

Lancaster Parent-Teacher Organization (PTO)



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



Meeting Minutes January 14, 2009

- I: Call to Order: 3:17pm
- II: Welcome and Introductions:
Deb Williams, Gina MacNeil, Jennifer Laursen, Raksha Patel, Melanie Spallone, Betty Ogborn, Liz Garreffi, Norma Murray, Annie Chagnon, Patrick Perkins and Patti Linenkemper in attendance.
- III: Treasurer's Report: Jennifer Laursen
Total PTO balance: Approx. \$41,000.00
- IV. Program Updates:
- Daddy/Daughter Dance** – Raksha Patel
- Scheduled for Friday, Feb. 6th from 6-9pm.
- Mother/Son Night** – Raksha Patel for Rita French
- Scheduled as dance to take place Friday, March 20th. See funding request below.
- Scholastic Book Fair** – Melanie Spallone
- Still waiting for final sales #. Tabled until February.
- Brewer's Offering**–
- Board decides not to do event do to lack of interest and due to liability risk.
- Teacher Appreciation Week** –
- Need to confirm coordinator and ask for volunteers. Gina to ask last year's co-coordinator, Paula Castner. Liz Garreffi expressed interest in volunteering. Members suggest asking Pam Sarafin to cater meals for teachers on Monday, Wednesday and Friday that week instead of every day with variety of breakfast and lunch. Teachers in attendance expressed interest in this.
- V. Funding Requests:

Mother/Son Dance –Raksha for Rita French

- Request for \$100.00 in advance of formal request *to be requested in February*. This would be a deposit for DJ to secure the date of March 20. Jen to give Rita check pending formal approval next month.

“Game Club” - Cindy Erle

- Request for additional \$45 for amount over her initial request of \$225. approved last month. One additional game **\$45.00 Approved**.

Lip Sync - Annie Chagnon

- Request for total of \$400 for student keepsake, cd copies and free tickets to families of coordinator and volunteers. Approx. \$250-300 would go to purchase of baseball hats to be given to participants. Other \$ would cover cost of recordable CD purchases and CD copies of the show and 13 tickets for volunteers Annie, Valorie Parent and Paula Castner. Event to be held March 12th & 13th, 2009. **Up to \$400 Approved**.

V. New Business:

“Transitional Suggestions” – Patti Linenkemper

- As a result of her scheduled retirement at the end of this school year, Principal Patti Linenkemper discusses the sub-account in the PTO funds for the Mary Rowlandson Elementary School. Currently, the school administrators handle the coordination and distribution of funds for several annual events: school photos through contract with LifeTouch, magazine drive and the spring lawn party. LBM Principal suggests that the account remain separate but that the PTO make the upcoming decisions and fund distributions for the events (especially student photo contracts) for next year. Software would still require school administrative approval and handling. Administrators would coordinate the lawn party. PTO agrees to look at next LifeTouch / photo contract and to find a coordinator to work with the new representative for the magazine drive.

Event Co-coordinators – Deb Williams

- Sheila Milioto will **not** be coordinating the *Family Photo* event with Gina Lavoie for next year. Members will ask Gina if she wishes to continue to coordinate the event herself. (Sheila will continue to coordinate the BJ Membership’s and Scrip’s Programs.) If not, we may need find a new coordinator or Gina may decide to cancel the event. PTO has all the software and paperwork from Sheila.
- Magazine Drive Coordinator needed.

VI. Miscellaneous:

- Gina MacNeil has contacted Tonia Hicks and Wendy Hill for a schedule of the remaining Cultural Enrichment events. We hope to include them on the PTO website, school calendar and in e-mails to parents. Earth Balloon was on display in MRE gym the week of this meeting.
- “Thank you” letters from 8th grade students shared with PTO members. Students wrote about their experience at “A Christmas Carol” performance at The Hanover Theatre in Worcester last December.

- Teacher Norma Murray also shares Thank You notes from 5th graders from her and Mrs. Wilson's classes for their trip to Plimouth Plantation in Plymouth, MA. She plans to hang the notes and 8th grade letters in the hallway of MRE for all to see.
- Consideration for a chocolate fundraiser for Easter was rejected by members due to the other chocolate fundraisers already happening at the schools.

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

VIII: Adjournment: 4:19pm