

**Winooski PTO Meeting Minutes**  
**February 21, 2018**

**Attendees:** Lydia Mungeon, Sarah McGowan-Freije, Melissa Gonyon, Kate Simone, Jacie Knapp, Joe Smith, Jessica Audette, Nikki Cabral, Amber Parrott, Randy Argraves, Michele DiSisto, Prashant Singh (prashantmohansingh@gmail.com), Cathy Burbo, Tanya Mitchell

**Celebrations:** Great middle school dance, Valentine's Day celebration!

**Secretary's Notes:** January meeting minutes approved!

**Treasurer's report:**

**January revenue:**

- |                             |                 |
|-----------------------------|-----------------|
| ● Interest from bank:       | 0.10            |
| ● McKee's Ticket Donations: | 4,369           |
| ● <b>Total:</b>             | <b>4,369.10</b> |

**January expenses:**

- |                              |                 |
|------------------------------|-----------------|
| ● <i>Hospitality</i>         |                 |
| ○ Miscellaneous hospitality: | 113             |
| ● <i>Program Expenses</i>    |                 |
| ○ Dollars for Scholars:      | \$990           |
| ○ Drama Programs:            | \$1000          |
| ○ Family Support Fund:       | 500             |
| ○ Funds Requests:            | 1,904.22        |
| ● <b>Total:</b>              | <b>4,507.22</b> |

Cash in checking account and Money Market account, and accounting for outstanding checks = **\$29,397.74**

**Notes:**

- Sarah to break up bake sale/raffle money so it's clear what is what.
- Regarding outstanding checks, first grade teachers returned \$350 check for the sandbox area because they were having trouble making decisions about how best to decide what to buy. Can we help them decide? Jacie suggested going to leadership team to help figure this out.

**ACTION: Treasurer's report approved!**

**RANDY AGRAVES (MS and HS music teacher [and some fifth graders]):** Wanted to thank the PTO for violin \$\$ in person.

- Requested \$350 donation for “Green Room,” dinner for MS string students with VYO.
- The student could also use t-shirts for Jazz Dinner (April 11) and Jazz Fest on Church St. (first week in June). In the past they’ve done fundraising (Jazz Dinner proceeds of about \$800) and Randy has a Band Fund, which is almost depleted. Every other year, the group makes a trip to Boston. Fall trip to Massachusetts (Big E).
- **ACTION: The group voted in favor of the \$350 request.**
- **ACTION: The group voted to pay for the t-shirts.**

**HS/MS YEARBOOK (Jessica Bruce):** In past years, yearbooks cost \$20, \$25 after April 1. MS cost this year is \$10, \$20 for HS. Current costs are \$2800 for 140 books. Because of good fundraising efforts this year, every graduating senior and 8<sup>th</sup> grader will get a free yearbook. Jessica Bruce wants money for the beginning of the next school year now. The group doesn’t understand why this is, we aren’t comfortable giving \$\$ this year for next year. We need a formal fund request in the new year. The idea was also floated to perhaps cover the cost of copies for graduating seniors/eighth graders.

### **JFK YEARBOOK**

- We need to pay deposit to Lifetouch. Invoice dated from December 2018.
- Order forms coming into school for this week. Parents who ordered Lifetouch school pictures are already getting emails to preorder the yearbooks. Need line item for \$\$ coming in to reimburse for deposit. For parents paying the school with a check, Jacie can keep the money. Cost \$14.60 each to produce (historically we’ve charged \$10) for 226 copies (our estimated total). We’d need \$800 to cover. (In past years Lisa asked for \$500 or so to help balance out.)
- **Cover entries:** Lydia and Melissa will have building and grounds staff to make top and runner up choices. To be announced this Friday. Good response!
- Local businesses have in the past have donated \$\$ in exchange for ad/mention in back of yearbook.
- Meeting on 3/7 with Mark 4PM (Jacie, Joe, Kate, Melissa, Lydia)

### **BOX TOPS**

- Need lollipops still. Is it too late to start this now, should we wait until next year to start? We were under the impression that boxtops need to be submitted by 3/1 (there are 2 submission deadlines, we need to get these on the PTO calendar). We have some boxtops already bundled in in 50-packs in PTO closet. As they expire, we need to check these. **Process:** A submission form needs to be printed out with a barcode for each bundle, it’s complicated.
- After doing some research it appears that we could probably submit as we can and will wait for a check (maybe we don’t need to worry about specific deadlines).
- Jacie to collect what’s in classrooms, will give to Jess A. to submit. (Sarah, Lydia, and Jess to meet to discuss after vacation week.)

## **NEW BUSINESS**

- Elizabeth Perotte's daughter needs (surgery consult in Boston over Feb vacation). Jess is low on vacation. (Teachers can contribute to a sick day bank and it's accessible through an application process.) We will monitor the situation and provide support as we can.

**FUN FAIR: (March 23, 4:30-6:30):** \$5/person, so no entry tickets. Kids will have bracelets for games, we can mark X for popcorn, O for sno-cones. We'll still have raffle tickets. No kitchen drama this year! **Food:** buffet style with pizza (\$4 for pizza + chips; \$3 for just pizza). **Bounce house:** Old bounce house setup no insurance (\$635 last year); new quote: 30-foot obstacle course, bounce house, music (\$800). Lots of expenses (e.g., cookie dough, button machine supplies). Need prizes and bracelets. Need more sno-cone syrup. We'll do a bake sale. We will need a lot of hands on deck for this one.

**NOTE:** We need to make sure we're reserving all the spaces in the school as soon as we pick dates. Kate and Melissa to figure out how to update PTO calendar.

**GOLF TOURNAMENT (June 30):** The committee met with Mr. Muir, Mr. Magistrale, and Coach B. Will need more PTO support, there will be more people this year. Putting contest this year. **NEEDS:** Silent auction items (e.g., gift certificates); business sponsorships (Gold: \$500, Silver: \$250, Bronze: \$100). Jess to reach out to Howard Center, VT Teddy Bear Co. Melissa has a flyer, will update.

**FIFTH GRADE SOCIAL (June 12, 5-6 BBQ, 6:30-7:30 DANCE):** It's a bit awkward to segue between dinner and then dance in the same room (at least for 5<sup>th</sup> grade last year). Jacie to suggest to Sara to have an alternate location for ceremony (e.g., BBQ in cafeteria, ceremony in PAC, kids back to cafeteria for dance). Joe is confirmed.

**EIGHTH GRADE GRADUATION (June 14, 6:30-9?? DANCE):** The committee met 2 weeks ago. Graduation will be in gym, then to cafeteria for dance. Group not sure about time. No cookies or balloons this year. Group wants photo booth, Lydia getting quotes: Van guy gave us \$625 estimate; Top Hat (Mike) offered an open format one for \$400. Last year we bought pizza and chips. Same thing? Include water, individual bags of chips. We have budgeted \$800 for this (DJ services are separate). Are kids allowed to bring a guest? Are other grades allowed this year? What do 8<sup>th</sup> graders want?

**JFK END OF YEAR CELEBRATION (JUNE 11):** The leadership team met today (2/21), wants to know what PTO is able to do. Last year we gave \$500 + popcorn and sno-cones. Leadership team's brainstorming ideas: magician, bouncy obstacle course, DJ, Big Blue Truck, dunk tank. Experience with face painters and balloon animals from previous years didn't work (too slow). There are stations. (NOTE: can we think about some kind of deal with an inflatables vendor?). Jess and Jacie like idea of a magician (it's calming, nice way to end the day). If we do musician

+ Big Blue Trunk, how much would that be? Melissa to get some prices from BBT, talk to Mike (Top Hat).

**HIGH SCHOOL DANCE (April 13):** Courtney Poquette is interested in popcorn/sno-cones or \$\$\$. Sarah and Lydia to work this dance.

**MIDDLE SCHOOL DANCE (March 30):** A S. and 2 HS students to use popcorn/snow-cone machines, to use the money for prom committee.

**FAMILY DISCO (March 16, 6-8):** Kate to send flyer to Lydia (before school starts up again after vacation). All children must be accompanied by an adult, we'll just charge for snacks. Joe has a disco ball. Costumes are strongly encouraged! Rowan can help with flyer, Kate and Lydia to work on text. Need glow sticks. Tinsel door hanging?