

# PSG Meeting Minutes – Nov. 2<sup>nd</sup>, 2017

## Attendees:

Tara Chhay – Chair	Elizabeth Farey
Ashley Luksik	William Major
Jennifer Heflin	Sophia Seal
Jill Colangelo	Abby Rush
Liz Poole	Michelle Adzima
Tammy Wightman	Arabella O’Hanlon
Kate Prouty	

Meeting called to order at 8:31am

## I. Approval of Minutes

- No corrections
- Motion to approve from Jen Heflin, seconded by Jill Colangelo
- 10/5/17 Minutes approved

## II. Guild Webpage

- All fundraiser documents are posted
- Webpage will be updated as needed with event information

## III. Box Tops & Spirit Nights

### 1. Box Tops

- 3<sup>rd</sup> Grade and Elephant Class won collection competition with - 375
- 1<sup>st</sup> and 8<sup>th</sup> Grades came in second
- Pairing classes didn’t help with the gap in class size and collection. Some classes carried their partner
- Need to stress labeling of box tops so credit for collection is received
- We are below our overall goal for Fall Collection; we look to also fall short in the spring
- A number of products no longer participate in box top program
- Looking into ways to boost our Spring Collection numbers
- Possibly have a school wide incentive instead of class competition

### 2. Spirit Nights

- 11/9/17, 6:30pm- Skate-N-Fun Zone. Flyers out next week
- 12/4/17, All Day- Mod Pizza. Flyers will be received week before even, will get 20%
- Tentative events:
  - 12/2/17, All day at Charming Charlies, will receive both a discount and school gets 10% back.
  - 1/23 Gainesville Chipotle, school gets 50% back
- Jill has again followed up with Sal at Giuseppe’s but still has not received response. It was suggested we follow up via phone

#### IV. December Tea & Cookie Exchange

- PSG will have a social, Tea & Cookie exchange instead of standard meeting
- We will also assemble boxes of cookies for all the teachers/staff
- It was suggested this be combined with Pre-K event. Determined events will be more successful kept separate
- Jen to create RSVP & sign up for both PSG cookie exchange, and Teacher Cookie boxes

#### V. Fundraisers

- All flyers distributed; extras in the front office
- Those who ordered greenery last year had already received an email to order from Mickman with LHS code, LINTONVA001
- Reminder of fundraisers will also go out in in separate email
- We need volunteers to help sort and distribute pies on 11/20/17
- Tentative poinsettia delivery date of 12/4/17

#### VI. Guild Homeroom Reps

- Tara will be sending out an email to those reps with an outline of what the position is
- Work with room parents and teacher on how to share PSG information
- Will share Spirit Night info / PSG meeting dates / pass on volunteer requests / share general information from the PSG
- Someone suggested this role be built into the responsibilities of the room parents. Currently we will keep separate. This role was designed more for parents who want to be involved but not as a room parent and for those who wanted to be a room parent but didn't get the chance.

#### VII. Pajama Jammin' Bingo – 2/23/18

- First planning meeting will be in January.

#### VIII. Volunteer Opportunities

- Teacher Appreciation Week – Planning to start after Pajama Jammin' Bingo
- Variety Show- Melanie & Heidi normally run this event. We will follow up to confirm they want to do so again this year. May want to ask for additional volunteers to start learning from them all the ins and outs of the event
- End of Year Picnic- Planning will begin as we get closer to the end of the year and have a better idea of the PSG budget

#### IX. General Business

- January Dress Down Day will be 1/10/18
- We will have a financial update in Jan.
- The PSG will be posting important information to the bulletin board outside main office as well as online.

#### X. New Business-None

Adjourned at 9:21am

Respectfully Submitted by Ashley Luksik, Secretary  
Approved: Tara Chhay, Guild President