



Lancaster Parent Teacher Organization

September 28, 2022 PTO Board Nomination/Election Agenda

- Meeting called to order: 6:41p
- Introductions (and attendance): See Attached
- PTO Positions for nomination/election
 - **Parent President/Co-President:** Resides over all meetings of the Lancaster PTO; is an ex-officio member of all committees; appoints special committees; coordinates the work of the officers and the committees in order that the objectives and work of the organization may be promoted.

Nominated: Monica Tarbell, Nicole Kanis

Elected: Elected unanimously

- **Teacher President/Co-President:** Reports back to the Lancaster schools' faculty and staff about the work of the Lancaster PTO, most notably upcoming events and decisions about teacher requests, and organizes faculty and staff help when needed.

Nominated:

Elected:

- **Vice President:** Assist the President as necessary with the Presidential duties outlined; presides over meetings of the Lancaster PTO when the President is unable to attend; and take an accurate record of the minutes of any of the Lancaster PTO meeting which the Secretary is unable to attend.

Nominated: Megan Bates, Jennifer Loutrel

Elected: Elected unanimously

- **Secretary:** Assist the President as necessary with the Presidential duties; prepares the agenda for the Lancaster PTO meetings; posts the minutes on the Lancaster PTO website; keeps a supply of the forms which may be needed to be completed at Lancaster PTO meetings; obtains "End of Event Reports" from all committees and keeps files for future committees to refer to; emails Lancaster PTO event updates and Lancaster PTO meeting reminders to the Lancaster PTO membership; keeps the membership, CORI members, and volunteer lists updated.

Nominated: Jillian Washuta

Elected: Elected unanimously

- **Treasurer:** Assist the President as necessary with the Presidential duties; prepares the "financial standing" treasurer's report for each month's Lancaster PTO meeting; records all financial data of the Lancaster PTO, keeps the PTO Manager financials up to date; keeps receipts of all expenditures as well as canceled checks; manages and balances all checking and savings accounts, arranges for cash boxes and Start-up money for all Lancaster PTO fundraisers; has a tax return prepared for the organization, has all necessary financial documentation organized and available for July 31; and files the Not-for-Profit renewal form with the state of Massachusetts.

Nominated: Jessica King (Amber Lenehan interested in shadow)

Elected: Elected unanimously

- Cultural Enrichment – Sheila Mallette
Sheila is looking for someone to be the CE/PTO representative at the school before and during cultural enrichment presentations to help welcome the presenter(s), and help the event run smoothly.
- Book Fair – Heidi Griffin
Heidi is looking for help managing the book fair(s), both in the short and long terms.
- Budget Review – Jessica King
- 2022 – 2023 PTO meeting dates and times will be chosen by the new PTO.
Events and dates already scheduled:

9/28/22	PTO Meeting
11/12/22	Sam Pawlak 5K Run (Jacki Reinert and Mandy cannon)

- Trunk or Treat –
Jacki Reinert would like to support this event and work with a PTO Board member to bring this back to an in-person at-school event.
Jillian Washuta will help Jacki.

- Auction – this is an ‘auction year’. The PTO has historically scheduled the school auction event on opposite years from the Bolton auction. During covid, the PTO held a calendar auction that was successful, the last in-person auction was held at the Sterling Country Club.
It’s time to start discussing options for an auction or another ‘big’ fundraiser.

- Meeting Adjourned: 7:40