

## **Pittsfield Elementary PTO Meeting Agenda**

**Meeting Date: Wednesday, Sept. 12th, 2019 3:00 P.M.**

**Meeting Location: PES Learning Commons**

### **1. Call to Order -**

PTO Officers Present:                      Melissa Babcock, President  
   Jill Gauthier, Vice President  
   Meredith Baer, Secretary  
   Katie Nikas, Member Representative  
   Lindsey Riel, Member Representative

PTO Board Members Present:      Kim Diomede  
   Sabrina Smith  
   Jaime Keladish  
   Alicia Presbrey  
   Sarah Jean-Guilles  
   Kathy LeMay  
   Danielle John-Zensky  
   Meg Foehl

PTO President Melissa Babcock called the meeting to order at 3:00 P.M.

### **2. Minutes -**

Katie Nikas motion to accept June 2019 meeting minutes, seconded by Jill Gauthier.  
Minutes approved.

### **3. Officers' Reports -**

- a. President's report -
- b. Vice President's report –
- c. Secretary's report –
- d. Treasurer's report -

### **4. Committee Reports -**

- a. Trunk or Treat- Chair Jillian Gauthier
- b. Fundraising/Raffle- Chair Melissa Babcock
- c. Scholastic Book Fair- Chair Jaime Keladish
- d. Breakfast with Santa- Chair Melissa Babcock
- e. Special Events- Father's Day- Chair Melissa Babcock

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

SAU#51 school district is currently working on K-12<sup>th</sup> certification. The school is asking for at least 25% participation in an online Family Survey by families of children attending the school district. The Family Survey can be accessed online or through a community computer provided free to the public at the elementary school. More information will be posted through the district FB page.

**6. Teacher/Faculty Input – Kathy LeMay**

To improve Teacher/PTO communication on PTO activities, Kathy LeMay talked about having a Teacher Representative at each PTO meeting bring back materials for other teachers. Sara Jean-Gilles suggested giving teachers the paperwork earlier to familiarize themselves with what was coming up or that some teachers would notice an email with the information rather than paperwork getting lost. Kathy LeMay will put it on the agenda for discussion next week.

**7. Unfinished (Old) Business -**

**a. Secretary Nominations/voting-**

Meredith Baer was nominated as our new PTO Secretary.

Congratulations to Meredith and welcome to a fun and exciting 2019/2020 school year!

**b. Box Tops/Winning Family-**

A flyer with information will be sent home soon notifying families of the new phone app for collecting Box Tops for our school. Families from our school district help collect Box Tops to earn money for our school that is then used in a general fund for field trips, class celebrations, and school supplies. Our school receives \$.10 for every Box Top collected earning \$800-\$1000 each year. Appleview Orchard donated \$25, \$15, and \$10 for the top 3 collectors. Winning families this year are Babcock Family \$25, Blanchette Family \$15 and Mantor Family \$10. Congratulations and thank you for supporting Box Tops!

**c. Cornhole Tournament recap-**

There was a great turnout for the Cornhole Tournament this year. We had a total of 20 teams with 40 team players. Jill Gauthier motioned to continue the Cornhole Tournament with the same sponsors. Katie Nikas 2<sup>nd</sup>. Motion approved.

**d. Color Run recap-**

A shout out to Lyndsey Riel who chaired our 1<sup>st</sup> Booster Club/PTO Color Run! The Color Run was successful with a total of 70 participants. \$1,505.00 was taken in, \$659.91 cost to hold the event, leaving \$898.09 was split between Booster Club and the PTO.

**e. Spirit sticks-**

Families who attended National Night Out this year got a sneak peek at the new Spirit Sticks.

A flyer was recently sent home with students explaining what the Spirit Sticks are. Sarah Jean-Guilles said that some in her 5/6 class lost the rings that were attached to the flyers and passed out. The PTO doesn't have any replacements rings but any type of ring that attaches to a backpack will work the same. The Spirit Sticks will be given to Team leaders/teachers to pass out to the children for Student of the Month, etc. Spirit Sticks can also be earned with many PTO events such as bringing your carved pumpkin to Trunk or Treat, bringing a canned food donation to Breakfast with Santa. More information can be found on the PTO Facebook page or as each PTO event approaches.

**f. Raffle Basket Fund Raiser-**

The raffle basket drawing has been a positive experience during the yearly Breakfast with Santa celebration. Letters to staff will be send out within the next couple weeks to

communicate and get ideas for this year's raffle. We are hoping for Teachers/classes to decide their basket themes by the end of September, all items in by mid-October and that we can start displaying baskets by November 1<sup>st</sup> throughout the community. We will also be at the town hall during voting day if anyone in the community would like to support PES by donating to the raffle.

## **8. New Business –**

- a. Fund Requests-
- b. 2018/2019 Meetings/Days/times-  
PTO meetings will be alternating between 4:00 pm and 6:00 pm every other month to accommodate the busy lives of teachers and parents. Our next PTO meeting will be held on October 9<sup>th</sup> at 6:00 pm. We hope to see you there!
- c. Harvest Fest and Trunk or Treat-  
Harvest Fest will be on October 19<sup>th</sup> from 12:00 pm-4:00 pm this year. Pumpkins will be for sale at Harvest Fest or bring your own from home to display this year at Trunk or Treat and earn a Spirit Stick to hang off your back pack! Trunk or Treat chair Jill Gauthier will be hosting an invitation only Sensory Friendly Trunk or Treat event for any children with sensory processing challenges and their families. The Sensory Friendly Trunk or Treat set up will be at 4:30 pm and run from 5:00 pm-6:00 pm. We are looking for volunteers to help out at either of the events this year, host a trunk, or if you can, donate candy for the event. The later Trunk or Treat set up will be at 6:00 pm, with the event running from 6:30 pm-7:30 pm. Follow us on our PTO Facebook page for more information.
- d. Fall Book Fair/All For Books-  
Jaime Keladish has volunteered to be our Fall Book Fair chair. This year's fall theme will be Teacher Love.
- e. All School Morning Meeting-  
Families are invited to join the All School Morning meetings at 8:15 am held once a month. All School Morning meetings involve a greeting, activity, sharing, a message from the grade level teams and students awarded a Student of the Month certificate.
- f. Sylvan Learning Center-  
The Sylvan Learning Center contacted PTO to help with different events. Discussion is ongoing and we are looking for feedback on ideas.
- g. School Board Meeting Dates-  
Meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month at 5:30 pm.

## **9. Announcements –**

- a. District Liaison-

## **10. Adjournment -**

Meeting adjourned 4:41 pm

Next PTO meeting will be on Wednesday, October 9<sup>th</sup> at 6:00 pm