

CANDIA PARENT TEACHER ORGANIZATION
General Membership Meeting Minutes
September 14, 2011

OPENING: The meeting was called to order at 7:05pm by Sharon Dewitt.

ATTENDEES:

An attendance list is available. Eleven people were in attendance.

DISCUSSION TOPICS

- Getting Involved – PTO is working to get parents involved as much as possible and many committees are in need of a chairperson. The Board would like to get as many people involved so programs and projects are not cut because of staffing issues. Last year we were short on a few events. Descriptions will be sent out school wide.
 - Movie Nights – Jodi Hedstrom discussed movie night. How it is run, items to sell and prices. She has an email list that allows her to contact different people to rotate volunteers. The next movie night will be on Sept. 23rd.
- The Board went over the list of usual events and gave a description to the attendees. A copy of the event list with descriptions is attached.
- Judi Lindsey reminded the attendees about the school collecting used printer ink cartridges for recycling.

Event Updates:

- **Movie Night** – The first movie night of the school year will be Friday, the 23rd. The movie will be Rio.
 - **Love and Logic** – Costs are being shared by school. Ken Munger is a nationally recognized instructor. The cost is \$45 per person for 5-week program plus workbook. Looking for 20-30 people.
 - **Afterschool Craft** – A chairperson and volunteers for these events is needed. Afterschool craft is geared towards K-3 grade students. S. Dewitt will review the volunteer forms and see if anyone comes forward.
 - **Wine Tasting** – This is the Candia PTO's major fundraiser. It is held at Candia Woods' Pavillion and 100 tickets are sold. Shipyard Brewery will be the distributor this year.
 - **Gift card fundraiser** – Tami Baker is will be the chair of program but needs help with PR and contests.
 - **Website** – The website is updated; minutes are posted. Flyers from Friday folders are posted. Information on events is usually listed.
 - **Survey results** – Results are done but are not ready for distribution yet. They will published in near future. PTO will look at responses to help make improvements.
-
- Artist in Residence Program – Judi Lindsey has a suggestion for an author and an idea for a program. She has contacted an author who would be available. She is still trying to organize and brainstorm the program. PTO has helped fund this in past years.

- School time change – Committee is holding meetings. Those meetings are public and anyone can attend to hear what is being discussed.
- PTO will try to have someone at school board meetings to bring back information.

REGULAR BUSINESS

Secretary's Report: The secretary's report (June 2011 meeting minutes) was accepted.

Treasurer's Report: The treasurer's report was presented to the group.

ADJOURNMENT – Meeting was adjourned at 8:00pm.

Minutes submitted by: Kathy Allen

CANDIA PTO VOLUNTEER DESCRIPTIONS

1. **MOVIE NIGHT: Chairperson needed** to help plan, schedule and select movies for movie nights. Additionally, **volunteers** are needed to help set up, serve food and drinks, and clean-up. Movie nights are held on Fridays from 6 pm – 9 pm four times a year.
2. **AFTER SCHOOL CRAFT: Chairperson needed** to help plan, schedule, select and organize crafts for 4 after-school crafts. Additionally, **volunteers** are needed to help assist students with the crafts. After School Craft is held four times a year for two days from 2:45 pm – 4:30 pm.
3. **POPCORN TUESDAY: Volunteers needed** to pop and bag popcorn for the students. Popcorn Tuesdays are held every Tuesday from 8 am to 10 am. Volunteers work approximately one Tuesday a month.
4. **SPIRIT DAY: Chairperson needed** to help plan and coordinate Spirit Day. Additionally, **volunteers** are needed to staff games and serve lunch. Spirit Day is held during the school day in June and is a traditional field day with games, crafts and food.
5. **BOXTOPS FOR EDUCATION: Chairperson and volunteers needed** to plan and organize Box Top competitions and collect and count Box Tops.
6. **CAMPBELL'S SOUP LABELS: Chairperson and volunteers needed** to assist in sorting, counting and bundling labels to redeem for school supplies.
7. **HANNAFORD DOLLARS: Chairperson and volunteers needed** to plan, set up and organize Hannaford Dollars. This program occurs at the beginning of the school year.
8. **HEALTHY KIDS NIGHT: Chairperson and volunteers needed** to help plan and coordinate our 2nd Healthy Kids Night. Healthy Kids Night is held in the evening at the Moore School and promotes healthy eating and activities.
9. **HOLIDAY GIFT SHOP: Chairperson needed** to plan and coordinate the Holiday Gift Shop. Additionally, **volunteers** are needed to help staff the gift shop during the school day. The Holiday Gift Shop is held in December for 2-3 days and allows students to purchase low-cost gifts for their family and friends.
10. **READ ACROSS AMERICA WEEK: Volunteers needed** to help teachers and staff with week long activities that encourage children to read books. Read Across America takes place in early March for one week during the school day and celebrates Dr. Seuss's Birthday on March 2nd.
11. **SCHOLASTIC BOOK FAIR: Volunteers needed** to staff the Book Fair by assisting children in selecting and buying books. The Book Fair is held in November for one week and takes place in the Media Center during the school day.
12. **TEACHER APPRECIATION WEEK: Chairperson needed** to help plan and coordinate Teacher Appreciation Week. Additionally, **volunteers** are needed to help staff the teacher's luncheon during the school day. Teacher Appreciation Week is held in May and honors our hard-working teachers and staff with gifts, surprises, and well deserved thank yous.
13. **ICE CREAM SOCIAL: Volunteers needed** to help serve ice cream. The Ice Cream Social is held during Open House at the beginning of the school year.
14. **BAKERS/FOOD: Bakers needed** to provide baked goods like cookies, cupcakes and sweets for events held throughout the school year. **Food volunteers needed** to provide garden salads, pasta salads, beverages, etc. for known events such as Teacher Appreciation Week, Staff Luncheon and any pop-up events where food is required. You will be notified via email to see if you are available. Most items can be dropped off at the front office early in the day.