

# ***PVMS PTO Meeting Minutes***

## ***September 7, 2016***

***Attendance:*** Heather Helwig, Sarah Minei, Nicole DesRosier, Ray Bernier, Natalie Rudyk, Jessica Berube, Rachel Brink, Sarah Burton, Emily Campbell, Holly Gorman, Stephanie Houghton, Allison Maurice, Stacy Parent, Patty Riley, Tracey Turner, and Melissa Lennon

### ***1. Introductions of Attendees & Introduction of Officers***

- President – Heather Helwig
- Vice President – Sara Minei
- Secretary – Melissa Lennon
- Treasurer – Nicole DesRosier

### ***2. General Review of PTO Mission, Meeting Dates, Format, & Membership***

- Mission Statement
- Meetings – First Wednesday of month, 6:30 p.m. & 3:30 p.m. (alternating months) in PVMS library
- Order of Meeting:
  - Review previous minutes
  - Treasurer’s Report
  - Principal’s Report
  - Program Reports
  - Event Planning
  - Assemblies
  - Old Business
  - New Business
- Membership – meetings open to all
  - Active participation at meetings and events is encouraged
  - Privilege to vote requires paid membership of \$3 annually

### ***3. Treasurer’s Report***

- Nothing to report currently; the role/paperwork is being transitioned from Emily Campbell to Nicole DesRosier

### ***4. Principal’s Report – Mr. Bernier***

- September 21<sup>st</sup> is Open House with the same format as last year; children are welcome and there will be a formal presentation in classrooms by the teachers
- Regular communications will go out by phone using Connect Ed to reach the school at large about upcoming important events and reminders
- Remind App is available to families; text messages will be sent to those who subscribe with notices about less formal events
- Results from Smarter Balance Assessments in the spring show that grades 3-5 did well

### ***5. Program Reports***

- Box Tops – Sarah Burton
  - Letter going home soon about the program

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- Making a Minion to collect box tops; goal for students to want to feed Minion Box Tops rather than teachers saving them to win the class popsicle party
- Earned \$2380.80 last year.
- Already have \$989 credit toward the next check.
- Goal is \$2000 this year.
- Have earned \$18063.90 since the start of the program!
- Make sure Box Tops contain the code and expiration date on them
- Labels for Education – Jessica Berube
  - Program is phasing out; can continue to turn in any coupons found on products
  - Will ask Mrs., Hanson (art teacher) to select from the catalog as a “thank you” for allowing the PTO to use some of her supplies.
  - Have 17,422 points accrued to date
  - Note will be sent home about the program
- Got Books – Heather Helwig
  - Bin in parking lot; accepts books, CDs, and DVDs
  - Money earned from bin will be donated to the 5<sup>th</sup> grade class like last year
  - Will send home a note to 5<sup>th</sup> grade parents to make them more aware of the benefit to the class in using the bin
- Great Lakes Scrip – Melissa Lennon
  - Program will include PPMS PTO as well, but profits will be sorted by school according to the school designation on the order form
  - Orders are due by noon on Wednesday and orders should return the following Wednesday through Friday.
  - Families will receive a phone call notifying them that orders are being sent home.
  - Retailers that participate can be seen on the “retailer list” found at [www.shopwithscrip.com](http://www.shopwithscrip.com)
- Shop & Stop A+ Rewards – Tracey Turner
  - Program begins October 7<sup>th</sup>; school needs to register for the year
  - A letter will go home about the program

### **6. *Event Planning***

- Grandparents Day Lunch (September 15<sup>th</sup>)
  - Jimmie’s will provide the lunch: turkey and cheddar cheese on a Kaiser roll with chips and a cookie for \$5
- Scholastic Book Fair (September 19-23)
  - Will need volunteers to help set up and sell books
  - Will be open during lunch all week from 11:50 a.m. - 1 p.m
  - Will be open during Open House
- Open House (September 21<sup>st</sup>) from 6 – 8 p.m.
- Family Fun Night (September 23<sup>rd</sup>) – Grabarek’s Corn Maze & Movie

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- 6 – 8 p.m.
  - bring flashlights & admission: bag of individually wrapped candy for Trunk-or-Treat
  - need 30 minute cartoon to show on movie screen
  - need sign-in sheet in order to make sure all make it out of the maze
  - Fire Safety Week (October 9-15)
    - Volunteer Fire Department will make a grade-by-grade presentation
    - PTO has bought fire safety pencils for each class
  - Trunk-or-Treat (October 28<sup>th</sup>) 6:30 – 8:00 p.m.
    - Admission: individually wrapped bag of candy
    - Contacting Hidden Acres about Hayride
    - Will invite All the Right Moves to dance
    - Maybe add painting a mini-pumpkin
    - Invite 5<sup>th</sup> Grade to sell at a food booth
  - Veterans Day Assembly
    - Contacted the teachers to see if any were interested in helping organize or participate – no responses to date
  - November Family Fun Night (November 18<sup>th</sup>) Family Dance
    - Admission: bring an item requested by a military unit stationed abroad
    - Allow students/families to create cards/pictures for the soldiers
  - Thanksgiving Baskets (November 22<sup>nd</sup>) – Tracey Turner
- 7. Old Business**
- Popsicles with the Principal
    - Went well
  - PreK/K Orientation (August 29<sup>th</sup>)
    - Passed out PTO information to families
  - Back-to-School Ice Cream Social (August 30<sup>th</sup>)
    - Weaker attendance than in years past, will move back to a later time of day
    - Thank you to Jimmies for serving! Would do again!
    - Disappointed not too many teachers attended; some were unaware
  - Boo Hoo Breakfast (August 31<sup>st</sup>)
    - Went well; had plenty of food and coffee
- 8. New Business**
- \$50 fee to maintain 501c3 status due in September
    - Has been taken care of already!
  - PTO Today insurance due February
- 9. Next Meeting: October 5, 2016 @ 3:30 p.m. in PVMS Library**