

PVMS PTO Planning Meeting Minutes

August 7, 2017

Attendance: Heather Helwig, Nicole DesRosier, Sarah Burton, Patty Riley, and Melissa Lennon

1. *Monthly Meetings*

- PVMS & PPMS meetings will be combined – since some families have students at both schools, by combining meetings they can participate by attending just one meeting rather than two
- Looking to meet the second Monday of the month at 5:30 p.m. in conjunction with the BoE meeting nights (7 p.m.)

2. *Event Planning*

- PreK & K Orientation (August 28th)
 - Start time should be 9 a.m.
 - Need PTO flyer with PTO calendar of events & info. on fundraisers to send home with students
- Ice Cream Social (August 29th)
 - 3:30 – 4:30 p.m. (time chosen to help encourage teachers to visit)
 - Jimmies will provide & serve ice cream (three flavors offered)
 - PTO will provide Lindy's Italian Ice to accommodate those with food allergies
- Boo-Hoo/Woo-Hoo Breakfast (August 30th)
 - Heather will pick up 2 boxes of coffee and 2 boxes of 50 munchkins from Dunkin' Donuts
 - Nicole, Sarah, & Patty will bring muffins/breads
 - Melissa will bring a gallon of orange juice
 - Set-up will begin at 8:15 a.m. (tablecloth, table, napkins, cups)
- Grandparents Day (September 11th)
 - Heather will check with Katarina about setting up a Grandparents lunch again – hopefully the week of the 11th
 - May have Jimmies provide a bagged lunch: sandwich with chips
 - Alternative: Ask Subway in Preston to make a bagged lunch: sandwich with chips
 - The school will provide bottled water.
- Scholastic Book Fair (September 11-15)
 - Will be open during lunch: 11:50-1 p.m.
 - Clean-up of Book Fair will be Friday after lunch
 - Will be open during Open House
- Open House (September ??)
- September Family Fun Night – Corn Maze & Movie (September 29th)
 - Grabarek corn maze from 6-8 p.m.
 - Movie: Halloween train theme?
 - Would collect a bag of candy as “admission” to the event for Trunk-or-Treating
 - Need to remind families to bring a blanket and flashlight

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- Fire Safety Week (October 9-13)
 - Melissa will purchase heat sensitive color changing pencils with Fire Safety Tips for students
 - Heather will ask Ray about a Fire Safety assembly with someone from the fire department: fire safety reminders like smoke detectors, escape route, and seeing a fire fighter fully dressed
- Trunk-or-Treat (October 27th)
- Veterans Day Assembly (November 10th)
 - Teachers would like an assembly.
- Local Craft Fair (November)
 - Patty Riley will organize this event
 - Flyers seeking vendors will go out at the start of the school year
 - Craft Fair would be in place of Holiday Store
- Thanksgiving Baskets Assembled for Distribution (November 20th)
 - Need chair for this event
 - Local churches will need to be contacted for a basket count
 - Look at BJs large reusable bags
 - There no longer will be a school wide assembly for the culmination of this event
- Winter Decorations go up after school (December 1st)
- December Family Fun Night – Craft Night (December 1st)
 - Heather will order holiday crafts from Oriental Trading
- Winter Door Decorating Contest (December 4th)
- Holiday Store (December 4 – 8th)
 - Offer Holiday Store ONLY if there is no Craft Fair
- Parent/Teacher Conferences – Teacher Appreciation Luncheon (December 6th)
- MLK Day (January 15th)
 - Put up MLK quotes throughout building after school (Jan. 12th)
 - Take down winter decorations (Jan. 12th)
- January Family Fun Night – Art Night (January 26th)
 - Create collage and structures from recycled objects
 - Talk with Mrs. Hansen about hanging student artwork
- Trivia Night (February 2018)
 - Emily will plan this event at Lake of Isles
 - Combine with Griswold Public Schools for larger attendance
- Random Acts of Kindness Week (February 11-17)
 - Melissa will plan this event
- Presidents Day Assembly (February 21st)
 - PPMS plans this event
- February Family Fun Night (February 23rd) – Father/Daughter Dance

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- Ask Phil Ludlow if he would like to take pictures that evening of each father/daughter pair
 - Will develop the photos afterwards
 - Use the Spin Art picture frames for photos – can spray paint/glitter them
 - Dr. Seuss decorations go up after school (February 23)
 - Read Across America Day (March 2nd)
 - Ask United Way to read to PK-2
 - Ask volunteers to read to grades 3-5
 - Dr. Seuss decorations come down after school
 - Long Island Sound/Ocean decorations go up after school (March 16th)
 - Conferences/Teacher Appreciation Lunch (March 21st)
 - March Family Fun Night – Science Night (March 23rd)
 - Melissa will plan this event
 - Spirit Week (April 3-7)
 - Earth Day (April 22nd)
 - Heather hopes to find games to play for an assembly
 - Administrative Assistant Day (April 25th)
 - Will have lunch delivered
 - April Family Fun Night – Talent Show (April 27th)
 - Nicole will organize this event
 - Students will sign up a month in advance
 - Practice sessions will be after school
 - Dress rehearsal in front of PK and K possibly
 - BOGO Book Fair (April?)
 - Bus Driver Appreciation Day (May 7th)
 - Breakfast at Lake of Isles
 - School Nurse Appreciation Day (May 9th)
 - Will have lunch delivered
 - Red Nose Day (May 25th)
 - May Family Fun Night – Magician/Comedian (May 25th)
 - Memorial Day (May 28th)
 - PPMS plans this event
 - Field Day at Strawberry Park (TBD)
 - Safety Day (June)
 - Preston Palooza (June 7th?)
3. ***Ongoing Fundraisers***
- Big Hearted Books – Heather
 - Box Tops – Sarah
 - Will coordinate monthly updates with PTO monthly newsletter distribution
 - Great Lakes Scrip – Melissa

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- Labels for Education – Jessica Berube ?
- Stop & Shop A+ Rewards – Tracey Turner

4. Fundraisers

- Square One (September)
 - Heather will talk with Mrs. Hansen to start that right away
 - Students create art work that parents then can purchase as magnets, mugs, etc. in time for Christmas
 - Fundraiser will be offered to PPMS students as well
- Spirit Wear (September)
 - The fall order will offer Spirit Wear in grade level colors with a paw print so that classes can use them for Field Day, field trips, etc. Spirit Wear will be ordered only once this year.
- Butter Braids/Cookies/Pies (November)
 - PPMS will sponsor this fundraiser
- Mixed Bags (April)
 - PPMS will sponsor this fundraiser

5. Reminders

- Remind app – needs to be used more often and advertised at the start of the year
- We need to update our e-mail distribution list

Next Meeting: September 11, 2017 @ 5:30 p.m. in PVMS Library