

**Winooski PTO Meeting Minutes
January 16, 2019**

Attendees: Joe Smith, Sarah McGowan-Freije, Sally Bissonette, Jessica Audette, Lynn Garcia, Sarah Hammitt, Nikki Cabral, Amber Parrott, Lydia Mungeon, Lisa Bushey, Jody Weimer, Jennifer Milizia, Laura Lee, Jacie Knapp, Kate Simone

Joe is timekeeper

Secretary Report: *ACTION Group approved the November 2018 meeting minutes.*

Treasurer's Report:

NOVEMBER 2018

REVENUE

Interest:	\$0.08
Dances:	\$143.50
Holiday/Vendor Craft Fair:	\$960.00
Spartan Wear:	\$97.00
Combined Event Bake Sales:	\$256.37
Combined Event Raffle Sales:	\$612.00
Cookbooks:	\$30.00
TOTAL	\$2,098.95

EXPENSES

Misc. Hospitality:	\$68.00
Funds Requests:	\$600.00
Sound/DJ Services:	\$200.00
Teacher Grants:	\$249.28
TOTAL:	\$1,049.28

DECEMBER 2018

REVENUE

Interest:	\$0.09
TOTAL:	\$0.09

EXPENSES

Misc. Hospitality Expenses:	\$180.00
Funds Requests:	\$500.00
Teacher Grants:	\$50.00
TOTAL	\$730.00

CASH BALANCE AT END OF PERIOD: \$25,469.69

ACTION: Group approved November and December 2018 finance report

NEW BUSINESS

WSD Capital Project Proposal Community Breakfast 1/26: Lydia, Lucy, Amber are available. Lydia to follow up with Sean.

Wal-Mart Grant: Awarded us \$3K grant for PE. WM wants photos, press release, etc. Where can we present this? All-school celebration with all the PE teachers? Basketball game? A game would have a lot of parents there, so that would get WM the most exposure. The group decided that HS basketball game would be the best attended: Wednesday, January 23, before varsity game. Sarah to reach out to the store manager. If we do Wednesday, we could get a photo in the JFK newsletter.

McKee's Pool Tab Donations: We haven't gotten any in 3 months. Lydia to check with Lance.

Boosters: Boosters is no longer. Lori L. and Dennis B. wanted us to take over some duties (athletic banquet, admission table, basketball camp, senior blankets, senior photos, food at games, etc.). We could also have the key to the shed out back, there is a fridge there, space to set up. Could we put out a calendar for next year? Boosters could be its own committee. Could we tap into sports parents to help out, not necessarily as PTO members. Lydia volunteered to head up the Boosters Committee. Will there be any money left over at the end of this year? Should we try to keep the money for this separate from the general PTO funds?

- Add plaque to score table? Woody Martell has been doing the scores for 32 years. Dennis asked for our permission to add a plaque in honor of Woody. We could donate some Spartan gear.

FUNDS REQUESTS

Shannon Bundy: Reimbursement for pizza lunch Women in Leadership event. Request made late and event has already taken place. Suggestion made to pay but include her \$50 stipend + balance with request to go through the PTO fund request procedure. ***ACTION: the group approved this. SIDE NOTE: We need to make sure ALL teachers are aware of the form.***

Kyle Blindow: Requested more \$\$ for gaga ball pit. The group decided no (in light of the Wal-Mart money).

Jacie Knapp: Leadership Committee talking about inflatable obstacle course for year end celebration. It was a big hit and the team wants to do it again. We paid \$1000 last year. Year-end plans need to be done by March 1 for JFK classes.

End-of-year Field Trips: Last year we spent \$29/student. There were some weird trip-related costs (books, snacks, etc.), so we need to be clear what is allowed (transportation and entrance only). (425 students x \$29 = \$12,325) What about dropping it down to \$25/student? If teachers need more \$\$, they can come to a meeting and make their case for the balance. **ACTION:** *Jacie to email teachers with the news.*

COMMITTEES

Fun Fair (3/15): Teachers would like a map of the space. Jacie has it and last year's flyer in Google Drive. We will need to check out what is in the PTO closet. We decided last year to purchase the cookie decorating supplies. Last year's approach (flat rate for admission) went pretty smoothly (\$5 for admission for school aged children, under 4 years free, and games; \$3.50 for dinner). PTO responsible for ordering Top Hat for Fun Fair. PTO ran the bake sale table and paid for the pizza. Last year face painting was a disaster. We need more dedicated volunteers, can we check with HS art classes. We should also stock up on face painting. **ACTION:** *Sarah to call Top Hat for this and will look into combining with end-of-year obstacle course.*

Holiday Vendor Craft Fair Committee:

Issues to discuss for next year

- Table cloths on raffle tables and bake sale tables.
- Food vendor: packets of condiments; process was challenging; need more food options. Can we add water and chips to the bake sale table?
- Music?
- Measurements of gym needed to get sorted.
- Spaces in gym needed to reworked. Need to update forms with changes to dimensions of spaces.

ACTION: *Sarah to create a Google doc, anyone can add to it. We need to break out as a committee to discuss.*

Fundraising Committee: Meeting 1/21, nothing planned for January. Working on bingo, Fun Fair prizes for raffle. Day out in Winooski timing was challenging in fall, so we'll try again for mid-winter? Valentine's fundraiser flower flyer left in PTO mailbox. Committee to meet with Sean McMannon to give him a heads up about in-school donation (e.g., flowers).

Lake Monsters Raffle: Our contact will get back to us with dates for our raffle.

Dance Committee: Family Disco this Friday (6–8). We could spread out flyers to MS. Jess to pick up ice from McDonald's at 5:30. Middle School (2/8) 7–9. Who is responsible for flyers? Rowan likes to do them, Joe is point person.

Talent Show: Lucy has been all over this, looking for in-house WSD staff person to coordinate. There are some names on the in-house committee list. Sara Raabe makes committee participation a requirement for staff. Joe to follow up with Lucy on this.

Spring Craft Fair: Are we doing this? Is it worth it? What are our options? The group was split, but the Nays won out. Could we do some kind of garage sale in the parking lot? Could we do bingo at the VFW? Lydia to talk to Craig there about this? They already do it every Tuesday night.

JFK Yearbook: Lifetouch again this year. Sarah got a deposit request (151 copies @ \$10/book). What ever happened to talking to Sean about money for this. Estimate for this year is lower than the total from last year. Last year's balance still hasn't been resolved. We will wait for him to fix it. 48 pages last year. Going with soft cover this year (we pay \$15), people could upgrade. Did he charge us for labor last year? The committee is meeting with him in a couple of weeks.