear back on gift card allowance, only went with the bouquet and card, at approx. \$40. Michelle/Ed, I'll provide my receipt for reimbursement soon.
	Others	
IX. Old Business	All	<ul style="list-style-type: none"> ● n/a
X. New Business a. 2021-22 Board Positions b. Committee Chairs c. Additional Planning Meeting for 21-22	All	<ul style="list-style-type: none"> ● PTO Volunteer Flyer ● Per By-laws, open position for VP #1 and Secretary, positions should be appointed in May for coming school year if possible - Ed made a motion to appoint Kara Lenox to Secretary and Stephanie Collins to VP #1. This motion was approved by all Board members. ● Out-going Committee Chairs to meet with incoming chairs (Zhaleh to establish connects) ● Additional Planning Meeting in late May to create plan for 21-22 year
XI. Adjournment	Terrence Sherrill	Motion: Terrence Sherrill Second: Ed Henriquez

2020-2021 PTO Executive Board

Position	2020-2021	Term
President	Terrence Sherrill	2019-2021
	Zhaleh Naghibzadeh	2020-2022
VP, Membership	Cathie Tourtillott	2019-2021
VP, Activities	Susie Alanis	2020-2022
	Jen Escobar	2020-2022
VP, Communications	Nicole Sasanuma	2020-2022
Secretary	Kathy Mescino	2019-2021
Treasurer	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

December 15, 2020

January 20, 2021

February 16, 2021

March 16, 2021

April 20, 2021

May 18, 2021