



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

PTO Meeting Minutes  
Tuesday, September 5, 2017  
6:30pm

Present: Leah Rohrbach, Melissa Mackaravitz, Keri Hodge, Kely Allen, Kelly Golderer, Jamee Moyer, Margo Cottone, Becca Geller, Melanie Hirsch, Suzanne Litzenberger, Lynn Brinkman, Melissa Werkheiser, Megan Snyder, Alyssa Folkes, Ronya Ayala, cot Cole, Priscilla Roberts, Rebecca Harries, Kate and Dan Romanie, Jen Elston, Danielle Mason, Mary Hehl, Jennifer Henry

Introduction of Board Members and attendees

Review of June Minutes

- Approved by Melissa Werkheiser and Melanie Dopke

Financial Report

- Total of \$2100 in deposits June, July, and August. Deposits included refunded cost of damaged art frames, Spirit wear sales, Baked goods, year book. Withdrawals included art frames, author payment, boxtop postage, festival baskets, play payments, thank yous to administrative staff, open house flowers, janitorial staff appreciation, and bus fare for field trips. Joe's pizza withdrawal was for volley ball.
- President Jen Henry reviewed teacher appreciation funds provided play.
- Motion to approve Melissa Mackaravitz and Melissa Werkheiser.

Old business

- During the summer, it was decided that teacher checks would be \$30.
- Kelly Golderer, and Kelly Allen have agreed to do financial audit for 16-17 school year

New business

- Melanie will be doing teacher treat
- We are looking for a new treasurer. Two volunteers, Mary Hehl and Margo Cottone. Jen Henry will check bylaws and reinforced clearances are needed
- Picture day on Sept 13th. Volunteers for helping - Leah Rorbach, Kelly Melissa Mackaravitz, Kelly, Ronya, Alyssa Folk, Danielle Mason.
- Meet the teacher night Sept 13th. Kelly Allen and Alyssa Folks will split spirit wear responsibility. Bake sale volunteers include Melissa Werkheiser and Melanie Dopke. Volunteers Melissa Werkheiser will send a sign up genius.
- \$900 in donations have come in since PTO volunteer form came home.



- Pres. Jen Henry reviewed spirit wear with new attendees – looked to add travel or coffee mugs - price doesn't make purchase practical. Thinking of adding something more for kids such as sunglasses or clip on Paws. Will look into AR Moxy printing for other printing needs?
- New Fundraising Coordinator - Becca Gellar.
- Kid stuff coupon books came home this week. Fall fundraiser Heart and Home catalog going out in October to come back in time for holidays. Pick up date will be announced in cafeteria for all orders. Always looking for help with fundraisers. In December- Saturday the 2<sup>nd</sup> is Paws Place - Direct sale vendors and in art room gifts for children to buy. 9a-12p. Only open to Lincoln families. Will be serving breakfast. Mary Hehl offered her BJs membership for buying things in bulk.
- Review of Barnes and Noble night - Megan Snyder will do fundraiser. – will need volunteers
- Melissa Werkheiser - general fundraising question. Can we make a sheet of fundraising “how to-s” with Amazon smile, Shoparoo, Giant A+
- Mary Hehl - fundraising idea have a consignment sale. Jen H. wants to check with Miss Hemberger to ensure it doesn't interfere with Angel Network.
- Melissa Werkheiser would like to promote Hausman's local farm
- Megan Snyder suggested – Can the back of folder have a list of dates for whole year of fundraisers? Macungie accomplishes this through a planning meeting to discuss next fundraising year.

#### Principal's input

- Mrs. Brinkman welcomes all newcomers. A few things to start of the year- Mrs. Hemberger and Lynn have been visiting all classrooms to introduce themselves and lions pride work board focusing on effort, achievement and motivation. Certificate attached to their work send to Lynn's office, they call the child down, make a big deal of accomplishment, and certificate is hung outside Hemberger's office on "Student Effort and Achievement board". This will be announced at assembly. Mrs. Hemberger will continue to teach these values through her character education sessions. They are implementing charts in each classroom and getting stickers for getting caught doing positive things. " Mrs Brinkman is trying to figure out how to invite parents to more day time events, assemblies, etc.
- Fire drill was a success in first few days of school, will be done monthly.

#### Faculty Input

- Mrs. Hirsch - Thanks everyone for warm welcome and expressed appreciation for PTO support. She will be teacher/PTO liaison as it works for her schedule.

#### Also...

- Crossing guards needed - especially for Wednesday afternoons – Jennifer Elston, Jennifer Henry, and Jennifer Felegy are all active Volunteers. If you would like to volunteer as well, talk to Cindy at Emmaus PD for simple back ground check. Shift starts at 3:15p-3:30p and 8:45a-9a. Will look into advertisement for community – senior citizens or seniors in high school. Is there an age requirement? Can seniors attempting to fulfill Key club or National Honors Society volunteer?