



Lancaster Parent Teacher Organization

October 27, 2022 PTO Meeting Agenda

Call Meeting to Order

Introductions and Attendance

- o Attendance Taken

Review and Approve September 2022 Meeting Minutes

- o Minutes approved unanimously

Treasurer Report

- o Account Balance: \$52,421.94
- o Allocated Funds: \$1,571.40
- o Remaining Balance: \$50,850.54
 - Does not include principal's balance or scholarship account

2022-2023 Budget Approval/Funding Requests

- o MRE technology funding request
 - Sean O'Shea: Microbot request in line with several units, including programming and problem-solving
 - ~ \$700 on Amazon (only place to source)
 - Vote to approve no more than \$1,000 on microbots
 - Nicole Kanis motioned, Monica Tarbell seconded, passed unanimously
- o 3rd grade funding request
 - Field trip
 - Formerly a Plymouth trip, moved to Concord due to reduced costs
 - No need to approve, falls below field trip budget
- o Field Trip Budget
 - \$12/student—consider increase to \$15
 - Hasn't been increased in 8 years
 - ~\$10,500 across both schools, excluding pre-k
 - Motion to raise field trip budget to \$15/student
 - Jacki Reinert motioned, seconded by Monica Tarbell, passed unanimously
 - Sean O'Shea will communicate change to faculty
- o Cultural Enrichment Budget
 - 2021/2022 - \$10,000
 - Pre-COVID - \$15,000
 - Vote to approve \$15,000/for this school year

- Nicole Kanis motioned, Megan Bates seconded, passed unanimously
 - Sheila is working on grant-writing for grant of \$1,000-\$3,000
 - To-do, if received: Public acknowledgment of grant
- Tax preparation approval
 - \$800 for tax preparation
 - Megan Bates motioned, Nicole Kanis seconded, passed unanimously

Current Open Business

- Trunk or Treat/Book Fair Update
 - Volunteers
 - 17 trunks
 - Candy donations
 - Many candy donations received at MRE campus box
 - Book fair specifics
 - Books delivered yesterday
 - Senior volunteers
 - Heidi will spend Scholastic Dollars to fund free book tables
 - 340 books already in PTO closet
 - Add agenda item to November agenda to decide whether to take cash of Scholastic dollars
 - In-person book fair typically earns ~\$3,000
- Sam Pawlak 5K Update
 - Sign-ups
 - 75 people signed up
 - Down from previous years
 - Volunteers
 - Mandy will handle
 - Funding
 - Lancaster Garden Center sent in a check for sponsorship
 - Central Mass Striders may need payment for their coordination services
 - Motion to fund 5K in an amount not to exceed \$350
 - Megan Bates motioned, Nicole Kanis seconded, passed unanimously
- December Vendor Fair (Shop Local Fair)
 - Confirm location
 - December 3rd, Community Center Gym
 - Coordinates with 4-H tree-lighting
 - 12:00 PM – 4:00 PM
 - Preliminary plans
 - Entrance fee for vendor: \$25, consider raising
 - No need for vendors to be individually insured
 - Raffle permit
 - Niki needs a report that shows where raffle proceeds have previously been spent

- o Jess King will draft report
- Volunteers
 - Monica, Niki, Jen L., Jen Jones, Megan, Jill
 - Photographer
 - WHEAT- Jill Washuta will coordinate drive
- o Future events
 - Railer's Night
 - Jennifer DeFazio will get in touch with Railers, will report back to PTO
 - January 27, 2023
 - Discounted tickets (\$16/ticket)
 - Sell 50 tickets, can get a "high-5" tunnel
 - Sean requests that mascot come at the end of day, if offered
 - Auction
 - Location
 - o Sterling Country Club
 - o Monica will reach out
 - Spring Fling
 - Scheduled for 5/19/2023
 - o Check with Jen Frommer to book
 - Glow party theme
 - Photographer
 - Facepainter
 - o Maybe henna?
 - Expectation-set with parents ahead of time re: supervision, appropriate behavior, etc.
 - Consider having 5th graders involved
 - o 5th grade advisory
- o Results of Family Survey/Year Planning & Events
 - Suggestions for events?
 - Lip Sync
 - Can't conflict with the play
 - o Play is March 25th & 26th (stage taken 2-3 weeks before play)
 - Date TBD
 - o Consider doing before February break
 - Determine point person for event

Resolved Business

- o School Council Winners
 - MRE: Katie Zorn

Principal's Update

- o Nature's Classroom went very well! Thanks to PTO for funding!
- o DC field trip going forward for 8th grade
 - PTO might need to cover hardships and travel nurse

SEPAC Update

- o First meeting went well

- o General theme – centering accessibility while planning events

Open Discussion

- o What are your ideas?

Meeting Adjourned – Megan Bates motioned to adjourn, Nicole Kanis seconded, passed unanimously