

Lancaster Parent-Teacher Organization (PTO)



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



Meeting Minutes October 8, 2008

- I: Call to Order: 3:24pm
- II: Welcome and Introductions:
Deb Williams, Paula Castner, Norma Murray, Derek O’Riorden, Jennifer Laursen, Julie Fay, Raksha Patel, Melanie Spallone, Julie MacDonald, Betty Ogborn, Carol Archambault, Jane Giumette, Susan Munyon, Gina MacNeil, Michelle LaFrance, Kim Follansbee.
- III: Treasurer’s Report: Jennifer Laursen
Total PTO balance: \$15,490.00
- IV. Program Updates:
- Family Portraits*** by Gina Lavoie – Sheila Milioto
Photo sessions held last weekend – Oct. 4 & 5. Event sold out. No rep present to give details.
- Cookbook*** – Jen Laursen
Recipe submission deadline extended until end of February to plan the sale of the book for Mother’s/Father’s Day instead of Christmas. Jen to send an e-mail updating parents on the deadline extension. She will also e-mail Don Freda about posting the information in the Luther Burbank Middle School newsletter. Jen is also requesting volunteers for the Cookbook Committee to help organize and re-type the recipes.
- Auction*** – Julie Fay
Meeting on event held Tuesday, October 7th. Julie says over 100 items have been donated so far and that they are still in need of volunteers. Julie says they would like to put up flyers and advertise on local cable and newspapers etc. Patti Linenkemper says she would make a “connect ed” announcement about it too. We agreed that the price per ticket should be \$10 each in advance and \$12 the night of the event. Jen will look into renting a credit card machine.
- Student Activity Fund (SAF)*** – Patti Linenkemper
Patti explained that this is a savings account held by Mary Rolandson Elementary only and is available to be used for MRE student activities. This means that the money can be used to fund buses for school trips –instead of or in addition to

Lancaster PTO. Patti suggests that MRE teachers or coordinators submit a funding request form to her first for bus expense approval and then present the remaining funding request to PTO for any additional funds (if needed).

V. Funding Requests:

- *5th Grade Sturbridge Village trip* – Derek O’Riorden
 - Original request was for \$800 to cover buses but those funds were approved by Patti Linenkemper through the SAF. PTO request was **withdrawn**.
- *Books and Beyond* – Deb Williams for Sue LaBossiere
 - Request for funds up to \$1500 to cover prizes, pizza and medals. Program begins December 1. Up to \$1500 - **Approved**.
- *3rd Grade Plimouth Plantation trip* – Norma Murray
 - Original request was for \$1257.50 to cover buses but \$1000 of total was approved by Patti Linenkemper through the SAF. The new PTO request was to cover the balance at \$257.50. \$257.50 - **Approved**
- *8th Grade “A Christmas Carol” Trip* – Cindy Erle for Patty Slattery
 - Original request only included a price for buses at \$497 but they also need money for a portion of the ticket cost which was not known or available at this meeting. Members decided to **postpone** the vote until a *total* amount request was re-submitted in November.

V. New Business:

- Book Fair coordinator, Melanie Spallone requested childcare volunteers so the book fair could remain open to parents *only* during day and evening parent/teacher conferences in December. Eighth graders earning money toward his/her 8th grade Washington, DC trip would charge \$1 per child. Melanie will try to post announcement in November newsletter and will include information in the Book Fair notice. Teachers will also survey parents if and how much childcare is needed on the Parent Conference form and return information to PTO.
- PTO sponsored “Parents Education Night” proposed by Julie Fay after topics of educating and informing parents about their children were brought up. Dates would be set up to begin after the New Year. PTO would provide snacks. Topics to include:
 - * Susan Munyon suggested a free *Internet Safety* information session that could be presented at the school to parents by members of the Worcester County District Attorney’s office at the school. Cindy Erle announced she is also trained by the DA’s office for this program.
 - * Julie Fay also suggesting a viewing of the instructional movie by Rick Lavoie, “*How Difficult Can This Be?*” which she says is a moving video used by professionals to teach parents how to talk to their kids at every learning level. Other topics TBA.

VI. Miscellaneous:

Request from Susan Munyon that "Note From Home" notepad order forms be added to the November newsletter.

Jen Laursen announces that the Texas Hold 'Em tournament date was tentatively selected as February 6, 2009. Raksha Patel says she thinks that might conflict with the day selected for the Daddy/Daughter dance. Both coordinators to discuss and report back at a later date.

Patti Linenkemper for Annie Chagnon suggests Game Days to be held in the school after early release Fridays. More details to follow.

VII: Next Meeting: November 12, 2008 at 3:15pm

VIII: Adjournment: 4:32pm