

PVMS PTO Meeting Minutes

November 2, 2016

Attendance: Heather Helwig, Ray Bernier, Sarah Burton, Allison Maurice, Stacy Parent, Tracey Turner, and Melissa Lennon

1. ***October Meeting Minutes*** – posted online

2. ***Treasurer's Report***

- Starting Balance: \$10,573.72
- Ending Balance: \$10,405.97
- Operation Warm Total: \$620

3. ***Principal's Report***

- Thank you to PTO for Horizon Wings assembly
- November 8th will be Veterans Day Assembly
- No School November 9-10 for Professional Development and November 11th for Veterans Day
- November 18th is end of marking period and Family Fun Night Dance
- November 22nd will be Thanksgiving Basket assembly
- December 7 & 8 will be parent/teacher conferences

4. ***Program Reports***

- Box Tops – Sarah Burton
 - Oct. Top Student: Isabella R. with 671 Box Tops
 - Oct. Top Class: Mrs. Main's with 714 Box Tops
 - 2,333 collected in October
 - 5,451 collected year to date (\$545.10)
- Labels for Education – Jessica Berube
- Got Books – Heather Helwig
 - Company name has changed to “Big Hearted Books”
 - Company will replace book bin with two smaller bins in the same location
- Great Lakes Scrip – Melissa Lennon
 - October Orders Placed: 3
 - Oct. Profit: \$27.44
 - Profit to Date: \$68.04
- My Coke Rewards – Linda Ruta
- Shop & Stop A+ Rewards – Tracey Turner

5. ***Event Planning***

- Veterans Day Assembly – November 8th at 10 a.m.
 - VFW has been invited
 - Veterans of students are invited
 - 5th & 4th Grade students will be part of the presentation
 - Quiche, pumpkin muffins, and coffee will be served to guests afterwards
 - Veterans will be presented with a small gift
- November Family Fun Night (November 18th) – Family Dance 6:30–8 p.m.
 - DJ has been confirmed
 - Admission: item from military unit wish list, which was sent home
 - Make cards/pictures for unit
- Thanksgiving Baskets (November 22nd) – Tracey Turner

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- List went home to families of assigned items per grade level
- Trying to decide on a cost-effective and attractive container to hold the food items for each “basket”; may seek a sponsorship from a local business
- Need to place collection bins out for each classroom; will need to purchase more collection bins as many have gone “missing”
- Winter Door Decorating Contest (December 2nd)
 - E-mail was sent from Ray to the staff about this event; a few PPMS staff have asked for more information, as has Ms. Smithers
- Parent/Teacher Conferences – Teacher Appreciation Luncheon (December 7th)
 - Lunch catered to both schools by Lake of Isles
 - Families will be asked to donate drinks, dessert, and fruit
- December Family Fun Night – Holiday Store & Crafts (Dec. 9th)
 - Holiday Store set up in gym & crafts in cafeteria
 - Setting up for Holiday store will begin after lunch on December 9th (about 1 p.m.)
- Trivia Night (February TBA) – Emily Campbell
 - Looking for suggestions/recommendations of someone to host/emcee the event
 - Typically, tickets are \$25 per person with advanced sales so that there is a headcount for the included dinner

6. *Assemblies*

- Patty Carver – Connecticut Children’s Theater/Dramatic Publishing
 - A January assembly is planned for a PBIS presentation @ \$575
 - Should be two presentations – one for lower and one for upper elementary

7. *Old Business*

- Fire Safety Week (October 9-15)
 - Presentation to grade level went very well and will plan to do again
 - Distributed fire safety pencils to all students
 - Melissa sent a thank you note
 - Will follow up with a \$25 gift card for each of the three presenters: TJ, Jennifer, & Cliff
- Horizon Wings Assembly (October 28th)
 - Went very well and made big impact on students
 - Consider scheduling Audubon Society as well
- Trunk-or-Treat (October 28th) 6:30 – 8 p.m.
 - 36 trunks
 - did not run out of candy!
 - 5th Grade Fundraiser – made about \$500
 - All the Right Moves dancers – enjoyable
 - Gift Card prizes for top three best decorated trunks; \$75 for first, \$50 for second, and \$25 for third
- Operation Warm
 - Have nearly enough money
 - Will order coats soon
- Square 1 Art
 - Catalog/order forms should be going home this week

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- Buddy Bench (K. Wood – gr. 3)
 - \$125 per bench from Norwich Tech
 - contact Bully Busters; they donated the previous benches
 - Authorized to order two benches from Norwich Tech if Bully Busters does not donate
 - Heather will send K. Wood a thank you card
- Membership – meetings open to all; membership of \$3 annually for voting rights

8. New Business

- United Way – presents/reads on March 2nd in honor of Dr. Seuss
 - They will provide volunteers to read to the students
 - Decorate with Dr. Seuss theme or perhaps decorate each door with teacher's favorite book – perhaps have teacher decorate if interested
- PTO Today insurance due February

9. Next Meeting: December 7, 2016 @ 3:30 p.m. in PVMS Library