

# ***Lancaster Parent-Teacher Organization (PTO)***

*Serving the*

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



## ***Meeting Minutes***

***June 10, 2009***

### **I. Call To Order: 3:16pm**

### **II. Welcome and Introductions -**

Julie Fay, Deb Williams, Paula Castner, Cindy Erle, Gina MacNeil, Melanie Spallone, Cheryl Lonardo, Mary Healy, Betty Ogborn, Rita DiStefano-French in attendance.

### **III. Treasurer's Report – *Deb Williams for Jennifer Laursen***

**Budget Total: Approx. \$33,000.00**

### **IV. Program Updates:**

- ***Cookbook – Deb Williams for Jennifer Laursen***
  - 1500 copies ordered for printing last week. We are hoping to have the book by end of year to sell at Lawn Party with Eco-bags and Datebook. PTO will have a sale table set-up at the Lawn Party. We will also have order forms and will continue sales in the fall.
  
- ***Cultural Enrichment/Grant Application – Paula Castner***
  - Meeting held with several volunteers yesterday to form committee and come up with ideas (see separate spread sheet list with committee ideas). Need to make suggestions to fill ALL grades and possibly add more for the K-3. Committee will work on that.
  - Valerie Parent will apply for the area cultural enrichment grant. Could expect several hundred - \$1500 max. Members suggest that committee member(s) try to find additional grants and write applications for additional funding aid.

### **V. Funding Requests:**

- ***Cookbook – Deb Williams for Jen Laursen***
  - 1500 copies @ \$3.70 each = \$5550.00 total cost. \$3000 to be paid by MRE student activity fund (per Patti Linenkemper). She will need to have invoice/bill for that half. Gina MacNeil will handle get it to Patti. Motion for PTO to approve the remaining balance not to exceed **\$2600. APPROVED.**
  
- ***Cultural Enrichment 2009-10 Budget – Paula Castner***
  - Request for funding to cover cultural activities for next school year. Motion for PTO to approve budget not to exceed **\$10, 000. APPROVED**
  
- ***Math Materials K-5 – Patti Linenkemper***

- Request for funds to cover expenses for new math supplies. Motion to approve **\$3200. APPROVED**

- ***Jr. Life Skills/Best Buddies Gr. 6-8 Wii Purchase – Cheryl Lonardo***
  - Request for funds to purchase a Nintendo Wii video system for students in this class to use. Up to **\$300. APPROVED**

## **VI. New Business:**

- ***Coordinators and Babysitter “Thank You’s” – Julie Fay***
  - Board President Julie Fay extends appreciation and thanks to all the event coordinators who volunteered their time to the PTO and students. She will also be presenting \$10 gift certificates to Rota Springs Ice Cream to the four students that volunteered their time to watch kids during PTO meetings this year.
- ***New Board Members –***
  - Vote Sheila Milioto to be *interim* vice president. APPROVED
  - Vote to have Mary Healy as Secretary. APPROVED.
  - Betty Ogborn volunteers to be the MRE teacher representative.
- ***Lancasterpto.net Domain Registration – Julie Fay***
  - Announcement that PTO has renewed the website domain at a cost of about \$177. Now set to expire July 2011. Paperwork with information will be left in the PTO binder and lancasterpto@gmail.com.

## **VII. Miscellaneous:**

Ideas, comments, questions from members

- Request from members to go thru PTO closet to sell old/leftover merchandise at Amy’s Angels yard sale next year.
- Embroider Store Fundraiser – Mary Healy
  - “Embroider Me” in Fitchburg wants to create “online school store.” Items for sale would be selected by our school and be available for parents/teachers to order and custom embroider. Percentage of proceeds would go to the school. Members are hesitant to post on school website due to restrictions and also unclear about what percentage of sales may go to the school. Suggestion that we contact other schools (such as St. Bernard’s) to see how program works with them. Also, members seem to favor the idea of creating a “display case” in the school of school logo items available for purchase and bulk orders. Would we receive a percentage of bulk orders or flat rate? Mary to discuss concerns with the business owner and report back to members next school year.
- “Thank you” note to PTO from Pam Storm on behalf of the MRE school for open house for Patti Linenkemper held last month.
- Reminder to send out a PTO “end of year” newsletter handout containing the events and spending accomplished by the PTO this school year. Board members to work on getting this out.
- Ideas for beginning of next year for introducing new parents to PTO:

- “moms night out” idea for September
- Or work on a parent match up system with pre-school parent.

**VIII. Next Meeting: TBA by new incoming Board Members**

**VIII: Adjournment 4:22pm**