



Lancaster Parent Teacher Organization

**November 9, 2023**  
**Meeting Minutes (Draft - Unapproved)**

- ☐ Call Meeting to Order
- ☐ Introductions and Attendance
  - o Christina Cabral
  - o Nicole Kanis
  - o Jillian Washuta
  - o Emily Notaro
  - o Steve Grant
  - o Jessica Malsch
  - o Jamie Crighton
  - o Kim Shah
  - o Cristina Caparole
  - o Lorah Linnell
  - o Jessica King
  - o Charla Hixson
  - o Brittany Bernake
  - o Maggie Poltorak
  - o Caroline Cullinane
  - o Jen DeFazio
- ☐ Treasurer Report
  - o Account Balance: \$96,390.66
  - o Allocated Funds: \$40,653.91
  - o Remaining Balance: \$55,736.75
- ☐ Funding Requests
  - o Thank-you breakfast for teachers- \$250
    - Approved unanimously
  - o Additional candy for trunk-or-treat - \$70
    - Approved unanimously
- ☐ Welcome Committee Update
  - o Jess King will get MRE keychains to Jen D
- ☐ Enrichment Update
  - o Pre-K Bubbles was a success!

- o First-Grade Sound Workshop was a success!
- o Waiting to book kindergarten
  - Lorah will follow up with kindergarten
- Sam Pawlak
  - o Last year this will be run unless a volunteer steps forward
  - o Boy Scout Rocket Launch conflict
    - Soccer “owns” the fields during soccer season, unclear how to book fields outside of soccer season
    - Steve Grant will follow up regarding field booking procedures
  - o Tasks
    - Sponsor Signs
      - Update mile markers
      - Jen L
    - T-shirt Pickup
      - SSB night before (5:00-7:00)
      - Emily & Maggie & Caroline
    - Registration
      - Export list and email to timing company
      - Jen L
    - Print copies for t-shirt pick-up and day-of registration
      - Jen L send to Jill, Jill will print
    - Print forms for day-of registration
      - Jill
    - Administer Fun Run
      - Create spreadsheet organized by age group
      - Jill
    - Make fun run bibs
      - Jill & Niki
    - Confirm water station - Vicki Bearce
      - Monica
    - Confirm police details (Main St/Neck Rd & Packard/Main St)
      - Niki confirmed EMS
      - Still need to confirm police details
    - Set course with mile markers and signs indicating route
      - Emily & Kim
    - Speaker/pa system with a family-friendly playlist
      - Monica follow up with Mandy (Emily will ask Dave Carr?)
      - SSB PA?
    - Need LBMS doors open
      - Jill will book
    - Use cafeteria for registration (8:30 - 10:30)
      - Maggie, Brittany, Jessica
      - poster board signs - Christina
- Sip and Shop
  - o 4H is the same day
  - o Vendors - 22-24

- o All set for liquor license
- o 8th grade running bake sale
- o \$2,000 funding for event
  - passed unanimously
- o Craft supplies
  - Charla will handle this
- o Santa Photos
  - Dave Carr
  - Confirm photographer - Monica?
- o Raffle tickets (PTO closet)
- o Decor
  - Jill balloon arch
  - Niki and Christina will do decor
- o Scholastic Book Fair
  - Cristina coordinating
- o Day-of volunteers
  - Upstairs bar - Niki & Emily (chocolate & coffee)
  - Downstairs - Christina & Jessica
  - Raffle tickets - Jen L and Maddy
  - Craft Helper - Charla
  - Book Fair - Cristina, Jill, Jen Jones
  - Floater - Kim
  - Photographer - Shah?
- Summer Theater Update from PTO Liaison
  - o Program went well!
  - o Funds raised (net) \$5k+ (*misreported during meeting, corrected in the minutes*)
  - o Consider moving to Rec in order to improve safety/regulatory oversight.
    - Tabled to next meeting.
      - Jill to notify Stacy and request attendance at December meeting
- Booster Recap
  - o Raised \$21,000+
    - How to spend funds?
      - Ask specialists?
      - Ask nurses?
      - Consider a supply cart?
      - Steve will follow up with Scott
  - o All School PJ Day
    - Day before Thanksgiving break
  - o Duct Tape Day
    - Duct tape has been ordered
    - Date TBD
  - o Plans for next year
    - Viking
      - Similar to Booster

- Separate stations for each class
  - Community prizes (ex., bounce house)
  - 30% fee
  - Decision must be made ASAP to book for 2024
- Raise Craze
  - Focused on acts of kindness
  - Each child selects 3-5 acts of kindness
  - Donors sponsor the acts of kindness as opposed to sponsoring laps of a fun run
  - We keep at least 90% (92-93% on average)
  - More out of pocket costs - printing, you have to do incentives
  - We plan closing event
    - o Brittany knows of potential vendor who could plan and execute the day for us
  - Can be done with elementary and middle
  - Total event is 2-3 weeks
  - Expect fundraising to be similar to Booster
- Upcoming Events
  - o Sip and Shop
  - o Railer's Night
  - o Talent Show
  - o Literacy Night
    - Silver Unicorn Book Fair
  - o Auction
  - o Staff Appreciation Week
  - o Spring Fling
- Resolved Business
  - o Trunk-or-Treat
  - o Scholastic Book Fair - \$3,234.34
    - ~\$1,200 in Scholastic Dollars
    - Currently have \$4,299.87 in Scholastic Dollars
      - Steve & Lorah will discuss at December staff meeting
    - Current Scholastic books
- Potential Event
  - o Community lawn party on town green?
- SEPAC Update
  - o Consider in-school enrichment options for 5th Graders who stay back during Nature's Classroom
    - 10-12 stay behind
  - o Consider in-school enrichment options for 8th Graders who stay back during Washington DC
    - 5-10 kids stay home
    - Consider Steve Kerrigan
- Meeting Adjourned