



NORTHEAST MIDDLE SCHOOL

PTO Meeting Agenda

April 22, 2025 | 5:30 pm

Principal Dr. Kevin M. Martin

Executive Board: President - Tiffanie Brooks, Vice President - Amanda Mueller,
Treasurer - Tracy Niemeyer, Secretary - Amanda Lofton

- **Welcome & Introductions**
- **Principal's Report - Dr. Martin**
 - Grizzlies Baseball Game (school-wide field trip)
 - NWEA Testing (4/30-5/2) & MAP/EOC Testing (5/13-5/16)
 - NEW! District Cell Phone Policy - '25/'26 school year
 - **Middle Schools:** Cell phones and other personal technology devices should not be seen or used during the entire school day. Students must keep all devices powered off and stored in backpacks or designated areas determined by the school administration.
 - Latest accolades for NEMS
- **Treasurer's Report -**
 - Current Income
 - Current Expenditures
- **Upcoming Fundraisers**
 - Purple Envelope Campaign (remains open for donations)
 - Pizza & Snack Days - Friday, May 2, 2025
 - 4x each school year
 - Cash Only (no school lunch accounts)
 - St. Louis CITY2 soccer game - Sunday, May 4, 2025
 - NEMS receives \$5 for every ticket sold
 - ALL are welcome to attend
 - Restaurant Days (Tentative)
 - May 2025 - Andy's Frozen Custard (TBD)
- **Yearbook**
 - Limited quantities available
- **Important Upcoming Dates**
 - Refer to the ***Viking News*** (email sent every Sunday afternoon)
 - April 27 – Family Skate Night at Great Skate (5:45 pm - 7:45 pm)
 - April 29 – School Wide Field Trip - Grizzlies Baseball Game
 - April 30 - May 2 – NWEA Testing
 - May 4 – St. Louis City Soccer Game (4:00 pm)
 - May 7 – Early Release (Dismissal @ 1:15p)
 - May 12-16 – MAP/EOC Testing
 - May 29th – Last Day of School (Dismissal @ 12:20p); Food Truck Day



BUY TICKETS

Parkway Northeast Middle School PTO – Quick Overview

Who Can Be an Officer?

- Must be a PTO member.
- Must have a child at Parkway Northeast Middle School or be a staff member.
- Can hold only one board position at a time.
- Can serve up to two consecutive terms, with a possible one-year extension if no replacement is found.

PTO Board Positions

- President
- Vice-President
- Secretary
- Treasurer
- *Note: Any position can be co-chaired.*
- Additional board members include the Immediate Past President and the School Principal.

How Are Officers Chosen?

- A nominating committee, appointed by the President, selects one nominee per position.
- Elections are held at the final meeting.
- Nominations from the floor are allowed if the nominee agrees.
- If a position becomes vacant, a special election is held following the same process.

What Do the Officers Do?

- President/Co-Presidents
 - Lead all meetings.
 - Coordinate activities and committees.
 - Work closely with the Principal.
 - Appoint special committees as needed.
 - Notify members of meetings at least five days in advance.
 - Share meeting minutes with the incoming president.
- Vice-Presidents
 - Serve as liaisons between grade-level teams and the PTO.
- Secretary
 - Record and distribute meeting minutes.
 - Maintain attendance records.
 - Handle correspondence.
 - Provide a year-end report to the incoming Secretary.
- Treasurer
 - Manage all PTO funds.
 - Provide financial reports at each meeting.
 - Sign checks and maintain accurate financial records.
 - File required tax forms by the end of the fiscal year.
 - Provide a year-end financial report to the incoming Treasurer.
 - In the Treasurer's absence, Co-Presidents may sign checks.

Have any questions about this OR Interested in a leadership role, please let us know.

Contact us @ northeastmiddlepto@gmail.com

Please follow our Facebook Page for all PTO events and fun school happenings

@Parkway Northeast Middle School PTO