

Lincoln Jr High PTO

Meeting Minutes November 12, 2019

Opening

The first meeting of the Lincoln Jr High PTO was called to order at 5:30 PM on November 12, 2019 in Lincoln Jr High Library by Christina Burgess.

Present

Christina Burgess; Dana Sherman; April Stamper; Tiffany Dial; Shantay Love; Ashley Clark; Jamie Durdin; Monica Viator; Denna Zane; Mara Savell; Matthew Johnson

Approval of Agenda

There was no set agenda for this meeting.

Approval of Minutes

There were no previous minutes due to this being the first meeting.

New Business

- ✓ Filling the board – Christina Burgess cannot official hold office because she is the president of the elementary school PTO, but she will assist the board of LJH as much as possible.
 - We need four members to volunteer to fill the positions of President, Vice President, Secretary, and Treasurer.
 - The following members volunteered for the stated positions: President – *unoccupied*; Vice President – April Stamper; Secretary – Jamie Durdin; Treasurer – Tiffany Dial.
 - **Action Item: Fill the vacant position of President**
- ✓ Review PTO proposed purpose at LJH:
 - Increase parent involvement at school during and after school hours; host various social events for students and parents for networking outside of school hours (movie showing, lock-in, etc.); connect with the community (FBC, etc.) to implement mentorship programs for students; fundraising for events and various needed items; and other miscellaneous needs the school presents if feasible.
 - **Action Item: Board to formulate a formal mission statement and purpose after president position is filled.**
 - **Action Item: Brainstorm suggestions for student/parent networking event ideas**
- ✓ Fundraising
 - We are allowed two fund raisers at the school each year, but unlimited options for off school grounds.
 - **Action Item: Be thinking of suggestions for fundraising opportunities in the future.**
- ✓ Teacher Involvement
 - The nurse sent a school wide email to all teachers giving notice of the PTO meeting and inviting teacher participation. It was discussed, the response was underwhelming due to historic inactive by parents at the school.
 - It was suggested that we start providing appreciation snacks in teacher breakroom at end of every six weeks to help get teachers excited about the upcoming change. PTO plans to start this six weeks with this program – therefore if you are able to donate snack or drink items please let the board know.
 - **Action Item: be brainstorming other options to get teachers involved in PTO and with the parents.**

- **Action Item: Make arrangements to turn in snack/drink items for teacher appreciation program.**
- ✓ Garden Improvement Project
 - Teacher requested PTO help with starting a school garden on campus before the meeting with Christina Burgess. Christina started reaching out to community members for donations of gardening supplies to get it started.
 - **Action Item: Connect with the San Jacinto Master Gardener Club to see if they would like to assist with the project.**
- ✓ Setting Future Meeting Time
 - It was proposed and accepted the future meeting time would be 2nd Tuesday of every month at 5:30 PM in the school library pending any school events scheduled for that Tuesday. If something is scheduled, then we will reschedule the PTO meeting for a non-conflicted time.
 - 2019-2020 Tentative PTO Meeting Schedule is as follows:

Tuesday, December 10 th , 2019	Tuesday, March 10 th , 2020
Tuesday, January 14 th , 2020	Tuesday, April 14 th , 2020
Tuesday, February 11 th , 2020	Tuesday, May 12 th , 2020

 - **Action Item: Setup Conference Call ability or similar technology option for parents/teachers unable to make monthly meeting in person.**

Agenda for Next Meeting

- Presidents Position
- Mission Statement and Organization Setup paperwork
- Student/Parent Networking Event Suggestions
- Fundraising Suggestions/Opportunities
- Teacher Involvement suggestions/Opportunities
- Teacher Appreciation Snacks/Drinks for End of Grading Period Program Setup/Sign Up
- Garden Improvement Project Update
- Discuss the Remote Attendance options for future meetings that were reviewed/setup by the board
- New Business

Adjournment

Meeting was adjourned at 7:00 PM by Christina Burgess. The next general meeting will be at 5:30 PM on December 10th, in LJH Library.

Minutes submitted by: April Rene Stamper

Approved by: Christina Burgess