

**Winooski PTO Meeting Minutes
Wednesday, October 17, 2018**

Attendees: Sarah McGowan-Freije, Kate Simone, Jennifer Milizia, Laura Lee, Lisa Bushey, Sarah Lothrop, Lydia, Jaycee Knapp, Sarah Hammitt, Jessica Audette, Nikki Cabral, Lucy D'Aponte

Timekeeper: Jessica Audette

Secretary's Report: September meeting minutes reviewed. **Action: Group approved the September minutes.**

Treasurer's Report:

REVENUE

- Holiday/Vendor Craft Fair: \$2,250.00
- Yearbook: \$48.00

TOTAL: \$2,298.00

EXPENSES

Operating

- Insurance: \$303.00
- Misc Items/Closet/Gen. Use \$34.76

Program Expenses

- Funds Requests: \$230.00
- Middle School Artist in Residence \$3,000.00

TOTAL: \$3,567.76

Action: Group approved the October Treasurer's report.

NEW BUSINESS:

- ***Dollars for Scholars:*** All three members (Linda Gregoire, Lisa Graves, Karen Greene) of existing group are stepping down at the end of this year. Want PTO to take over. Do a Calcutta and the train show. Some coin drops. About \$19K raised each year (including matching funds from other groups). How would that work if we took over? Could the district leadership spearhead this? Could we provide suggestions to Sean for other people who could help out (e.g., Courtney Poquette)? **ACTION: Sarah/Kate to get back with suggestions.**

- **Boosters:** Dennis Barkum mentioned that Lori Lambert is going to be done with this at the end of this year. This would be a lighter lift for us than Dollars for Scholars. They help pay for tickets for away games. End of year athletic banquet (potluck?). Sell food at every basketball game. Could we expand this? Boosters committee? Dennis Barkum will come and talk to us at some point. We will wait this out. Chris Freije has expressed interest in this. Could we start tapping parents of athletes for this as we go forward.
- **WSD Health Office Request for Help with Vision Screening:** “Crowd control” for 7th, 9th, and 12th. Not sure when this is happening. Sarah waiting to hear back from Jan.
- **Lake Monsters Fundraising:** Our contact reached out to Sarah. We would like the 50/50 raffle, but the Lake Monsters rep says they’ve got existing relationships already for these. Sarah to tap Frank, who has moved up the ranks a bit. Purchasing with the link is confusing to people, we didn’t really raise that much money last year. Laura Lee mentioned doing 50/50 raffles at St. Mike’s games. There are a lot of existing connection with St. Mike’s that would work out. Hockey games are also an option. **ACTION: Sarah H. going to contact UVM Athletic Director and St. Mike’s contact (with Laura).**
- **Wal-Mart:** (Jennifer M.) Wal-Mart will donate goods when it’s time to switch merchandise out. Sarah is now on the list as a contact person when this happens. Also provided a link for to apply to get grant money from Wal-Mart.

FUNDS REQUEST: Sarah sent email to all teachers about stipend and funds request form. No requests received so far.

- **JFK field trips:** (Jaycee) Fifth grade would like to do Smuggler’s Notch again and are interested in booking the date again. There were some questions about receipts received for last year’s end of school field trips (e.g., books and snacks). It seems like someone thinks that each classroom gets a certain amount of \$\$ per child and that’s what everyone was spending. The process for this changed rather dramatically last year, which could have resulted in some confusion. Do we need to clarify with teachers what \$\$ is being used for? In the past teachers would come to PTO and pitch each field trip for approval. If we can put together guidance to teachers, Jaycee can present. Can we talk to Sara R about our approach? Since this is such a big-ticket item, this shouldn’t be a whole separate committee (PTO-wide). **ACTION: Sarah M-F to follow up with Sara Raabe. Where do things stand on this? Have we missed the deadline?**

COMMITTEE UPDATES:

- **Fair Vendor Craft Fair:** We have filled up all our spots (MS hallway, not so many in JFK, Dizzy Dozen is coming back, will be in a different spot). Mick wanted traffic control last year. Can we post a lot of signs? The committee will be meeting with Melissa next week (10/22). We will need to organize the sign-ups for set up (Friday afternoon), bake sale, helping vendors, etc. We need more volunteers. Need to get flyer going soon. Pairing up with St. Francis re advertising. PTO FB event needed (done0. DWNTWN, FPF, etc. Posting signs on road. Need Melissa’s marketing plan. How to get the word out to MS/HS parents for bake

sale contributions? Can we get Sean M. to do a phone announcement? Visit classrooms.

ACTION: Jaycee to contact Home Economics teacher re treats for bake sale. Jessica Audette to send flyers to offices (Linda Casier, etc.). Will Michelle DiSisto still do the bake sale? Let's work with the ELL liaisons to get food for sale. Courtney P. could help wrangle some HS students to help support vendors.

- **Communications/Marketing:** See above
- **Dances:**

Fall Ball (10/27, 7–10) – This is the same night as the Winooksi Halloween party (5–8).

Courtney getting some kids to help decorate, but she would be able to buy supplies. Who is administrator? Joe is DJ-ing. Lydia?, Liz, Nikki?, Amber? Leon? **ACTION: Kate to email PTO volunteers to see who is available. Kristie/Hank Chagnon?**

Middle School (11/2) Sarah, Nikki, Liz, Lydia, Administrator? (Sarah to check in)

Decorations: Glow sticks.

- **Fundraising:** Team to get back us next month. Box tops: We need to mail these out by the end of the month. Jessica needs them all by 10/26. Jess has flyers, will send to Cathy.
- **Talent Show:** Lucy to send note to members. Charlotte interested in emcee-ing. Kate to send contact info to Lucy. They will need \$\$\$. Lucy also wants to make this a fundraiser/bake sale to benefit PTO for theater-related. Lucy also thought about getting a sponsor for this. Can we reach out to Winooski businesses and talent.
- **JFK Yearbook:** Committee has met once. Will meet with Mark from Lifetouch next week. Sarah brought in other samples. Joan Benjamin is involved, having watched Lisa Goetz do it over the past. Lessons learned from last year! MS/HS has a stipend for preparing the yearbook. Can this carry over to JFK (money if not a stipend)? Last year was supposed to be a “gap year.” Laura Lee helps with the St. Mike’s yearbook. Mark also used to do photos for drama and concerts. **ACTION: Sarah/Lydia to follow up with Sean.**
- **Fun Fair:** Not much to say yet. Teachers have got people signed up already. One person was upset about cost of admission last year, but otherwise the approach was well received.
- **Calendar:** Revisit later in the school year.