

AGENDA

Eastport Elementary and Shead High Schools PTCO Organizational Meeting

Meeting Date: Wednesday, January 12, 2012, 6 pm

Meeting Location: Lucy Kilby Library, Shead High School

1. Call to Order
2. Welcome and Introductions
3. Minutes: Review of minutes from 12/5/2011 Information Meeting
4. Old Business
 - a. Prior outreach including Quoddy Tides article
5. New Business
 - a. Robert's Rules of Order: In order to help this meeting run smoothly, fairly, and as efficiently as possible, the meeting will follow Robert's Rules of Order. There will be a brief description of the meeting rules along with a handout illustrating a Simplified version of Robert's Rules of Order.
 - b. Brainstorming session - Defining the Role of our PTCO
 - i. What do our schools need from us right now?
 - c. Decide on a committee to draft Mission Statement based on the brainstorming session (b)
 - d. Brainstorming session and vote – Type of group being formed
 - i. Do we want to be a PTA or a PTO?
 - e. Brainstorming session – By-laws
 - i. How do we want to run our group?
 - f. Decide on a committee to draft by-laws based on the brainstorming session (e)
 - g. Decide on name of group
 - h. Call for nominations for officers
 - i. Decide on date for election
 - j. School Board Meeting, January 18, 2012
 - i. Presentation
 - ii. Volunteer to take notes and report to PTCO
 - k. Set the next meeting date, time, and location
6. Adjournment