



Lancaster Parent Teacher Organization

**January 12, 2023
PTO Meeting Agenda**

- Call Meeting to Order
- Introductions and Attendance
 - Monica Tarbell
 - Nicole Kanis
 - Jillian Washuta
 - Jen Loutrel
 - Jen Jones
 - Sean O'Shea
 - Megan Bates
 - Jess King
 - Heidi Griffin
 - Jen DeFazio
 - Cristina Caporale
 - Christina Cabral
 - Raine Cova
- Review and Approve December 2022 Meeting Minutes
 - Approved
- Treasurer Report
 - Account Balance: \$55,139.70
 - Allocated Funds: \$28,374.40
 - Remaining Balance: \$26,768.30
- Funding Requests
 - None
- Cultural Enrichment Update
 - Committee member update: Sheila Mallette (chair), Jillian Washuta (PTO Board Liaison), Jamie Crighton, Charla Hixson, Christina Cabral
 - Mission: Enrichment vs. Cultural Enrichment
 - PTO would like to keep the committee more general in order to maintain the ability to fund non-cultural events (including STEM events) using the enrichment budget

- Committee will now be known as the “Enrichment Committee”
- Events do not have to explicitly support curriculum, though if teachers request a certain event, they should be given priority provided it is budget appropriate
- Committee hopes to plan some larger events for multiple grades, in addition to smaller events for single grades
 - Grade 3 team would like to bring in Plimoth for grades 3-5
- Next year will begin planning in August

□ Future of Book Fair

- December Book Fair Payout
 - Note regarding Scholastic Payout Structure:
 - >\$3.5K sales = 50% scholastic dollars
 - <\$3.5K sales = 40% scholastic dollars
 - 25% cash
 - Motion for cash payout for December 2022 Book Fair
 - Nicole motions
 - Megan seconds
 - Passes unanimously
- Book Fair Review
 - Lack of volunteers
 - eWallet changed this year, parents didn’t get cash refund
 - \$400 still in people’s eWallets
- Book Fair Survey Results
 - See results [document](#)
- Plans for next year
 - Potential to bring in seniors for volunteers–try to have volunteers for repeat days
 - Consider having the book fair in school for the week leading up to Halloween on the Green, then move to Halloween on the Green for Sunday
 - Put a flyer in the bag announcing to parents that we’ll be on Halloween on the Green
 - Add adult books/cookbooks for Halloween on the Green
 - Consider using Silver Unicorn?
 - 25% cash payout, along with generous book discounts

- Free Book options:
 - Continue with Scholastic, use \$ for Scholastic books
 - Book Swap
 - Library Book Sale
 - Committe: Cristina (chair) & Liz Boisiert
 - Solicit for committee members
 - Put book fair on April agenda to select bookl fair vendor
 - Current Open Business
 - Railer's Night
 - 7 families purchased
 - Will continue to advertise through social media
 - Lip Sync
 - Michelle Currier went through all the songs
 - Communication with families forthcoming
 - Family Literacy Night
 - Silver Unicorn will be the vendor
 - Currently scheduled for 3/30, consider moving as its too close to the auction
 - Auction
 - First committee meeting next week
 - Deposit submitted
 - Spring Fling
 - Glow party theme
 - DJ is available (\$450, including lighting)
 - Face painting artist available (\$150/hr)
 - Photobooth
 - Kona ice (instruct truck to bring way more ice)
 - \$25/family for tickets
 - Teacher Apppreciation Week
 - Christina Cabral will chair
 - Will reach out to Michelle Currier

- Resolved Business
 - Silver Unicorn Fundraiser
 - ~\$137.40 donation
 - Book Fair
 - See above
 - Hot Cocoa for Teacher Appreciation
 - Went well!!!
- Principal's Update
 - Things are going well!!!
- SEPAC Update
 - SEPAC is looking for a Lancaster SEPAC PTO Liaison
 - SEPAC is looking for a Lancaster town representative
 - PTO will post on Facebook to solicit for volunteers, will also include in PTO newsletter
- Open Discussion
 - No topics
- Meeting Adjourned
 - Nicole motions
 - Jen L. seconds
 - Passes unanimously