



Lancaster Parent Teacher Organization

**September 21, 2023  
PTO Meeting Minutes**

- Call Meeting to Order
- Introductions and Attendance
  - o Jillian Washuta
  - o Christina Carbal
  - o Niki Kanis
  - o Monica Tarbell
  - o Jen DeFazio
  - o Jen Loutrel
  - o Maggie Pultorak
  - o Charla Hixson
  - o Cristina Caporale
  - o Jessica King
  - o Alexis Colton
  - o Jessica Malsch
  - o Sarah Keefe
  - o Kristen Cromwick
  - o Scott Blanchard
  - o Steve Grant
  - o Emily Benjamin
  - o Lorah Linnell
- Treasurer Report
  - o Account Balance: \$68,457.54
  - o Allocated Funds: -
  - o Remaining Balance: -
- Funding Requests
  - o **Field trip funding:**
    - **\$15/student**
    - **Passed unanimously**
  - o Kindergarten field trip
    - \$213 (\$3.25/student)
    - Passed as part of the \$15/student field trip assistance

- o **Literacy prizes for elementary**
  - **\$300**
  - **Passed unanimously**
- o **Back to School Staff Room Restock**
  - **\$200**
  - **Passed unanimously**
- o **Welcome Kits**
  - **\$50**
  - **Passed unanimously**
- o **AIM Insurance renewal**
  - **\$475**
  - **Passed unanimously**
- **Booster Update**
  - o Fun run on October 27th
    - Need to decide on theme
  - o Meeting with teachers on 10/5
  - o Meeting with admin on 9/22
  - o In-school 10/18 - 10/27
  - o Goes live on 10/04
  - o Principal incentive - \$12k
    - Duct tape to wall
- **Welcome Committee Update**
  - o Davis Farmland Event
  - o 11 new families
    - Sent family guide
  - o Send to all new kindergarten families
    - QR code on kindergarten flyer
- **Enrichment Update**
  - o **2023-2024 Funding**
    - **\$20k**
    - **Passed unanimously**
  - o Lancaster Enrichment Event
    - Charla will apply for \$5k split between two applications
    - Two applications
      - Historically more successful when
  - o Booked
    - Pre-K: Discovery Museum Bubbles Workshop
      - October 17th
    - 1st Grade: Discovery Museum Sound Workshop
      - November 7th
    - 2nd Grade: Wingmasters
      - April 3rd (pending MCAS dates)
    - 3rd Grade: Plimoth
      - April 9th Colonial First Families (pending MCAS dates)
      - April 10th People of the Dawnlands (pending MCAS dates)
    - 4th Grade: Author Visit - Jason Viola

- March 13th
    - 5th Grade - Harriet Beecher Stowe or Tales from African Traditions
      - Date TBD
    - 7th Grade
      - Speaker - \$250
    - 8th Grade - Justice at War
      - Date TBD
  - o Senior Center has one volunteer
    - Judy Elwell
    - October 17th @ 9:00, Jill will meet with her
- School Council Election(s)
  - o MRE - 1 spot open
    - John Murphy nominated
    - Nikki will solicit for bios
    - Week of October 2nd
    - Results on the 6th
  - o LBMS
    - Jill will follow up with Sean
- Upcoming Events
  - o Claytime Fundraiser
    - October 13th
    - Niki will stuff flyers in teacher's mailboxes
    - Do pizza
      - Sell pizza (Mr. Z's), chips, drinks
      - Volunteer
        - o Jen DeFazio
        - o Jillian Washuta
        - o Jess Marsch
        - o Kristen Cromwick
        - o Alexis Colton
  - o Trunk or Treat/Book Fair
    - October 29th
    - Volunteers?
      - Friday set-up
        - o Jillian
        - o Niki
        - o Jen L
        - o Jess Marsch
        - o Kristen Cromwick
        - o Alexis Colton
    - Trunks
      - Newsletter
      - PTO Corner
      - Stay with your car
    - Candy
      - Donate

- Approve budget for next meeting
- o Sam Pawlak 5K
  - Mandy stepping down
  - November 18th
    - 10:00 AM for kids
    - 10:30 AM for adults
  - Maggie will reach out for sponsors
  - Monica will connect with Mandy for info on to-dos and vendors
- o Sip and Shop
  - December 2nd
  - Need raffle license
    - Niki will follow up with town hall
  - Volunteers
    - Jill will do bakesale
    - Christina C
    - Niki
    - Jess Marsch
    - Kristen Cromwick
    - Alexis Colton
    - Maggie Pultorak
- o Future events
  - Railer's Night
    - January 13th
      - o Nashoba Night
    - Reach out to district PTOs
    - Christina Cabral will be day-of contact
  - Talent Show
    - March 26th-28th
    - Jen DeFazio will lead committee
      - o Jill, Niki, Maggie, Jess, and Christina on the committee
    - Lancaster's got talent
  - Literacy Night
    - Silver Unicorn Book Fair
      - o Date TBD
  - Auction
    - **\$3,500 budget**
      - o **Passed unanimously**
    - April 6th
    - Committee
      - o Board members
      - o Maggie
      - o Cristina
      - o Kristen C
      - o Jess Marsch
      - o Kristen Cromwick

- o Alexis Colton
  - Staff Appreciation Week
    - May 6th-10th
    - Coffee Cabin truck- Sarah will look into it
    - Christina Cabral will chair committee
    - Staff appreciation raffle
      - o scholastic dollars
  - Spring Fling
    - May 17th
    - Monica Tarbell will chair committee
    - Pre-sale only
    - Price per ticket as opposed to per family
    - Jill will follow up with Scott about fire capacity
- o Suggestions for other events
  - Hot Cocoa Bar
    - Friday before December break
  - PTO directory
    - Digital directory
      - o Tie ads to auction sponsors
    - Jill will follow up with Scott re: families who have opted in
  - Other literacy events
    - Not scholastic book fair
    - Something with Thayer Library
    - Perhaps not needed?
  - Volunteer event for repainting the playground
    - Maybe a girl scout troop
    - Maybe Middle School Student Council
  - Consider coffee cart for teacher's planning time
    - Maybe friday before a vacation week
- Resolved Business
  - o Chalk the Walk
  - o Staff Room Restock
    - Consider doing two shifts
    - More breakfast things
  - o Summer Literacy Prizes
- SEPAC Update
  - o New Lancaster Liaison, Charla Hixson
    - SEPAC had first meeting
    - Focused on making events more inclusive
    - Bringing back ADHD speaker
    - Considering programming on anxiety
    - Charla will look into getting Jill meeting minutes if/when SEPAC and PTO meetings clash
- Meeting Adjourned