



Lancaster Parent Teacher Organization

November 10, 2022 PTO Meeting Agenda

Call Meeting to Order

Introductions and Attendance

- See attendance

Review and Approve October 2022 Meeting Minutes

- Jillian motioned, Niki seconded, passed unanimously

Treasurer Report

- Account Balance: \$52,949.08
- Allocated Funds: \$29,221.40
- Remaining Balance: \$23,727.68
- Down ~\$6,000 since beginning of the year

Funding Requests

- 2nd Grade Field Trip
 - \$540 for buses
 - Monty Tech
 - Approved automatically, under \$15/student
- 4th Grade Field Trip
 - \$1,357 - Ecotarium, Making Waves
 - January 12, 2023
 - Approved automatically, under \$15/students
- LBMS Robotics
 - \$1,540 for 4 kits
 - Tabled for next meeting

Current Open Business

- Book Fair
 - Silver Unicorn, based in Acton
 - Jen Jones will be the point person for this project

- Fundraisers and book fairs
 - Will do bulk sales and author visits
 - Book fair = 25% of the proceeds
 - Sales Night = 20% of proceeds
 - Jen Jones will email about December/spring literacy fair and sales night
- Family Literacy Night
 - March 30th
- Halloween book fair results
 - \$2,774 in total sales
 - Scholastic dollars or cash?
 - Scholastic did not give a cash option
 - \$1,109 in Scholastic Dollars
- Sam Pawlak 5K Update
 - Everything ready to go!
- December Vendor Fair
 - \$200 budget
 - Jen L. motion, Monica seconded, passed unanimously
 - Scheduled for 12/3 12:00-4:00
 - 8 vendors so far, will continue to share form
 - Mini photo shoots with 2 photographers
 - Jen L providing backdrops
 - \$60 per session
 - 20% goes to PTO
 - 24 slots
 - Gift-Wrapping/Kid Craft/Take Home
 - Fundraising opportunity for 8th grade trip?
 - Maybe Girl Scouts, reach out to Shanna Paul?
 - PTO Bake Sale
 - Home Bakers
 - Sell MRE/LBMS bracelets
 - \$6 each
 - Jess King has them at her house
 - Reach out to past vendors
 - Reach out to school staff
 - Follow-up with school secretaries
 - Raffle items
 - American Girl Doll

- PTO will get a license for alcohol sales
- o Railer's Night
 - Friday, January 27th
 - Jen D. has link, will share it with Jill and Jen L.
 - Event will be shared via newsletter and social media
- o Auction
 - \$3,000 budget
 - Jess motioned, Monica seconded, passed unanimously
 - Tentative location is Sterling Country Club
 - Sterling Gym host parent's night out to coordinate with the night?
 - Niki is coordinating
 - 2/11 or 4/1 potential dates
 - Consider having a supplementary online auction
 - Silent auction
 - Have one item made by each child that families can purchase
 - Can art teacher help?
 - Have to get auction items
 - Teachers must make class item
- o Spring Fling
 - \$1,500 budget
 - Niki motion, Jen L. seconded, passed with one abstention
 - Scheduled for May 19th

PTO block in school updates

- o Jill will reach out to Jen F. and Judy with condensed updates

Resolved Business

- o Trunk-or-Treat
 - Lessons learned
 - Shorter duration, stay with cars to avoid excessive candy loss

Principal's Update

- o 8th grade approved for DC trip
- o Will be fundraising for trip
 - Beware of competing fundraisers

SEPAC Update

- o No update

Open Discussion

- PTO School Directory?
 - Very labor-intensive
- Teacher Wishlist form
 - Send to Jen Frommer to send to staff
- Fall movie night?
 - Consider for next year
- School Fair/Lawn Party
 - End of school year
- Booster-thon
 - Book next year now?
- Minted Fundraiser Code
 - Code gives purchaser 20% off, the PTO gets 15% of sales
 - Aimee will see about our account from last year
 - Jill will set-up code
 - Send out before Thanksgiving

Meeting Adjourned