

Thomas Metcalf Laboratory School

PTO Meeting Agenda for September 3, 2009 6:00 p.m. In the Zimmerman Library

Welcome and Introductions	Barb Jacobsen
President's Report	Barb Jacobsen
Treasurer's Report	Lynn Litwiller
Administrator's Report	Andrea Markert
Old Business	Approval of May 2009 meeting minutes Rissa Hinton-Smith: Thank you notes Distribution of sign-up sheets and Chair info Parking pass
Guest	Nurse Patty Love regarding Metcalf's preparation for the flu season
Chair Reports	Julie Whitaker, Family Picnic Beth Sinclair, Teacher Appreciation Heather Heinrich, Mentor Families Kathy Wetter, Room Assistants Rebecca Africano, Montage Others
New Business	Nominate Kathy Wetter for Secretary PTO closet organizing – Barb Jacobsen School supply shopping – Julie Elzanati Lessons Learned idea – Kathy Wetter Work request system – Joan Styczynski Parent notification of mandatory meetings – Julie Elzanati Parent notification of foreign language – Julie Elzanati Coolers and ice machine – Kathy Wetter Others if time permits/abled for next month if past 7:30 p.m.
Closing	Next meeting 6pm, Thursday, October 1