



**Parent Teacher Organization**  
Lincoln Elementary School  
233 Seem Street  
Emmaus, PA 18049

PTO Meeting Minutes  
Tuesday, November 7, 2017  
6:30pm

Present: Rebecca Harries, Melissa Mackaravitz, Kelly Allen, Suzanne Litzenberger, Ronya Ayala, Danielle Mason, Jen Elston, Scott Cole, Lynn Brinkman, Megan Snyder, Jennifer Henry, Jennifer Marangos, Melanie Dopke

Presidents welcome

Motion to approve minutes - Rebecca Harris.

Treasurers report: Kid stuff entries not quite complete as they are sent in spurts as the books are sent back. There are two orders with A&H, kids order has been received, still waiting for adults. Good balance at this time, most money is raised in the beginning of the year. Motion to Approve Treasurers Report - Jen Elston and Kelly Allen

Old Business - Jennifer Marangos has gotten access to website from Dave, but needs direction on how to proceed.

New Business - Jen Henry reviewed sign up for dinner and breakfast provided for teachers during conferences. Couldn't see what other desserts were wanted to make sure there were no duplicates. Organizer will make sure no duplicates are present.

Fundraising - Spirit Wear Kelly Allen would like to discount old items to try to reduce old inventory. Also would like to reduce inventory by ordering only merchandise that are school colors - will keep tie dye. Scarves and hats also in inventory. Lincoln bags and water bottles - over 100 of each left. Make spirit wear package for Paws Place raffle.

Megan's update on Barnes and Noble night - 5th grade chorus and chimes not performing due to concert being the night before. Mrs. Brinkman is going to read Polar Express at 7p, Barnes and Noble will sell Lincoln hot chocolate. story times up until 7 - several teachers have volunteered. Ms. Comer will be doing art project, gift wrapping booth, Class with most kids in attendance will get a prize.

Melissa Mackaravitz- update on Cherrydale. Hoping for delivery by 20th. Gift cards are due tomorrow, no room for late orders to reach goal of having all items picked up in the school on Nov 21.

Book Fair – Theme this year is Wild West. Gave stapling out. Book fair volunteers - much needed especially for Thanksgiving week, may need to shut down on Tuesday

instead of Wednesday. Schedules are on Facebook. Can Jen email to teachers to solicit help from parents? Can Jen Elston get some of the master list of emails for volunteers to others so we can help get it into the spreadsheet? Emmaus Public Library would like to come on evening conference night. Librarian comes to set up table and give out flyers on programs. Lynn approves. Be sure to check in with Lisa also.

Paws Place - Sat Dec 2. Shopping area for kids – Jennifer Marangos in charge of this area. Outside vendors will also be there. Will be sending out sign up genius for selling food, which will be similar to continental breakfast.

Fundraising questions - Melissa Mackaravitz - Can we nix Kidstuff and move up catalogs and gift cards earlier so there isn't too much stuff? Didn't sell much this year. All in favor. Pushing back will give more time for tallying. Google Docs link/online link may entice people. Can we do it every other month? - No because of the shipping cost we were losing money. Can we approach local vendors? Giant, Joes, etc, that would increase percentage of profit? Discuss in March to ensure this is complete by next year.

Jennifer Marangos feels we could do a better job marketing our gift cards ie. "Holidays are coming, get gift cards for.... Its money you're going to be spending anyway." Feels we could maximize by marketing. Gift card profits depend on card. Can we offer less gift cards to maximize profits? St. Ann's has gift cards on hand? No - Did that in the past but then they were stuck with gift cards left over. Put out post about getting Barnes and Noble gift cards since they will be in by Barnes and Noble night.

Needs someone for catalog and gift cards Chair Heads. Discussed co-chairs in order to make it easier for people to accomplish due to time constraints.

Also need co-chair for book fair this year.

If you are running an event and need a cash box, please let Margo know a week in advance. If you need flyers for any events, they need to be emailed to board for approval first, allow two weeks for printing.

Principal's input – 1. Sign up genius for parent sign ups, 90% rate for conferences - very successful. 2. Math game night Thursday evening. 52 kids have signed up so far. Would like to do something for reading - has a teacher expressing interest. Will keep us posted. 3. Lincoln assemblies going well, Lions pride awards going well. 127 kids have good attendance awards during next assembly. 4. Fifth graders - to get some leadership opportunities they will be auditioning for November assembly performances. 5. Working on community service recognition, if you student is working on something outside of school, please email Lynn or Amanda Hemberger so they can be recognized.

No faculty input.

No teacher treat due to conferences.