

## Winooski PTO Meeting Minutes

April 18, 2018

**Attendees:** Nikki Cabral, Lydia Mungeon, Amber Parrott, Sarah Hammitt, Roz Donovan, Jacie Knapp, Kate Simone, Melissa Gonyon, Michelle DiSisto, Sarah McGowan-Freije, Cathy Burbo, Mrs. Demore, Lucy D'Aponte

**Celebrations:** Thank you card from HS theater group. Craft fair: went well, smaller but crafters/vendors were satisfied! Fun Fair got good feedback from teachers, needed more face painters! Sno-Cone machine is leaving stains on the tables (from the flavoring). Good feedback on the price. Maybe put the bake sale in the lobby. People are still talking about how Family Disco was SO FUN!

### Secretary's Report:

**ACTION:** *The group approved the March minutes.*

### Treasurer's Report:

- Need to give check to Amy S. for the prom bus. Needs to get made out to "Winooski School District," memo "Senior prom." To Betsy. **ACTION: Sarah to write and deliver check.**
- Need to get a check for \$1000 to Top Hat for end-of year celebration. **ACTION: Sarah to take care of this.**

### March revenue

● Interest	\$ 0.09
● Spring Vendor/Craft Fair	\$1,150.00
● Fun Fair	\$1,610.50
● Spartan Wear	\$ 30.00
● Bake Sales	\$ 104.75
● Raffle Sales	\$ 161.75
<b>TOTAL:</b>	<b>\$ 3,057.09</b>

### March expenses

● Fun Fair	\$1,253.99
● Misc Items/Closet/General Use	\$ 220.05
● Funds Requests	\$ 605.00
● Sound/DJ Services	\$ 227.00
<b>TOTAL:</b>	<b>\$ 2,356.04</b>

- **ACTION: The group approved the Treasurer's Report.**

**MRS. DEMORE (3<sup>rd</sup> grade):** Every other JFK classroom doesn't have a sink. Hours spent sending kids to water fountain. To address this, Mrs. Demore bought water bottles for each of her students, kept them in her classroom, and brought them home to wash. Talked to Lucy about this, suggested contacting PTO for \$\$ for water bottles for all JFK students next year. Mrs. D. got a quote from Main Street Graphics (St.

Albans) for \$1.35/each. Sarah Raabe likes the idea. Sinks are being planned for the WSD redesign. Could kitchen help with the cleaning? Shoe holders (with pockets that hang on the back of a door) were also suggested in classrooms to keep track of water bottles. Sarah Raabe wondered if the PTO wanted to get this going for the end-of-year celebration. Mrs. D. will get a quote for 1,000. **ACTION: The PTO approved the order of 1,000. Sarah and Mrs. D. will coordinate. Nikki could be on hand to help distribute at end-of-year celebration.**

**PTO SCHOLARSHIPS (KAREN GREENE):** We gave D4S \$990 earlier this year, proceeds from the LuLaRoe fall fundraiser (to replace the train show). Karen sent a letter asking us what our plan is for this year. We had approved \$1250 for this year (separate from the LuLaRoe money). Wants response by 4/27. We need more info about the criteria and we want the scholarship to just reference Winooski PTO (NOT "Friends of Winooski").

**GAGA BALL COURT:** Octagon shaped fence, for a game that is like dodgeball. MS teachers have requested a court. Lydia researched this, could be put near the basketball court. Online options include a version with mesh for \$4K or in plastic for \$1400. Anything we build (as opposed to purchase) needs to be OSHA-approved and shouldn't be wood. These are portable but could be made permanent. Need to be able to mow around it. Could this be a community work project with a facilities person to oversee? **ACTION: Lydia and Jacie to talk to Mick about this.**

**BASKETBALL HOOPS INSTALLATION:** Contract secured to install 2 more basketball hoops (remove old ones, level ground, install new ones) for \$7,218 (we had approved \$7000 earlier). Simon is interested in using the space for sports fundraisers. Jacie mentioned that we need more basketballs (some smaller sizes for kids). Lydia has talked to Mick multiple times about a shed for ball storage. Not much has happened. This would really make JFK teachers happy. There have been issues of shed in the preschool area that got damaged with kids trying to climb onto the roof. **ACTION: The group approved the extra \$218 for hoops and \$\$ for 10 new basketballs for JFK students.**

**DJ CHANGE FOR 8<sup>TH</sup> GRADE DANCE:** Top Hat can do it for \$300 (they are already coming to set up the photo booth), which is more expensive than Joe. **ACTION: The group approved \$300 for this DJ.**

**5TH GRADE FIELD TRIP PAYMENT ISSUE:** New system for field trip payment has resulted in some hiccups. \$\$ for 5<sup>th</sup> grade field trip bus went missing because a PO went missing. Rebecca has said this money has gone into a general fund. Two separate field trip funds, but if deadlines are missed, \$\$ disappears. Other schools have much simpler ways of paying for field trips, our system seems to be much more complicated. The school's tax exempt status means they don't have to pay room and meals taxes. Is this enough of an expense to worry about? The 5<sup>th</sup> grade trip is set, it's just unclear on what kind of bill we get for the field trips. **ACTION: Sarah M-F and Sarah H are going to talk to Rebecca and ask questions.**

**SARA RAABE:** Requested info about PTO \$\$ we'd be providing for next year's field trips. Lydia responded that it would be the same as for this year (\$29/child).

**TALENT SHOW UPDATE:** Third graders are excited. Joe is emcee-ing. Roz is doing music. Refreshments getting picked up Friday, permission to put stuff in kitchen. Need to secure cafeteria with Sandy. Library is another option just in case. Lucy to follow up. Arica and Jess A. will set up food. Do we need an administrator (someone from the school)? Friday night is usually Tim. Melissa shared his contact info with the committee. Lessons for next year: make it a fundraiser to make it bigger for the community. We

were supposed to have donations originally. Future recipients for fundraising efforts include garden space out back, Winooski Food Shelf, Winooski Library. Start FB blast earlier in the year, spread it out to more of the community.

**LOST AND FOUND RACKS (for JFK):** Angela Moulton approached Melissa on this. They want 2, estimates between \$30 and \$60. To go in the main lobby. Why would this be PTO and not facilities? ***ACTION: The group voted for this.***

**LAKE MONSTERS FUNDRAISER:** Committee put together a media plan. Game Day July 7 @ 6:05, on sale from May 1-31. Can we boost this on FB (\$18-20)? Tell FB what the budget is per day, and FB chooses the best times to blast this. ***ACTION: The Lake Monsters Fundraising Committee will move forward with their plan, to begin May 1.***

**CALENDAR COMMITTEE:** Next Year: Sit with Sandy early to block out time for activities on WSD calendar. Craft fair date has to go out to fall crafters in May. Fun Fair. ***ACTION: Calendar committee will be made up of Cathy, Jacie, Sarah M-F, Lucy, and Lydia. They will meet in June.***

**YEARBOOK:** Deadline for purchase was 4/13, a lot of people missed this. Estimate pre-order was 225. There are order forms in the JFK office. Can we blast on FB? Send home more flyers, Sarah M-F to post to FB. ***ACTION: Melissa exploring next real deadline, will CC Sarah M-F.***

**BY-LAWS:** Ran into issues meeting officer eligibility (President, VP, Treasurer, Secretary). Suggested revisions: 80% of meetings, 3 events, and 1 committee. Executive Board: officers + committee chairs + teacher liaison. Concerns about losing momentum if we downgrade the requirements. Voting membership: must attend 1 event and not miss 2 consecutive meetings. Suggestion to add "Officers cannot miss 2 consecutive meetings" to avoid the issue of a non-voting officer. If an officer does miss 2 meetings, there is a discretion clause (extenuating circumstances, it goes to the Executive Board [minus that officer]). Let's make sure to recap these rules with everyone at beginning go school year. In light of the by-laws requirement for one month's notice, Lydia suggested amending to "7-10 days."

***ACTION: The members agreed to the changes to the officer requirements to the above.***

***ACTION: The members voted on to add "Officers cannot miss 2 consecutive meetings" to the by-laws.***

***ACTION: The members voted to change the written notice requirement from 30 days to 7-10 days.***

**MARKETING/COMMUNICATION COMMITTEE:** We could really use a marketing/communication team to wrangle who is volunteering for what PTO event. Suggestions were made to create FB private events to help keep track of who is showing up. Is this something we can bring up at P/T conferences? Need to encourage non-voting members to help out (PTO Voting Member vs. PTO Volunteer). ***ACTION: Everyone bring three names for on-call support (PTO Volunteers).***

**MELISSA:** Melissa + kids are leaving the district around spring break. What involvement does she have going forward (e.g., craft fair and golf tournament). How do we hand this off (or not)? Should this be left the discretion of the departing member? How do we organize load? We agreed that while she will no longer be a PTO member, there is nothing that would prevent her from providing her time as a volunteer to transition to new committee chairs:

- Craft Fair → Lydia
- Golf Tournament → ??

- Hospitality/School → Jacie
- Finance Committee (can't be a signing member)

**FOR MAY AGENDA**

- Shed For JFK students (playground gear)
- Teacher Appreciation Breakfast (early June)