# Meeting Agenda

# October 3, 2022

Attendees:

Andraya Cutaia, Clarissa Galvano, Laurie Miller, Jessica Haffey, Bethany Mascuñana, Theresa Annello, Arianna Quattrocchi, Kim Keyser

1. Welcome
2. Approval of minutes from last meeting Bethany Mascuñana

1. General Business
	1. Treasurer’s Report Laurie Miller
* The bank says we need something on letterhead asking for Katie Davis’ name to be taken off and Jessica Haffey’s name added.
	+ Andraya will write a letter and send home with one of Jessica’s kids.
* Do we want to transfer some money from savings to checking? Yes – we decided to transfer $2,000 from savings to checking.
* Money for shirts will be coming in.
* Claire is keeping a spreadsheet of shirt orders coming in to send to Kevin.
* Andraya will make sure the spreadsheet indicates who paid via Venmo so Clarissa can cross check all sales.
	1. Teacher Representative Report Mrs. Annello
* Book Fair – October 26th (during the day and evening hours 5-7pm) and 27th (during the day only)
* Mrs. Porter was asking who will coordinate the volunteers?
* Possibly using sign up genius for volunteers. 3 time slots per day with 3-4 volunteers at each time slot – include when classes are shopping in case parents want to come to when their child is shopping
* Theresa will talk with Stacy Porter to get schedule of when classes are going to the book fair – Theresa will send it to Andraya so she can add it to newsletter going out to families
	1. Principal’s Report Mrs. Cutaia/Mrs. Doty

**Football night**

* It is including all elementary schools – district is paying for blue and white pom-poms for everyone to use
* Food:
	+ Cup of 3-4 donut holes or just hand out on a napkin (Costo/BJ’s)
	+ Popcorn - Disney is bringing a popcorn machine; Paul Road has one too
	+ Candy
* Drinks:
	+ Discussed cider, hot chocolate, or apple juice boxes – decided to go with juice boxes
* Cups
* Napkins
* Put a basket/tip jar out for people to put money in if they want to – also include QR code for Venmo if people want to donate that way
* All schools will be under one tent
* Andraya will get the contact info for the other elementary PTO’s to collaborate about what each school will contribute

**District improvement team**

* Looking for 1-2 parents: 4 meetings Nov. 9, Jan. 25, March 15, May 10th – 5:30pm in the board room. Clarissa and Laurie will both go.

**Mental health team**

* They requested we look ahead at the calendar for December and be strategic about what we are planning
* Crafts from last year – each student got to make and take home a winter themed keepsake; one craft for each grade level
* Last year PRSFA paid for the crafts
* Someone offered to donate 300-400 ornament bulbs

**Volunteers**

* Clarissa will post something on social media looking for volunteers who want to come in to school for misc. jobs – copying, cutting, etc. Possibly between 10 – 2

**Socktober**

* There will be 4 stations: in need of 10-12 volunteers
	+ Cave of wonder station (2 volunteers)
	+ Arabian market
	+ Culture room – scavenger hunt
	+ Specials – building an Arabian castle with recycled materials – (4 volunteers)
	+ 6 retirees willing to come if needed

**Welcome our new Volunteer Coordinator Arianna Quattrocchi!**

1. New business
	1. Money Requests
* Guinness book request
	1. Fall Apparel Order-Order forms send out this week, due by 10/14
	2. Fall Fundraiser-Leo’s Pies
		1. Start date 9/21, end date 10/5
		2. Distribution date Tuesday 11/08, Pickup times will be 3-6pm
			1. Shifts will be 1:30 – 4:00pm (Clarissa and Arianna) and 4:00 - 6:30pm (Laurie) to help with distribution \*Andraya will be there the whole time
	3. Fall PRS Community event
		1. Pumpkin Run
		2. Football night 10/2- I have submit an application with Aldi for a grant to offset the cost of cider/Donuts. Will update once I receive response.
		3. Splatters 10/6
	4. Thanksgiving Food baskets or gift cards
* Last year it was $20 Aldi gift cards – usually 25-30 families
	+ (PRSFA will donate twenty $20 gift cards)
* Kim Keyser said one turkey and gift cards is easiest for her
* Families who donate all 18 items on the wish list will be entered to win the “Family fun night basket” – Clarissa will donate some decorated cookies for that basket
	1. Yearbook Planning- Do we have a volunteer to help with this?
* Carrie Morris is taking this over – Kim Doty is supporting.
	1. Any ideas for a Winter Community Event?
* Outdoor event at PRS – sledding, hot chocolate, building igloos, winter nature walk, snow shoes – possibly January
* We will discuss this more at our next meeting
	1. Staff Appreciation: Leos pies/coffee like last year? Pre-Thanksgiving breakfast celebration. Would need plates/cups. Open to other ideas?
* Laurie will look to see how many pies we ordered for staff last year (estimating around $350)
* Put out pies the morning of Thursday, Nov. 10th for staff
* Andraya focusing on a pumpkin vs. apple theme
* 2 containers of coffee, a couple gallons of cider
* Clarissa will talk to Leaf & Bean about boxes of coffee
* Theresa will talk to Linda about the coffee urn
1. Upcoming Dates to Remember

Thursday, October 6th Picture Day

Thursday, October 6th  Splatters event – 5:30-6:15pm and 6:30-7:15pm

Friday, October 7th Superintendent’s Day – No school for students

Monday, October 10th Indigenous People’s Day – No school

Monday, October 17th Splatters items ready

Friday, October 21st Gates Chili Football Elementary Night 6:00pm

Wednesday, October 26th Pumpkin Run (during the school day)

Wednesday, October 26th Book Fair during the day and 5-7pm

Service club fundraiser 5 – 7pm

Thursday, October 27th Book Fair (during the school day)

Friday, October 28th Gates Chili Pride Day

Monday, October 31st Socktober

Tuesday, November 8th Leo’s pie distribution day 3-6pm (volunteers starting at 1:30pm)

Next Meeting Monday November, 7th @ 7pm