

Southeast PTO Meeting Agenda

Monday, May 7, 2012

7-8 p.m.

The meeting is open to all Southeast families and staff and is held at Southeast School in Mr. Warinsky's (4th grade) classroom. Childcare is provided across the hall.

Light refreshments are served.

1. New Items

- a.** Officer positions for 2012-2013 school year-elections will be held in June, if you are interested in running for an officer position **(we are looking for volunteers!)** please read the roles and responsibilities of each officer on the reverse side.
- b.** Update on upcoming events-Flea Market, Book Fair and Ice Cream Social, Fourth Grade Ceremony.
 - i.** Includes a presentation about the book fair web site!
- c.** Planning for school year 2012-13 events and fundraisers

2. Update on Southeast Network

3. Principal's Report

4. Officers' Reports

5. Other items

If you would like to add an item to the agenda please e-mail Cyndi Wells at cyndi.wells.pto@gmail.com

PTO Officers 2011-2012 School Year:

Cyndi Wells, President

Jessica Higham, Vice President

Mike Kelly, Secretary

Gwen Sgro, Treasurer

Southeast PTO Officer Elections 2012

The Southeast PTO is looking for volunteers to run for officer roles for the upcoming school year. Please contact Cyndi Wells (860) 617-7509 or Norma Fisher-Doiron if you have any questions.

Officers are elected every year, and volunteers can continue to run as many years as they wish. The PTO works very closely with the school and the officers support one another, so if you are considering running, you will have assistance!

OFFICER ROLES and RESPONSIBILITIES:

President:

- plan agenda and facilitate monthly meetings
- coordinate Parents' Hour with school
- publicize events
- present at BOE, Kindergarten registration and other

Vice-President:

- coordinate volunteers of events, projects and fundraisers
- liason between school and volunteers

Treasurer:

- bookkeeping
- fiscal agent at silent auction
- coordinate with fundraising and Box Top volunteers
- present Treasurer's report and post on Parent's Board and submit electronically

Secretary:

- scribe minutes and send electronically
- present minutes at PTO meeting and post to Parent Board

***Elections will be held at the next PTO meeting,
Monday, June 4, 2012***