

Lincoln Elementary PTO | 2016 – 2017 School Year

Mo.	Date	Activity	PTO Lead
Aug.	18	Class Lists Posted 3:00 – 4:30	
	19	Kindergarten Sneak Peak 8:30 – 9:30, Breakfast, Drop Off Supplies PTO: Juice/Water/Mini Muffins (Becki/	Becki/Marcella
	24-26	Teacher Institute Days	
	29	FIRST DAY OF SCHOOL PTO: Coffee/Donuts at Drop Off for Kindergarten Parents (Lisa/Becki)	Becki/Lisa
Sept.	1	Kindergarten Curriculum Night 6:00 – 7:00 PTO: Table in lobby, spirit wear, Intro/Remarks from PTO Pres.	Kelly
	1	Week of Sept 1 – Membership Mailing/Letter from Co-Presidents/A-Z doc - envelope/donations/volunteer list (sent via backpacks)	Becki/Lisa
	5	NO SCHOOL LABOR DAY	
	6	All School Open House/1-5 Curriculum Night 6:00 – 8:15 PTO: Table in front lobby with information, No presentation	Kelly
	7	PTO EXEC TEAM MEETING 7:00 Media Center Review Plans and Budget for the year	Kelly
	22	Back to School Picnic 5:30 – 7:30 (Rain Date: 9/23)	Allison/Marcella
	30	Picture Day	
Oct.	5	PTO GENERAL MEMBERSHIP MEETING 7:00 Media Center Topics: Curriculum Changes (District communicates open forum/Q&A)	Kelly
	10	NO SCHOOL COLUMBUS DAY	
	18	Dine Out For Lincoln (PTO Fundraiser)	Leila M.
	20	PTO: Lunch for teachers, 11AM (Conf. 1/2 day on 20 th and 21 st)	Erinn K.
	20-21	Book Fair	Carolyn
	31	Halloween	
Nov.	2	PTO EXEC TEAM MEETING 7:00 Media Center	Lisa/Becki
	8	NO SCHOOL INSTITUTE DAY & ELECTION DAY	
	15	Dine Out For Lincoln (PTO Fundraiser)	Leila
	17	Picture Re-Take Day	
	23-25	NO SCHOOL THANKSGIVING	
Dec.	7	PTO GENERAL MEMBERSHIP MEETING 7:00 Media Center Topics: Buddy Bench/Second Step/Social Emotional Development, Senate Bill 100 (alternatives to out-of-school suspension)	Kelly
	20	Dine Out For Lincoln (PTO Fundraiser)	Leila
	23	Holiday Sing PTO: Film and distribute recordings PTO: Something for teachers for holidays (Coordinate with front office)	Bob W. Erinn K.
	26-30	NO SCHOOL WINTER BREAK	
Jan.	2-6	NO SCHOOL WINTER BREAK	
	11	PTO EXEC TEAM MEETING 7:00 Media Center	Lisa/Becki
	16	NO SCHOOL MLK	
	17	Dine Out For Lincoln (PTO Fundraiser)	Leila M.
	27	NO SCHOOL INSTITUTE DAY	

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Feb.	1	PTO GENERAL MEMBERSHIP MEETING 7:00 Media Center Topics: TBD Principal Search/Transition Update, Leadership Profile	Kelly
	4	Carnival 11:00 – 3:00	Allison
	16-17	Parent/Teacher Conferences – ½ Days PTO: Lunch for teachers on 2/16, 11AM	Erinn K.
	20	NO SCHOOL PRESIDENTS DAY	
	21	Dine Out For Lincoln (PTO Fundraiser)	Leila M.
Mar.	1	PTO EXEC TEAM MEETING 7:00 Media Center Review Candidate Slate	Lisa/Becki
	21	Dine Out For Lincoln (PTO Fundraiser)	Leila M.
	27-31	NO SCHOOL SPRING BREAK	
Apr.	4	NO SCHOOL INSTITUTE DAY	
	5	PTO GENERAL MEMBERSHIP MEETING 7:00 Media Center Topics: Officer Rumoro/Safety & Internet Safety, Voting for officers	Kelly
	7	Spell Check	Marcella/Liz
	14	NO SCHOOL GOOD FRIDA Y	
	18	Dine Out For Lincoln (PTO Fundraiser)	Leila M.
	27	PTO Volunteer Appreciation Dinner	Allison
May	TBD	Annual 990 Filing	James
	1-5	Teacher Appreciation Week PTO: Luncheon for Teachers Wednesday 2-3PM	Erinn K.
	2	Learning Goal Fair (Grades 1-3) 6:30 – 7:30	
	3	PTO EXEC TEAM MEETING 7:00 Media Center	Lisa/Becki
	4-5	Camp Edwards (5 th Grade)	
	6	District Ethnic Fest/Parade	
	16	Dine Out For Lincoln (PTO Fundraiser)	Leila M.
	19	Outdoor Movie Night (6/2 Rain Date)	Allison
	19	Retirement Party (Confirmed)	
	26	Memorial Day Program 5 th Grade Ceremony	
	29	NO SCHOOL MEMORIAL DAY	
Jun.	6	Olympic Day	
	7	Last Day of School	

Additional Details:

- *Initial PTO Communication* (Week of September 1): letter from co-presidents, Lincoln A-Z, envelope for donations/member drive, call for volunteers (process/Jessica) - Becki and Lisa to lead, sending via backpacks
- *Dates to Finalize/Clarify:*
 - Grand Fandango – Cathy to check with the Spanish Immersion team (Claire Bartel)
 - Any additional fundraisers (Liz/Marcella)
 - TBD – Chicago Wolves Night, Indoor Movie Night (Allison)
- *2016 – 2017 Major Fundraisers:*
 - Carnival
 - SpellCheck
 - Membership Drive
 - Dinning Out for Lincoln – Third Tuesdays (October – April)
 - Lincoln After Hours (New! Liz/Marcella leading)
 - Shop for Lincoln
 - Box Tops
- *Communication Methods:*
 - Weekly: WUAL Email, Facebook Posts
 - Ongoing: Digital Backpack (committees submit individually as needed)
 - Lincoln Log: 4 October, January (Carnival Edition), March, May (end of year report)
 - Meetings:
 - General Membership Meetings (open to all): Moving to every other month (Oct, Dec, Feb, April) with new format: Co-presidents will share the headlines of the PTO with the group (will ask for headlines/help in advance) and leave the majority of the meeting for discussing pre-determined topics and Q&A
 - PTO Exec Meetings (closed): Every other Month (Sept, Nov, Jan, March, May) – will focus on the business of running the PTO, allow us to weigh in and make decisions together.
- *Possible Programs to Support This Year:*

**Note: Budget cuts from the district have created new needs for the school in terms of support from the PTO (things like color printing, etc.). Cathy is collecting and will provide more details at our Sept. 7 PTO Exec Team Meeting. She will also remind us all of what we CANNOT support (ie – tutors, technology, structural enhancements to the building, etc.)*

 - Scholastic News – (same as before, expect \$ increase this year)
 - After School Programming (same as before, Bob W. will continue to lead)
 - Field Trip Busses – 1 per grade (same as before)
 - Snacks/Items for nurse's office (same as before)
 - Maker Spaces – Approved by PTO in the Spring. More details to come!
 - Buddy Benches – Approved by PTO in the Spring. More details to come!
 - Auditorium Enhancements (i.e. curtain, chairs, etc.) More details to come!
 - Library Enhancements (i.e. chairs) More details to come!
 - Background Checks (Jessica)
 - School Assemblies – 4/year (Lisa to work with Cathy) – Opera for the Young, Abe Lincoln, Historical Perspectives, Dance, Science, Art, Physical Activity, etc. (still exploring –if you have ideas, let Lisa know!)