**Pittsfield Elementary PTO Meeting Agenda**

**Meeting Date: Monday, February 18th, 2018 4:30 pm**

**Meeting Location: PES Learning Commons**

1. **Call to Order**

Members Present: Melissa Babcock, President  
Katie Nikas, Vice President  
Sabrina Smith, Secretary

Others Present: Michael Cabral, community member  
Lenore Coombs, Kindergarten teacher  
Meg Foehl, Pre-School teacher  
Kathy Lemay, Director of Interventions  
Lisa Conkle, Visual Arts Teacher

PTO President Melissa Babcock called the meeting to order at 4:31 p.m.

1. **Minutes**

Sabrina Smith motion to accept December 2018 meeting minutes, seconded by Katie Nikas.   
 Minutes approved.

1. **Officers’ Reports**
   1. President’s report
   2. Vice President’s report
   3. Secretary’s report
   4. Treasurer’s report- A PTO financial summary for 2018-2019 was presented. Income $8,432.56, expenses $5,761.83, checkbook balance $16,055.81. Katie Nikas motioned to approve, Michael Cabral 2nd, motion accepted. A copy of the full financial summary is available through PES office.
2. **Committee Reports**
   1. Trunk or Treat- Jillian Gauthier
   2. Fundraising/Raffle- Melissa Babcock
   3. Scholastic Book Fair- Sabrina Smith

We will be forming a committee soon and looking for volunteers for the spring Book Fair April 15th to April 19th.

* 1. Breakfast with Santa- Melissa Babcock
  2. Special Events- Father’s Day, Mother’s Day, Teacher Appreciation- chairperson/committee

**5. Administrative Leadership Team**- Kathy LeMay

**6. Teacher/Faculty Input**

Thank you to Liz Erickson for emailing PTO minutes to all PES teachers after our meetings. Feedback has been all positive.

**7. Unfinished (Old) Business**

1. Color Run Fundraiser- Possible date of Sunday, Sept. 22, 2019. No new details at this point.
2. Faculty/Staff Questionnaire- Team leaders will discuss questionnaires with groups and give   
   PTO feedback after their next meeting.
3. Parks and Rec. Winterfest February 24th - A signup sheet was passed around for volunteers   
   to help out during Winterfest. PTO activity this year will be Marshmallow Shooters.

**8. New Business**

**a.** Fund Requests-

**1.** Mrs. Gilles field trip to Manchester Mill Yard with 5th graders requesting $292.00 to   
 cover expenses. Katie Nikas motion to approve, Sabrina Smith 2nd. Motion approved.   
 **2.** Mrs. Elliot field trip to Montshire Museum, VT with 3rd graders requesting $150.00 to   
 cover expenses. Katie Nikas motioned to approve, Sabrina Smith 2nd, motion   
 approved.  
 **3.** Mrs. Bickford field trip to Squam Lake Natural Science Center with 6th graders.   
 $98.00 to cover expenses. Katie Nikas motioned to approve, Sabrina Smith 2nd,   
 motion approved.  
 **4.** Ms. Combs’ field trip to Prescott Farm with Kindergarten children. Requesting   
 $258.00 as this will be used as exhibition night for children. Katie Nikas motioned to   
 approve, Sabrina Smith 2nd, motion approved.

**b.** Literacy Event/Night - The Literacy Event will be a 2 part/day event this year. Friday, March   
 15th 6-7:30pm is the “Pirate Party” and Saturday, March 16th 9:30-11:30am, “Bagels and   
 Books” where NH Author/Illustrator, Cheryl Bloser will present her newest book, “Little   
 Mouse and the Pirate’s Gift”. Activities will be set up in cafeteria with alternating volunteers   
 reading a book in the library. Each child will receive a passport for activities that they can get   
 stamped.

**c.** Box Tops- Discussion about another contest to get more Box Tops for our school. Collection   
 box is right outside office window. Lisa Conkle suggested placing the box in a more visible   
 area. Lenore Coombs suggested including a list of items that have Box Tops that can be sent   
 home with children during contest.

**d.** Teacher Appreciation - Baked, Brewed & Organically Moo’d will host Teacher Appreciation   
 this year with $300 commitment. Katie Nikas motioned for approval, Sabrina Smith 2nd,   
 motion approved.

**e.** Breakfast with Santa Event -Discussion and ideas about a possible vendor/craft fair addition   
 to our Breakfast with Santa. We are looking for your feedback!

**f.** Cornhole Tournament - We are looking for volunteers as we plan our 2nd Annual Cornhole   
 Tournament during the 2019 Suncook Valley Rotary Balloon Rally. Motion to approve $200   
 for tournament sponsor by Katie Nikas, Sabrina Smith 2nd, motion approved.

**g.** School Board Meeting - School Board meetings are held on the 1st and 3rd Thursday of each   
 month at PMHS Media Center.

**9. Announcements**

**10. Adjournment** Meeting adjourned 5:51 p.m. Next PTO meeting will be on Wednesday March 13th at 6 p.m.