

**PTO Meeting Minutes**

**May 16, 2018**

**ATTENDEES:** Sarah Hammitt, Michelle DiSisto, Amber, Nikki, Kate, Sarah McGowan-Freije, Jessica Audette, Cathy Burbo

**CELEBRATIONS:** Jessica found a craft fair sign! There might be more out there, please feel free to collect and get back to Lydia. Play!! The play was great.

**Planning for next year:** Need to think about including the play in budget, Mrs. Burbo is going to be more available next year.

**Secretary's Report:**

- ***ACTION: The group approved April Meeting Minutes and revised by-laws. Kate to get these posted to the WSD PTO page.***

**Treasurer's Report:**

***Income:***

Interest	\$ .09
Spring Vendor/Craft Fair	\$ 1,675.00
Spartan Wear	\$ 10.00
Bake Sale	\$ 160.71
Raffle Sales	\$ 227.00
Cookbooks	\$ 30.00
Misc.	\$ 130.50
<b>TOTAL</b>	<b>\$ 2,283.30</b>

***Expenses:***

Spring Vendor/Craft Fair	\$ 475.00
Talent Show Refreshments	\$ 123.19
Misc. Hospitality	\$ 198.00
8th Grade Graduation	\$ 500.00
Basketball Court Hoops	\$ 7,218.00
Funds Requests	\$ 79.30
JFK End-of-Year Celebration	\$ 1,000.00
Prom	\$ 1,000.00
<b>TOTAL</b>	<b>\$10,593.49</b>

- ***ACTION: The group approved Treasurer's report***

## NEW BUSINESS

- **JFK YEARBOOK COMMITTEE UPDATE:** Jacie requested that the PTO fund a camera for a JFK yearbook committee for next year. Estimate under \$250? **ACTION: *The group approved this (no more than \$250). Kate to follow up with Jacie on this.***

**CALENDAR EVENTS FOR 2018/2019 HANDBOOK:** Calendar committee is planning to meet with Sandy in June to block out time for online calendar. Can we get a list together for back to school as handout for parents. Committee to work on flyer for back to school. Lucy is also on calendar committee. **ACTION: *Sarah M-F to follow up with Sara Raabe about what is needed for the handbook.***

**FUTURE PLAYS:** Michelle went to Leon about next year's MS/HS play. He said Miss Win is doing it. Miss Win says she's not doing something outside of school but has activities planned for the kids for next year. How do we coordinate with MS/HS drama next year to better coordinate with the JFK play? Michelle is going to follow up with Sara Raabe about 4/5 play next year.

**BASKETBALL HOOPS:** We've paid for them. Lydia was going to follow up for date, not sure if this happened yet.

**MCKEE'S GOLF TOURNAMENT:** Envelopes stuffed for local businesses (Chris Freije), Lydia probably mailed these out. Committee: Melissa, Lydia. Available for June 30: Lucy, Sarah M-F, Sarah, Jessica. **ACTION: *If help is needed before June 30, Lydia can send email around for help.***

**TEACHER APPRECIATION BREAKFAST:** June 1 or June 8? June 1, 7:30. We need to coordinate with VT Bagel to place order. Can't get into the building until 7. Order same as last year (bagels, muffins, coffee). We brought fruit, juice, etc. Last year we gave presents to departing staff (per Lisa Goetz). Mr. Crowley is leaving. Michelle can get plants for departing teachers, once we know how many this is. On-site availability 6/1: Michelle, Nikki, Amber, Sarah M-F, Kate, Jessica. **ACTION: *Kate to follow up with Leon and Kate G. re departing teachers. Sarah M-F to contact VT Bagel, Michelle to get plants. Jacie will reserve library. Sarah H. to email Sean about being onsite to make speech/presentation about retiring teachers.***

**JFK ALL-SCHOOL CELEBRATION (June 11):** Water bottles ordered, to be delivered end of May. Jacie suggested these get distributed between 8 and 8:30. Nikki had offered to help distribute. Can we count them out the beforehand and get to teachers in their classrooms? **Sarah H, Jess, Nikki can help count bottles out ahead of time. ACTION: *Kate to email Jacie about plan to bag up bottles the week before.***

## REQUEST FOR FUNDS:

- **JFK Equipment Shed:** Need Lydia to update the group on where this stands.
- **Funds for Nurses:** At 5<sup>th</sup> grade health classes, nurses distribute deodorant and tampons. The nurses usually get free samples, but their source has dried up. Not sure how much \$\$ they want, SMF following up. The nurses could keep any extras on hand.  
**ACTION: The group voted for \$200 for the nurses to buy what they need for this.**

**LAKE MONSTERS FUNDRAISERS:** Committee has been getting the word out (JFK newsletter, PTO facebook page, Front Porch Forum). We tried to get this on the homepage of the WSD web site, but no luck (it got added to the WSD calendar).

**PTO VOLUNTEERS:** Anyone who has names with contact info to add to this list, please email to Kate.

**MARKETING/COMMUNICATIONS COMMITTEE:** Need Lydia to update/continue spearheading.

## ELECTIONS:

- **President:** The group elected *Lydia Bourgeois-Mongeon*
- **VP:** The group elected *Jessica Audette*
- **Treasurer:** The group elected *Sarah McGowan-Freije*
- **Secretary:** The group elected *Kate Simone*

## CALENDAR:

- **5<sup>TH</sup> GRADE BBQ (JUNE 12):** We think we just need to be on hand to help with the dance after the dinner/ceremony. We help tear down the table, then set up the sno-cones/popcorn. Should we charge for this (\$0.50 each)? On hand to help: Nikki, Kate
- **8<sup>TH</sup> GRADE MOVING UP (JUNE 14):** Last year we helped set up and there was pizza. Top Hat doing photo booth/DJ, it's unclear what PTO needs to do (refreshments)? Is this just 8<sup>th</sup> grade? Usually it was 7/8, last year included 6<sup>th</sup> graders. On hand to help: Nikki, Sarah M-F **ACTION: SMF to follow up with Kate G about which kids were being allowed to attend.**

**Follow-up meeting proposed for 5/30 @ 5:30, Kate to send an email asking for RSVPs**