

PTO November 2017 Meeting Minutes -- FOR REVIEW

Meeting Date: November 15, 2017

Attendees: Melissa Gonyon, Nikki Cabral, Amber Parrott, Sarah McGowan-Freije, Kate Simone, Jacie Knapp, Marie Hayward, Lydia Mungeon, Michele DiSisto, Jessica Audette, Andrea Boon, Joe Smith, Barb Crandall, Lynna Turner, Cathy Burbo, Infinite Culdeasure, Darlene Mitchell, Sarah Hammitt, Lucy D'Aponte

Celebrations: MS dance! Craft show prep! Halloween popcorn! Channel 22 Craft show prep. Play! Potluck! PTO!

Review of Robert's Rules: Cheat sheets distributed. The overall goal of this is to make sure that it is clear when the group is voting (AYES/NAYS).

Secretary's Report: Changes to October notes discussed. Kate to type up edits and we'll review at January meeting.

Treasurer's Report:

- **Revenue:**
 - Interest: 0.09
 - LuLaRoe/Zumba: 200
 - Holiday Vendor/Craft Fair: \$600
 - **TOTAL: 800.09**

- **Expenses:**
 - Holiday Vendor/Craft Fair (lawn signs): \$193.53
 - Popcorn/Sno-Cone Supplies 253.77
 - Gifts and Appreciation: \$100
 - Miscellaneous Expenditures: 189.99
 - Teacher grants: \$301.80
 - **TOTAL: 1,039.09**

- Cash in checking account and Money Market account, and accounting for outstanding checks = **\$32,353.36**
- Popcorn is cheaper at Sam's Club (about \$25 vs \$59.99). Melissa goes once a month and came pick this up when we need it.
- **MOTION AND VOTE: The group accepted the Treasurer's Report.**

REQUEST FOR FUNDS:

Andrea Boon (in person): Expeditionary learning phase 1 (Humanities) is 8-10 weeks. 6th grade team partnering with Circus Smirkus (11/29) "Cue the Circus." Kids are getting 1 hour of circus training a day. A graphic designer has come in to help each kid with posters (2 7/8 hour days). Cost for designer is \$500. School to cover half, AB requesting \$250. This is for both Journey and Nexus (about 22 in each class). Spring expedition will be more STEM. Kids are loving it. This is humanities, focusing on "Rules to Live By." Expeditionary learning is the plan for all middle school students going forward. The expedition will differ between Grade 6 and Grade 7/8. Each grade will have 2 expeditions per year, one STEM and one Humanities. We'll have circus in subsequent years if there is \$\$\$. Posters going up in MS 11/20. Not sure where they're going to go. Heather Nguyen to be in touch with PTO about \$\$\$ details. **MOTION AND VOTE: The group approved \$250 to help pay the graphic designer.**

Gym Equipment (Sue Messier via email to PTO email): Wants to replace seated rowing machine with something less expensive (priced at \$2795 + \$100 shipping = \$2895, quote provided to team) that had been given to her. MS/HS students use it. If she exhausts her annual budget to cover this, she need \$644.96. A lot of kids and staff would use this machine. Unclear what other categories she needs to cover this year from her budget. The group was concerned that she might have other expenses and have no more budget. Group suggested give same as violins (\$2000)? Half (\$1500)? Members asked about how much \$\$\$ we have and where it comes from. The group wants to make sure we use the money we've raised. This equipment could last a long time. Jacie Knapp suggested \$2000. **MOTION AND VOTE: The group approved \$2000 for Sue Messier's equipment support request.**

[Aside: include \$\$\$ amounts in agenda distributed ahead of time to give members a sense of what vote total for the evening would be? Joe mentioned option of request form for tracking purposes (who will it benefit? How many?). We have check request form and reimbursement form (Lydia has this in an email!). Joe to work on request form.]

Superintendent: Melissa and Lydia talked with Sean in August about how to spend PTO funds. Previous PTO years (before Lisa Goetz), balance would be about \$4K at the end of the year.

- **Library Needs:**

1. **3 shelving units (\$6434).** Marie Hayward suggested State Surplus Furniture in Waterbury (we will explore). Their first priority is supposed to be schools and then it's open to the public. Corrections Departments inmates also make furniture.

- . **Student Book Selections (\$500 per school [JFK/MS/HS] = \$1500):** The idea is that kids sit on committee and help select titles. In Milton, kids in this role review first run books and write reviews.

- **3. Book Award Books (\$966.84):** This is to purchase multiple copies of book award (i.e., popular) books. **MOTION AND VOTE: The group approved \$966.84 for Option 3.**

- **MOTION AND VOTE: The group voted for a total of \$2000 for the library (this replaces vote for item 3).**
- **Spring soccer funding:** Sean coaches girls, Lucas coaches boys. 16 MS girls and 25 MS boys participate (part of Nordic soccer club, this is open to children 10 and up). Third year for boys. The group needs \$3000 (e.g., for travel fees and registration). A lot of teachers volunteer time and travel. Lynnae asked for more details: Is this a school program? Would this cover all those who wanted to participate? This is outside of school but it is for all Winooski students. Joe thinks this is a lot of money, what are their options for additional sponsorship? Attendees wanted to be sure to ride the wave of strong Winooski soccer. Hopefully this will be more sustainable in subsequent years. It was suggested matching what we gave for Hoop Camp (\$1200). **MOTION AND VOTE: The group approved \$1,200 to support the spring soccer efforts.**

Courtney Poquette Business Class. April NYC trip (12 students, grades 9–12, permission, paid \$50 deposit). Each student expected to raise \$500, total costs needed per student: \$650. Flying down, going to Broadway show, Nicks game, etc. Students plan costs, itinerary. Fundraising efforts: coupon book fundraiser (done), fudge fundraiser (Karen Green), school store, maybe GoFundMe page. To receive PTO funds, should kids have to volunteer at PTO event? There are requirements to get approved for this trip. What about revisiting in spring. Can we keep track of volunteering at PTO events (\$25/hour). Does this include spending \$. The group suggested that Courtney come to the January meeting to discuss further details. 20 kids have volunteered for the craft show. **ACTION: Lydia to follow up with CP to determine which business class kids have signed up to help at craft fair so we can give them \$\$ toward the trip.**

Melissa:

- **Kate Nugent (Partnership for Prevention)** was at October meeting. She didn't get a chance to speak in October, followed up with Melissa. Wants to share with group about her organization. Can we meet with her in a smaller venue? **ACTION: Melissa to get more info.**
- **Smaller meetings:** How could we deal with agenda load. Sarah McGowan-Freije suggested bi-monthly meetings that stay under 1 hour. Sarah Hammitt asked about agenda being posted ahead of time (we do this, but could we add more detail/streamline the process a bit so we don't need full descriptions of each agenda item and can vote more quickly?). Andrea brought up idea of a designated timekeeper. Joe says maybe we should think about this in the future. What about making requests (forms) available ahead of time? Barb suggested Executive Sessions as options.

Open Gym MS/HS 7-8AM. Run by Mohammad. Forwarded email to Lydia. Wants "some basketballs." Coaches aren't sharing with each other. Sarah M-F has Dick's coupons. **ACTION: Lydia to keep working on this and will get more information.**

Payment for JFK teacher lunches during P/T conference: Someone approached Sara Raabe from PTO (we are not sure who). Teachers would bring sides if PTO could supply main dinner dish. It's been a potluck in the past. Estimated to be about 30 teachers. There is a Google sign-up sheet (Jacie Knapp). What about gift certificates to local business? **MOTION AND VOTED: The group approved a \$100 gift certificate for Costco (to go to Sara Raabe).**

Penny War Fundraiser: Fun way to teach kids math (some coins are negative, some are positive). Lydia's idea was to have the MS kids do this to keep them focused and engaged on a fun activity. Andrea Boon said this has been done for other causes in the MS. **NEEDED: Chair for fundraiser: organizing, assembling buckets, etc. Lynna volunteered.**

Tootsie Pop Box Tops: Lydia wants this to not be a competition. The proposal was to give each kid who brought in any box tops in a month to get 1 Tootsie Pop. Each kid gets a Ziploc to keep track. Each teacher has a bin. Anthony (from Jacie's fifth grade class) collected last week. Box Tops eventually need to be assembled into groups of 50. In March, we submit. Box Tops can be left in PTO mailbox. Jacie to come up with a checklist. **MOTION AND VOTE: The group approved starting TP for BT in January. Jacie and Lydia to work on this.**

Hoop Camp Funds Disbursement (Dennis Barkham): A check needs to be made out to "Winooski School District," with "Dennis Barkham" in note field. **ACTION: Sarah to write check for \$1200.**

501(c)3: Need to have one. Will cost \$2000. **MOTION AND VOTE: The group approved the amount of \$2000 to move forward on this.**

Lisa Bushey: Can we support her in some way while she gets treatment for cancer? Lydia suggested Halo Foundation, to help her with costs. A check? A gift card? We have a "Family Support Fund" in budget. Caring Bridge was suggested, might not be appropriate. Can we send a card? If we do a basket it would be more personal. Lydia suggested some Spartan swag (beanie hat, water bottle, sweatshirt)! **MOTION AND VOTE: The group approved \$500 to help support Lisa.**

Ellis Music: Payment for violins approved in October. Sarah to give check to Melissa.

Lake Monsters fundraiser: We made \$15 last time! Frank from the LM is still interested and wants us to get the word out faster/earlier. Last year's date conflicted with the Winooski baseball fundraiser. We have a choice of days, can use Twitter/FB/etc. to promote. And we won't pick the same date as other Winooski efforts. **MOTION AND VOTE: The group approved moving forward with this.** CHAIR: Sarah McGowan-Frieje, with Sarah Hammitt and Kate Simone

Elementary school dance: Teachers/staff are not interested in this if it's 4th and 5th graders without parents. This is not "Family Disco," which we will talk about next meeting. **MOTION AND VOTE: The group approved "Family Disco" for the new year.**

MS Dance: Concerns/Guidelines – Other committees were allowed to work the concessions and keep \$\$ earned. Prom committee (contact: Callie) brought HS students to work concessions but there were too many HS students and they were not prepared and were not that helpful. **ACTION: Lydia/ Dance Committee will set up guidelines ahead of time (cleaning, appropriate level of helpers [3 people/station recommended], etc.).**

HS Dance: Courtney Poquette wants HS dances, despite Lydia's efforts to get this going on the PTO side. Courtney Poquette and TA organizing this (December 1, 7–10PM), want PTO labor and concessions for free, and no entrance fee. Lydia has emailing with her and explained that PTO needed to approve any support to be provided. Advertising getting pulled together, and CP has arranged for a DJ (\$250). Lucy suggested we offer a certain amount of \$, explain how we can provide support in the future. Lynna and Darlene could work this. **MOTION AND VOTE: The group approved offering \$100 + option for us to provide and charge for concessions (Darlene and Lynna).**

Coffee for staff breakfast (Melissa): Mike at VT Bagel offered deal (\$70 for 60 cups of coffee). Melissa go supplies (\$88). Estimated monthly costs going forward: \$80. We will start this Friday (11/17). **ACTION: Jacie can pick up coffee 11/17 at 7AM. Melissa will get cart ready for Friday AM.**

PTO Closet (Melissa): Craft fair items thrown away (wooden frames for signs). Conversation was had that things can't get thrown away without confirmation from PTO. Melissa found plastic sawhorses from Lowe's (\$37.96 for 2 + tape = \$83.46). **MOTION AND VOTE: The group approved the \$83.46 to resupply items for craft fair.**

Fun fair supplies also got thrown away. We'll discuss in January.

Photo Bus (Welcome Back BBQ): No invoice received, as total amount was approved by PTO in August. Check and balance for these amounts need to be in PTO minutes.

Craft Fair: Sign-ups sheet status for Holiday Vendor and Craft Fair: We're good with the current levels. A number of HS students have signed up to help. Check out bake sale sign-ups!

COMMITTEES (Note that Lydia is to be copied on all committee emails. Melissa to update committee sheet and send to group):

- **Dance Committee:** CHAIR – Lydia, with Lynna, Amber, Nikki, Joe, Darlene
- **Fundraising:** CHAIR – Melissa
- **Fun Fair Committee:** CHAIR – Nikki
- **Lake Monsters:** CHAIR – Sarah, with Sarah H. and Kate
- **Talent Show** (marketing to Winooski only?): CHAIR – ?
- **Finance Committee:** CHAIR – Melissa, with Rebecca Goulet, Sarah Hammitt

