

PVMS PTO Planning Meeting Minutes

August 4, 2016

Attendance: Heather Helwig, Sarah Minei, Nicole DesRosier, Amy Brosnan, Emily Campbell, Tracey Turner, and Melissa Lennon

1. Event Planning

- PreK & K Orientation (August 29th)
 - Time to be determined
 - Need PTO presence at orientation
 - Will pass out flyer with PTO calendar of events & info. on fundraisers
- Ice Cream Social (August 30th)
 - Time to be determined
 - Jimmies will provide ice cream for \$150
 - Ask families to take home a rock to paint and return to school on the first day, which will be added to the school grounds for decoration
 - Will Raffle a gift certificate for the Book Fair and a gift certificate to attend Parks & Rec Kid Stuff program
- Boo-Hoo Breakfast (August 31st)
 - Nicole will bring mini muffins
 - Emily will pick up 2 boxes of coffee and 2 boxes of 50 munchkins from Dunkin' Donuts
 - Melissa will bring a gallon of orange juice
 - Heather will arrive at 8 a.m. to set up the table and get baskets for the muffins
 - Set-up will begin at 8:15 a.m.
- Grandparents Day (September 11th)
 - Heather will check with Ray & Katarina about setting up a Grandparents lunch again – hopefully the week of the 11th
- Scholastic Book Fair (September 19-23)
 - 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
 - Will use Volunteer Spot to recruit volunteers
- Open House (September 21st)
- September Family Fun Night (September 30th)
 - Check with the Grabareks about going to the corn maze again from 6-8 p.m.
 - Would show Halloween cartoons
 - 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
- Fire Safety Week (October 9-15)

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- 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 28th)
 - Will invite dancers again
 - Invite 5th Grade to sell food as a fundraiser
 - Amy will order trophies for trunks and carved pumpkins
 - Trunk winners will pick gift cards from Geat Lakes Scrip; last year 1st place won \$75 and 2nd place won \$50
- Veterans Day (November 10th)
 - Heather will ask the teacher what level of involvement they would like in the assembly
 - Honor Veterans within the school family
- November Family Fun Night (November 18th)
 - Melissa will contact Ralph Watson to see if he's available to be the DJ for a Family Dance Night
- Thanksgiving Baskets (November 22nd)
 - Heather will contact the local churches to see how many baskets are needed
 - Tracey will organize the donation process
 - Bags will be assembled November 21st
 - The distribution assembly will be November 22nd
- Winter Door Decorating Contest (December 2nd)
 - Doors must be completed by December 2nd
 - Prizes for the winning door will be a gift card of the teacher's choice from Great Lakes Scrip and the a pizza party or something similar for the class
 - Note: all rooms are eligible to participate!
- Parent/Teacher Conferences – Teacher Appreciation Luncheon (December 7th)
 - Will have lunch catered for both schools
 - PVMS lunch MUST be ready to serve by 11:30 a.m.
 - Parents will be asked to donate drinks, desserts, and fruit
- December Family Fun Night – Holiday Store & Crafts (Dec. 9th)
 - 6-8 p.m.
 - Set up Holiday Store in part of the gym with crafts on the other side
 - Craft – decorate bag to take home gifts
 - Parents will be invited to bring their own wrapping paper if they choose

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- Will need many volunteers to oversee Holiday Store as well as crafts
- Have additional crafts in PTO closet that can be used
- Trivia Night (January 2017)
 - Emily will plan this event
- Random Acts of Kindness Week (February 9-15)
 - Melissa will plan this event
 - Nicole suggested students write “Why I Love PVMS” on a heart that is then hung by class from oldest to youngest in the shape of a heart
- February Family Fun Night (February 24th) – Movie Night
 - Ask families to bring supplies for teachers that night, which will later be used to create baskets for the teachers and given to them during Teacher Appreciation in March
- Conferences/Teacher Appreciation (March 22nd)
 - Potluck lunch
 - Teachers will be given supply baskets
- March Family Fun Night – Science Night (March 31st)
 - Emily Winton will plan this event
 - An element of a science fair may be included
- Spirit Week (April 3-7)
 - Will coordinate with PPMS so both school celebrate Spirit Week the same week
 - Also will try to coordinate activities with both schools for continuity
- Earth Day (April 22nd)
 - Sarah will plan this event
- Administrative Assistant Day (April 26th)
 - Will receive a gift card to a local winery
- Bus Driver Appreciation Day (May 1st)
- Cinco de Mayo (May 5th)
 - Talk with Katarina about making sure the lunch choice that day is Mexican
 - Heather will talk to Ray about having a mariachi band come perform as an assembly
- Nurse Appreciation Day (May 11th)
- Memorial Day (May 26th)
 - Ask Joe Durfee to play Taps on his trumpet
 - Consider having someone outside the school present an assembly
- Preston Palooza
- Field Day at Strawberry Park

2. Ongoing Fundraisers

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- Box Tops – Sarah Burton
 - Looking for a big trash can with a domed lid to transform into a Minion for students to drop their Box Tops into
- Labels for Education – Jessica Berube
- Got Books – Heather
- Great Lakes Scrip – Melissa
 - Program will be extended to the middle school as well
- Stop & Shop A+ Rewards – Tracey
- Smile Amazon – Nicole will work to get that up and running

3. Fundraisers

- Square One (September)
 - Heather will talk with Mrs. Hanson
 - Students create art work that parents can purchase as magnets, mugs, etc. in time for Christmas
- Spirit Wear
 - This year the fall order will offer Spirit Wear in grade level colors with a paw print so that classes can use them for field trips, etc.
- Mixed Bags

4. Reminders

- Remind app – needs to be up and running ASAP
- Yearbooks for 5th Grade should be based on need
- Singapore Math stairs need to be finished
- Last year BOGO Book Fair was during Spirit Week

Next Meeting: September 7, 2016 @ 6:30 p.m. in PVMS Library