

Lancaster Parent-Teacher Organization (PTO)



*Serving the
Mary Rowlandson Elementary School
and the Luther Burbank Middle School*



Meeting Minutes February 11, 2009

- I: Call to Order: 3:15pm
- II: Welcome and Introductions:
Deb Williams, Gina MacNeil, Julie Fay, Melanie Spallone, Susan Dalton, Betty Ogborn, Paula Castner, Cindy Erle and Patti Linenkemper in attendance.
- III: Treasurer's Report: Julie Fay
Total PTO balance: \$35,574.00
- IV. Program Updates:
- Daddy/Daughter Dance*** – Gina for Raksha Patel
- Held February 6th. All went well. Proceeds were short approx. –150.00
- Shaw's Receipt Rewards*** – Julie for Rashka
- Shaw's has new system for Rewards program. No longer need to hand in paper receipts. Customers/parents will now just swipe their Shaw's Rewards card at time of purchase to credit eligible purchases to the school. Details for online registering to be sent out in flyer.
- Mother/Son Night*** –Rita French
- Scheduled as dance to take place Friday, March 20th. Flyers to go out the week after school vacation. 4H/Molly Baxter to do flowers. Al Barese – DJ/entertainment. Discussion as to whether we could get volunteer/donated DJ services for future events. Suggestion that we ask about any interested high school students.
- Scholastic Book Fair*** – Melanie Spallone
- Total made was approx. \$6000. \$4000 to be paid to Scholastic leaving approximately \$1900 to be given to Mrs. Ogborn for the library.
- Kwon's Martial Arts Program*** – Gina MacNeil
- Ten-week program began week of January 20 with about 25 students registering. Students paid \$150 to register with \$50/student going back to PTO. PTO to receive \$1125.00 (\$125 less than estimated \$1250 for extra uniform costs).

- Discussion to allow time at end of last class if possible for students to dress in uniforms. Teachers to pass message along to those with participating students. Extra parent volunteer to be in charge of supervising uniform changes in the bathrooms after school.

Lip Sync Concert – Julie Fay

- Discussed need for proper sign-in and dismissal sheets for students at rehearsals for liability purposes. Also need for additional volunteers to monitor halls to avoid issue of students roaming the school during rehearsal times.
- PTO will *get list of songs and list of participating kids* from Annie Chagnon. PTO will also post need for extra volunteers through PTO manager for hall monitoring and student dismissals. Permission notes will be requested for students being picked-up by someone other than parent.
- Suggestion for next year: students to practice routines at home instead of at school with only the two final rehearsals to be held on stage in auditorium. PTO feels this will help eliminate the issues from this year and may also help attract new volunteers and a lead coordinator. Flyers and email requests to be sent out seeking new coordinator for this event next year. Also, suggestion that announcement be made to parents immediately after this year's Lip Sync Concert.

V. Funding Requests:

Mother/Son Dance – Rita French

- Request for \$200 additional check needed for balance of DJ services fee (Al Barese). Check to be given night of event (3/20). \$100 cash deposit was already provided. Total fee = \$300. **Approved.**

PTO Insurance Renewal – Deb Williams

- Confirmed from Jennifer Laursen that invoice was received and paid.

VI. New Business:

Internet Safety Night – Cindy Erle

- Cindy will coordinate this event. She is expecting an information packet and will contact the Worcester County District Attorneys office about a representative. Presentation will be scheduled for parents to attend on a weekday evening. More details to follow.

Walk For Education – Julie Fay for Lynn Burke

- Lynn Burke has agreed to coordinate this event. Suggestion that she contact Matt Ettinger to coordinate the use of the school. More details to follow.

Roll On America Day – Rita French

- Signed contract agreement for a two-hour free skate event at Roll-On-America. Event scheduled from 1:30 – 3:30 on early release day, Friday March 6. Open for students at MRE and LBM. ROA to provide flyers (no cost) to hand out.

Family Night – Julie Fay

Decision to organize a Family Bingo Night event this year to provide opportunity for all family members to participate together. Most supplies leftover from last year's Mother/Son bingo night. Coordinator needed.

V. Miscellaneous:

- Cindy Erle asks if PTO would be interested in a visit from author of Gilda Joyce Mysteries series. Visit would be in May and costs would be shared by other schools in Massachusetts (Newton). Cindy will check with Wanda Hill and Tonia Hicks to see how much PTO funding is still available from the Cultural Enrichment program. Update to follow.
- Andrew Foster Scholarships are provided each year by PTO for two graduating students (1 boy / 1 girl) at Nashoba Regional High School. \$500 each for winning Teacher essay voted on in spring by PTO members. Payments made the following year after first semester collage grades are approved. Paula Castner agrees to coordinate this with NRHS Guidance Department. Update to follow.

VII: Next Meeting: March 11, 2009 at 3:15pm

VIII: Adjournment: 4:18pm