

Hello, and welcome to the MLE PTO board. Thank you for your support this year, I look forward to working with you. Below you will find the job titles and descriptions. If you have any questions, please let me know. In the past we would host our Board meetings on the 2nd Tuesday of the month with Mrs. Veliz and Hafez at 8:15am. Our general meeting would be the 3rd Wed alternating between evening and mornings to accommodate parents. If these days do not work well for you please let me know and we can decide as a board on a better day of the week.

Board members:

President - Dymond Cross

Treasurer - Lauren Edmunds

Secretary (Corresponding) - Fran Recks

Events Coordinator - (1) Natasha Inniss

(2) Gaby Cabrera

Marketing Coordinator - Niouseline St. Jean

Principal - Marlen Veliz

Assistant Principal - Henda Hafez

We are still in need of the following positions

Vice President

Vice President of Community Relations

Secretary (Responding)

Historian

Book fair Coordinator

President - Responsible for overseeing the functions of the executive board, running all PTO meetings, and acting as liaison between

the school administration and the PTO

Vice President - Oversees the coordinators for the Book Fair, Restaurant Fundraisers, Dances and any other fundraisers

Vice President of Community Relations - Responsible for overseeing events and community outreach, as well as sponsorships

Treasurer - Responsible for the financial day to day tasks, balancing the account, keeping records of all expenditures and flow of

money, and annual tax reporting information

Secretary (Corresponding) - Oversees all outgoing communication (i.e emails, newsletters), assist with meeting minutes, and flyer distribution

Secretary (Responding) - Oversees all internal communication and takes meeting minutes, assists with flyer distribution

Events Coordinator (2) - Responsible for organizing and managing PTO events, such as school dances and concession sales

Marketing Coordinator - Responsible for the upkeep of the PTO Website, Facebook page and IG page, and assists with

coordination of any marketing flyers needed for the school/events

Historian (2) - Responsible for organizing and creating layouts for the annual yearbook, collect and take pictures

Book Fair Coordinator (2) - Responsible for organizing and communicating all activities associated with the 3 book fairs (Fall,

Winter and Spring).

MLE PTO Meeting

August 26th 6:30pm – 7:18pm

Meeting started with Welcoming from previous President Dymond Cross, the reason for this meeting was to elect new board members.

After the reading of all board positions those interested put in their name for their respected positions.

There was no need for a vote all those running for a position won unanimously.

President – Dymond Cross (Dymond has held this position for 2 year. No one elected to run for this position so previous President continued in position)

Treasurer – Lauren Edmunds

Secretary (Corresponding) – Fran Recks

Events Coordinator – (1) Natasha Inniss

(2) Gaby Cabrera

Marketing Coordinator – Niouseline St. Jean

Not all positions were filled so we will need to reach more parents via email, letter or next meeting.

Information was given to parents about how to keep in touch with PTO and school, flyers were handed out for easy access.