

PTO Meeting Agenda
October 14, 2016
2:30pm at Peaslee School

- I. Welcome and Admin Items – Kerri
 - a. PTO General meetings – November 30th—The first general PTO meeting had low attendance even with the new time and format. Possibility of moving the General PTO meetings to the Northborough Public Library. They have offered to host meetings for schools and to provide activities for the children so parents can attend the meeting. Each board member could personally invite 2 parents to attend and hope for a ripple effect that those parents invite others. Teachers could make note of the meetings in their Newsletters.
- II. Finance Update – Susan & Carolyn- Teachers have been submitting for refunds of classroom supplies (not 100%).
- III. Funding Requests
 - a. Grants: Grade 2– Extending Learning with Versatiles- Approved. Will order immediately.
 - b. Donation: Mrs. Kement basket- PTO will donate a gift card for groceries. Will arrange all gift cards collected in a basket and deliver
- IV. Fundraising
 - a. Kids Fair – detailed update in consent agenda
 - i. Open items – dance party, cake walk donations- Art room is available for the dance party. Cake walk donations to be taken at parent drop off and pick up. Nancy will be at parent drop off to collect donations from the car. Parents are not to get out of the car to bring in baked good donations during parent drop off for safety reasons. This will be clearly communicated in flyers etc.
 - b. Scrips Pilot – recommendations for next steps—Raised approx.. \$425 from the pilot order. Will send home a cheat sheet and notice that E-gift cards will be available for purchase at all times. To send out order forms and place another bulk order prior to the holidays.
- V. Events
 - a. Halloween parade – Monday October 31st at 10:15
 - i. Donating treats to food pantry and or donating gently used costumes- Ask for “School snacks” for the food pantry. Kerri to look into donating used costumes to FIT.
 - ii. Raffle basket table – will be set up during the parade.
- VI. Teachers Update – Andi & Kerri – Nothing to report

VII. Upcoming Events/Needs

- a. Picture Day retake- November 18th 9:30-11. Kerri to look into when pictures are coming in. No volunteers needed for picture day re-take.
When pictures come in---PTO to make sure they are sorted and placed in teacher mailboxes.

**Nancy to email all classroom parents and teachers to begin communication. Nancy will reach out to teachers who do not have a volunteer for room parent for possible suggestions.

Consent Agenda

Admin

- MySchool Anywhere
 - 106 families registered
 - Annual subscription has been purchased for \$298 with the funds collected for the online directory.
 - Email transferred on October 1st. Ttemplate created to reflect PTO generated communications

Volunteers

- New chair needed for Community Outreach and KF Food to replace Meg Byron
- Volunteers open for Kids' Fair at www.peasleeppto.com/kids-fair-volunteer
- Yearbook editors are in place – to work with Coffeepond on initial setup
- Additional volunteers needed:
 - Classroom Parents
 - Fall cleanup

Events

- Enrichment: Historical Perspectives Grade 2-5
- Picture day retake: 11/18 from 9:30-11am
- Recovery Breakfast: Nancy confirming breakfast with hospitality chairs for 11/10

School Spirit/Community Outreach

- Spirit wear is available for sale paper forms due 10/17 and online orders due 10/24.

Fundraisers

- \$40 received from textile bin
- Scrips pilot completed

Kids Fair Detailed Update

November 4th from 5:30-8pm

Set up: November 4th after school (3:20 pm – 5 pm)

Cake Walk Donations: November 4th before and after school

Clean up: 8pm

Goals: Gross \$10,000 (last year gross \$9,044),
Increase lower wing volunteers
Offer online advance ticket orders

Set up from Volunteer Coordinator: Laurie Halsey

- Opportunities loaded on website, volunteers to have CORI check completed.

Publicity: Erin Tagliaferri and Laurie

- Flyers (ebackpack/schools), FB page, Website, email blast
- Community calendars, downtown sign (Erin)
- School sign/sandwich boards

Cash Boxes: Susan McManus, Carolyn Blanchette

- Tickets, Food, Raffle Basket. (3 cash boxes needed)

Food: Kate Rea

- Cafeteria contacted
- Food items: Pizza \$2, Chips \$1, Water \$1, Juice Box \$1 (Meal \$4)

Classroom Raffle Baskets Marile Borden, Cindy Jennings

- Use classroom parents to help for reminders for donations
- Donations per basket set up online
- Final Approved Baskets
 1. K – Wicked Wheels
 2. 1st Grade – Diva Dance Party
 3. 2nd Grade - We're Going to Disney World! – books, wow factor
 4. 3rd Grade – Pokemon Go!
 5. 4th Grade – Ultimate Treasure Chest
 6. 5th Grade – Go the Distance/Fitness

Silent Auction Nancy Dennehy, Erin Tagliaferri

- Teacher items for this year
 - Mrs. Kellner - Bedtime Stories with Milk and Cookies
 - John McAuliffe- extra PE class
 - Amy Melisi- craft time after school for 45 minutes (2 winners; each can bring a friend)
 - Bridget West- student (and his or her friend) to eat lunch and play a board game with me
 - Kathy Marcello- breakfast with Ruby, then greet children as they get off bus. The student can hold the leash and walk her into the school.
 - Third Grade Teachers (Mrs. Farrell & Miss Miranda)- science experiment with 3rd grade teachers
 - Kindergarten Teachers- to be decided later
 - Fourth Grade Teachers- to be decided later

Crafts/Activities: Kerri Martinek

- Ordered Spin Art, prizes, hairspray, facepaint in stock
- Confirming Girl Scout volunteers to staff crafts

Panda Photos: Amy Staunton

Games: Liz Nasser

- Wisser family volunteered to make Football toss
- Prizes ordered

Next Kids' Fair Meeting: October 19th, 11:30-12:30 at the Northborough Library

Next Board Meeting: November 18th, 2:30pm at Peaslee