

Lancaster Parent-Teacher Organization (PTO)



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



Meeting Minutes November 12, 2008

- I: Call to Order: 3:25pm
- II: Welcome and Introductions:
Deb Williams, Jennifer Laursen, Julie Fay, Gina MacNeil, Melanie Spallone, Charlie Sampson, Betty Ogborn, Bonnie Cook, Susan Munyon, Diane Kilcoyne, Patty Slattery, Cindy Erle in attendance.
- III: Treasurer's Report: Jennifer Laursen
Total PTO balance: \$14,541.00
- IV. Program Updates:
- Genevieve's Innisbrook Fundraiser Summary*** – Deb Williams for Gina Barrett
- Total sales were approximately \$12,200 (\$10K raised in 2007). Total profits to PTO from gift wrap (Innisbrook) sales were **\$5266.78**. Jewelry sales profit expected to about **\$1100** (sales totaling \$2209). Orders were expected to be complete and ready for pick up next week (Nov. 18). Final totals available at December meeting.
 - Final list of students *qualified* for grand prize drawing should be complete by next week and will be posted/announced. Drawing for that Hummer ride/rental to be held the following week with public witness(es).
- Phone Directory*** - Lynn Burke n/a
- Books distributed this week. Discussion of addendum for people left off. Change of font suggested for next year by Susan Munyon due to difficulty in reading difference between “#1” and letter “i” in e-mail addresses. Also suggested was adding the email addresses of teachers (available on school website) next to the list of teachers names.
- Box Tops for Education*** – Deb Williams for Vicky Bearce
- Latest submission (bi-annual) yielded a profit of **\$876.90** for PTO. Check for funds in around December 15th.
- Auction*** – Julie Fay and Gina MacNeil
- Final preps underway. Auction begins at 6:30 Friday, Nov. 14th. Total of 88 live auction items and 91 silent auction items.

Family Portraits by Gina Lavoie – Sheila Milioto n/a

- Photos to be distributed next week. Total sales/profit n/a.

V. Funding Requests:

8th Grade “A Christmas Carol” Trip –Patty Slattery

- Request for total of \$1247.00. This would cover cost of two buses at \$497 total and \$750 to give students reduced rate of ticket. Students asked to pay \$5 each instead of original \$15 cost. 100 students plus chaperones to attend performance on Dec.23rd at Hanover Theatre in Worcester. **\$1247.00 Approved.**

Scholastic Book Fair - Melanie Spallone

- Request for total of \$2080.00. This would cover cost of a \$4 book for every student at MRE (total of 520 students). **\$2080.00 Approved.**
- Book Fair to be held week of December 8th. Request for 8th graders to provide childcare during Parent/Teacher conferences on Thursday, Dec. 11th from Noon – 8pm and on Friday, Dec. 12th from 9am-Noon.

V. New Business:

Special thanks to Legacy Printing for printing all PTO orders annually at **no cost**. This year they have been asked to do the Phonebook Directory, Auction Directory, and the Cookbook. Suggestion by Gina MacNeil that we submit bids to cover the costs of such projects in the future.

VI. Miscellaneous:

VII: Next Meeting: December 10, 2008 at 3:15pm

VIII: Adjournment: 4:20pm