

Lancaster Parent-Teacher Organization (PTO)



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



Meeting Minutes September 10, 2008

I: Call to Order: 3:22pm

II: Welcome and Introductions:

- Brief round-table introductions by new board members and all attendants (see official sign-in sheet) – total in attendance: Approx. 30.
- Brief explanation by President Julie Fay on the official meeting procedures.
- New membership forms and fees were collected to allow proper voting authority.

III: Treasurer's Report: Jennifer Laursen

- Total PTO funds available: \$11,310.47

IV. Funding Requests:

- *PTO Laptop* - Treasurer Jen Laursen requests funds to purchase a refurbished laptop computer to consolidate PTO business. Approved for up to \$500.
- *Accounting Fees Request* – Request funds to cover cost of yearly accounting fees. Approved up to \$700.
- *4th Grade Canoe Trip*– Bonnie Cook, rep for 4th Grade, requests funds for annual canoe trip with Nashoba Paddlers. Totals of 103 students at \$26 per student plus cost of buses. Bonnie estimates total cost of trip to be \$3500-4000. Approved for \$2000 to offset some of student cost for trip.

V. Updates:

- *PTO Welcome Packet* – including letter and Member Form, Student Directory Form, Volunteer Calendar and Volunteer Form – sent home with MRE students and mailed home to LBM families 9/9/08. Teachers request PTO member forms and “while you were out” notepads to be supplied to them and main offices.

- *Event Coordinators Status* - Brief rundown of PTO events and confirmation of coordinators and approximate dates. Annie Chagnon still looking for a coordinator to volunteer to take over the Lip Sync event next year and others to work with her this year.

VI. Upcoming Program/ Event Updates:

Auction – Event Coordinators Julie Fay and Gina MacNeil

Scheduled for Nov. 14th at Bull Run Restaurant in Shirley. Discussed need for immediate volunteers and donated items – printers and laptops for the event. Deadline for donation items and student projects is October 31. Susan LaBossiere says Middle School students and teachers will focus on offering services instead of handmade items. Suggestions included ski package or yard work. Gift baskets were also suggested. Vicky Bearce would like to coordinate bringing homemade desserts to the auction as in past years. Julie to confirm with Bull Run.

Family Portraits by Gina Lavoie – Sheila Milioto

Notices sent out this week. Photos to take place October 4 & 5. Deadline for returns is Oct 26.

Phonebook – Gina MacNeil for Lynn Burke – brief explanation of directory and reminder to return form to PTO in September. Lynn to coordinate. Legacy to print.

Cookbook – Jen Laursen

Letter requesting recipe donations sent out this week to MRE students and emailed to LBM families.

Fall Fundraiser – Gina Barrett

Begins September 18th and will continue for 2 weeks. To drive up sales, Gina recommends a student assembly explaining special prize incentives before distributing this “Innisbrook” fundraiser package next week. Prize incentives would include a trip to lunch in a donated stretch Hummer limo. 15 seats available. Seats given to top sellers and possibly others selected by qualified entry drawing. Neither Principal was available to approve the assemblies. LBM teacher reps volunteer to give a brief explanation of program and prizes to students. We will also ask that the fundraiser be announced thorough the Connect-Ed phone announcement by school principals Patti or Patrick.

Parent Danielle King volunteers her family graphic design company for sign publicity for this event and possibly the Auction.

Cultural Enrichment - Gina MacNeil for Tonia Hicks & Wanda Hill

First event is October 28th – “Roots Music Collective” for K-8. Next program is November 24th. Funds for all programs were approved last year. Members request an updated list of the Enrichment events be e-mailed to all teachers as well as to be posted on PTO website and on school website calendar.

VII. Ongoing Program Updates:

Banking – Rita French

Student savings program called “Save for America” sponsored by the Clinton Savings Bank. With a \$2 deposit, students can begin a savings account. Any amount of money can be brought to the main office for deposit. Begins Oct2 – June 2009

BJ's - Sheila Milioto

Annual Membership drive forms to be distributed in October. Program offers an extended (15 mo) and discounted annual membership to BJ's Wholesale. BJ's handles paperwork and processing.

Scripts - Sheila Milioto

Program that offers percentage of proceeds from sales of various business gift card to the organization. Cards need to be purchased by us. \$7.50 per shipment. Decided that Sheila should move forward with set-up procedures and will plan to introduce in early November in time for the holiday gift-giving season.

Shaws Receipts - Raksha Patel

Collection of Shaw's receipts that gives organization a percentage of sales will continue this year. Program made about \$600 last year.

Hannaford Receipts – Sheila Milioto

Collection of Hannaford reward coupons to be mailed out by December 10 to collect proceeds.

Cell Phones - Sheila Milioto

Collection drive for old cell phone donations.

Boxtops for Education – Vicky Bearce

Collection of coupon on box tops provides \$ for education and a portion to the organization. Has provided us about \$8000 profit since 2002. Deadline for submission is October 31.

VIII: Next Meeting: October 8, 2008 at 3:15pm

IX: Adjournment: 4:45pm