

Lancaster Parent-Teacher Organization (PTO)



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



February 11, 2010 Meeting Minutes

- I: Call to Order: 6:05 pm
- II: **Welcome and Introductions:**
Brief round-table introduction by all attendants (see official sign-up sheet)
- III. **Treasurer's Report:** Susan Munyon
Total PTO balance: \$25,246.88
- IV. **Guest Introduction:**
Kathy Meagher, Community Outreach Coordinator
NRSD hired Kathleen as part-time Community Outreach Coordinator for the parents and students of Lancaster. She will be serving as a liaison to MRE, LBM and the NRSD to increase success opportunities for students in Lancaster. Kathy invite parents to contact her by phone (9788.368.8482), by e-mail (kmeagher@nrzd.net), or in person on Mondays and Thursdays, and share any thoughts and ideas regarding this enhanced collaborative effort for creating the best possible educational opportunities and successful connections for all students and families.
- V: **Funding Requests:**
- Lowell Museum (4th Grade)*** – Sheila Milioto for Jane Giumette
Official request not received in time for meeting. The field trip is planned for March 11th (two classes to go) and March 12th (one class to go). Due to a PTO meeting not scheduled prior to trip members approved a tentative amount not to exceed \$800. Sheila to contact Jane to get formal request and report back as to the final amount to be approved.
- Tornado*** – Tania Rich
Family Night at the Worcester Tornadoes scheduled for Saturday, June 5th. 200 tickets to be purchased at \$4.00 and the PTO to sell tickets for \$5.00. David King to look into getting a sponsor for the event. **\$802.00 Approved**
- Lip Sync*** – Sheila Milioto for Cathy Thier
This year instead of purchasing a small trinket for the students the children likes to request the PTO to make a donation to Haiti in their name for \$150. The remainder will be used for DVD, cases, decorations and banner. **\$281.17 Approved.**
- PTO Liability Insurance*** – Susan Munyon
Approved \$305.00

V. **New Business/Programs:**

- ***Barnes & Nobles*** – Paula Castner
Paula was contacted by Barnes & Nobles about holding a fundraising. They would set aside a night at our request (apparently Wednesdays from 4-9 pm seem to generate the best profits) where parents and students could come to the Barnes and Nobles store in Leominster and make purchases. We would get a percentage of the sales purchased by attendees that night. We would have to advertise it, but the store handles everything else. They said that in the past other schools have had this be a family event where the school jazz band has set up in the store at the cafe and performed and people like a teacher, principal, etc. could come in and have a story hour for the children. A special table could be set up with the summer reading books. Also mentioned contacting Applebee's to see if a dinner fundraiser could be incorporated the same night. Paula will coordinate this event.

- ***Board Elections*** - Rita Distefano-French
Board Elections will be held during the May meeting. Sheila Milioto designed a flyer, position description and a nomination form which was distributed at the meeting. The information packet will be included in the MRE and LBM March newsletter.

VI. **Program Updates:**

- ***Dance Event*** – Rita Distefano-French
Dance options were discussed with the members. Options presented was one event that would be open to all family members (which have been scheduled for April 30th. Rooms, DJ and Photography already scheduled) or separate dances (Daddy/Daughter and Mother/Son). There are very few Friday's that are available to book the required rooms. Saturday nights are an option but there will be an added cost for custodian of around \$400. David King has a few DJ contacts that would be less expensive than the normal \$400 we would be spending. He will look into their availability and get back to the committee. The members voted to have 2 separate dances and it was voted that one committee will run both dances. Kas Quinn and Karen Gould will co-coordinate both dances. Dates decided were Daddy/Daughter dance to be held April 30th and the Mother/Son on May 14th.

- ***Yoga with Mandy Roberge*** – Susan Munyon
Sign-up deadline has been extended due to only 9 students have signed-up to date. Susan to contact Mandy to see if the program can still be offered if less than the required 15 students.

- ***Kwon's After School Program*** – Rita Distefano-French
Spring session has been canceled due to scheduling conflicts with the school and Kwon's. Members thought it was a good idea to bring in other programs so we could touch on other students interests.

- ***Cold Stone Creamery*** - Rita Distefano-French for Ann Fleury
Program to be schedule a few weeks before Mothers Day. Students would sell certificates for cakes or pies and the purchaser will take certificate to the Leominster store to purchase the cake when they want. PTO will receive \$6 for large cakes, \$4 for smaller cakes & pies.

- ***BJ Warehouse Membership Drive*** – Sheila Milioto
Membership Drive to start Monday, Feb 22 until March 8th. For every new or renewal membership the PTO will receive \$5.00. Flyer and membership form will be in the LBM newsletter that was published today and MRE packets to go out Monday, Feb. 22.

- ***Cultural Enrichment*** – Lisa McCall
Lisa is the 2010-2011 school year coordinator. She sat down with the MRE teachers to get some ideas as to the programs they would like to see come in. A week ago an email was sent out to parents via the PTO Manager for any program suggestions. A few replies were received. Currently there are 10 volunteers would like a few more to cover programs. Volunteer sign-up for sent around. No volunteers signed up at the meeting.

- ***Volunteers/Chairperson Needed*** – Rita DiStefano-French
Discussed was in order to have events, functions and fundraisers volunteers are required. To date the following events need either a coordinator and/or volunteers. Sign-up sheets sent around.
 - Teacher Appreciation – Coordinator Anne Gradeski Volunteers Needed
 - Cultural Enrichment – Coordinator Lisa McCall Volunteers Needed
 - Banking – Coordinator and Volunteers needed for 2010-2011 school year
 - Auction – Coordinator Gina MacNeil Volunteers Needed
 - By Laws – Members decided to have two people work on it and present to PTO
Sheila Milioto and Rita DiStefano-French to work on revision.

VII. Miscellaneous:

- ***Meeting Day and Time*** – Rita DiStefano-French
Discussion of a different night or time was discussed to see if meeting attendance would increase so the parents can get information of up coming events and PTO event needs firsthand. It was decided that meeting would continue to be schedule for the second Wednesday of the month at a new time, 6:30 pm.

VIII. Next Meeting: Wednesday, March 10, 2010 MRE cafeteria at 6:30 pm

IX: Adjournment: 7:40 pm