

Lancaster Parent-Teacher Organization (PTO)



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



Meeting Minutes – September 16, 2009

- I. Meeting Called to Order: 3:30 pm**
- II. Welcome and Introductions:**
 - Brief round-table introduction by the new board and all attendants (see official sign-up sheet)
 - Sean O’Shea introduced himself and addressed the members.
- III. Treasurer’s Report – Susan Munyon \$40,050.92 PTO account**
- IV. Program Updates:**
 - ***Innisbrook - Kim Follansbee***
Program to begin September 28th and end October 5th.
This year is only online ordering except for the Import Design Jewelry. The jewelry orders must be sent in to the school with the children. Discussed was eliminating the prizes. The prizes will automatically be included in all boxes that are picked-up. A notice will be taped to the top of the boxes notifying the parents they can donate the prizes to the school for the nurse and specialists to use if prizes are not wanted.
 - ***Horseshed Fair – Rita Distefano-French***
October 3rd the PTO will have a booth set-up at the fair to sell afghans, pillows, cookbooks, Eco-Bags & school desk calendars.
 - ***Cultural Enrichments – Interim Paula Castner***
\$10,000 was budgeted and approved for programs for the 2009-2010 school year. Approximately 9 programs scheduled with the first event is October 8th – Food. The list of programs will be emailed to teachers, posted on the Lancaster PTO website and included into upcoming PTO Program Book. A coordinator will be needed and on board by February 2010 to start preparing for the programs for the 2010-2011 school year. Currently there are 8 committee members. Valorie Parent will be applying for a grant that comes up in January.
 - ***Family Portraits – Sheila Milioto***
Tom Markham will be taking photos this year. Event scheduled for October 3rd and 4th at MRE. Deadline for returns is Friday, September 25th. Currently 21 families have signed up. Cost for the event is \$40

and each family will leave with a disk that has the pictures taken. The families will be able to make reprints, email photos to family members, etc.

- ***Kwon's Program – Sheila Milioto for Mary Healy***
Program to start September 25th and run for 10 weeks. Deadline for sign-ups is this Friday, September 18th. Currently have 15 students who have paid, another 8 signed-up but still owes money and an additional 4 more expected by Friday. \$50.00 for each child will be going to the PTO.
- ***Banking – Rita Distefano-French***
Banking to start Thursday October 1st and continue the entire school year every Thursday. Volunteers needed.

V. **New Business Programs:**

- ***Michael Higgins (Chain Saw Sculpture) – Sean O'Shea***
In the process of scheduling Michael to come to the school sometime in October to have an assembly outside while the MRE mascot (a mustang) is carved.
- ***Family Communication Folders – Sean O'Shea***
Interested in getting a committee together to work on communication folders. These folders will go home with the youngest child in the family. Interested in having one day a week for the envelope to go home and the child will return the empty envelope the next day to school.
Members interested: Julie Fay & Gina MacNeil.
- ***Walk for Education – Sheila Milioto for Lynn Burke***
Matt Ettinger has been contacted and is interesting in doing again this year. Matt to contact the other health/PE teachers.
Shooting for the week of October 19th.
- ***2009-2010 Program Guide – Sheila Milioto***
During LBM & MRE Open House a program booklet will be handed to each family. This booklet lists the on-going recycling programs we do, restaurant night out, items for sale and a list of all Cultural Enrichment programs scheduled for this year.
- ***Learn-a-Thon – Rita Distefano-French***
In Feb./March the students will be participating in a round robin game show where they will collect outside donations to sponsor them in the game show. The questions will come from the teachers and MCAS tests.
- ***radKIDS – Michael Sonia***
This children's safety education program will be offered after school every Tuesday starting Dec. 1st for 10 weeks. The first 9 classes will be an hour long, ending at 4:30 and the 10th class will be 2 hours, ending at 5:30. The cost will be \$95 with \$20 going to the PTO

(maximum number of students 30). Current radKids can sign-up and if space is available it will be on a first come first serve basis.

- ***Yoga After School – Susan Munyon***
Mandy from Yoga Seedlings is interested in starting an after school program. Members decided to table program until the spring.

VI. Funding Requests:

- ***Accounting Services – Susan Munyon***
Request to cover cost of yearly accounting fees (\$640 tax prep and \$35 filing fee). Approved not to exceed \$700.
- ***Natures Classroom – Scott Rossley***
Out of 90 5th grade students, 82 students will be attending. Request for funding to pay for the few students that would not be able to attend with out aid. Approved not to exceed \$2,000.
- ***Nashoba Paddlers Canoe Trip – JoAnn Johnston***
63 4th graders (no multi-age classes this year) request to help defray the cost of the program and pay for buses. Approved not to exceed \$1,200.

VII. Miscellaneous: Ideas, comments, questions from members

- **Committee Chairs** - Still need Coordinators for Cultural Enrichment, Daddy/Daughter Dance, Mother/Son Event, and Teachers Appreciation.
- **PTO paper color and copier** - All PTO announcements need to be copied on yellow paper. A supply of paper is located in the PTO closet. All school copies are now on a usage code. Still awaiting code from Michael Wood.
- **Bylaws Review and Discussion** – Need to review and update some items in the current Bylaws. Will review in future meetings.
- **Meeting Times** – The PTO meeting times have been changed to the evenings @ 6:00 in the MRE library. Reason for change is the inability to find any child care after school.

VIII. Next Meeting: October 14, 2009 at 6:00 PM in the MRE Library

IX. Adjournment 4:50 pm