

## **Goodwin PTO Meeting Minutes**

**Sep 10, 2014**

**Goodwin Music Room 6:30–7:30**

**Present:** Chandra Lownes, Shelby Fuerst, Christine Jeffers, Kristin Zadnik, Marisol Dumeng, Andrew Starkey, Richard Weyel, Ann Caranci, Jenn Passmore, Kristin Hempel, Tracy Rittenhouse, Barbara Mellone, Meghan Silliman, Rich Miller, Amy and Gary Krewson, Helene Marcy, Susan Muirhead

**Recorder:** Alexia Smith

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1. Call to order: 6:30
2. Officer's Reports
  - a. President's Report
    - i. Goals & initiatives for this year: increasing involvement and sense of community building
    - ii. Expanding social and academic initiatives: Teacher grants. Enrichment traditionally allocated to each grade. Spent based on discussion with teacher. In addition, now roughly \$1500 allocated to be provided in fall (\$750) and spring (\$750). One page application required.
    - iii. Keep focus on students (limit fundraising—have a few big ones)
    - iv. Strengthen internal functioning of PTO (digital archives)
    - v. Resources book important for building community. Various ways that information can be provided (Facebook, Friday folders, Qnotify)
    - vi. Now will be Mother/son bowling event in the same season as father/daughter events to build connections and community.
    - vii. Super heroes for a cause fundraiser. Just after Halloween. May become an annual event. This year to raise money for 5/6 year old student at Southeast who has been diagnosed with terminal cancer. Wrap up with pot luck. Middle school on board (multi-school event).
    - viii. Health and wellness: mileage club (running club)
    - ix. Contributing members: every member of school is a member of PTO! Invitation sent out to solicit money as a “contributing member” in an attempt to minimize future fundraisers. Families are still members even if no contribution made.
  - b. Vice-presidents' Report:
    - i. Chandra: membership drive trying to enhance participation through email and Facebook. Facebook page provides information and updates (Goodwin PTO)
    - ii. Playground picnics: well attended even with rain at first event! 2<sup>nd</sup> well attended prior to Open House. Ideas welcome. Staff requested to have Ice cream social, picnic and Open House on same night.

Maybe extend time? Goals of each event different (seeing classroom vs socializing)

- iii. New parent coffee: half a dozen people came. Nice welcoming event. Will continue next year and will advertise better.
  - iv. Mileage club: Melanie working on club. Hope to start in October. Nurse Ann and Shamim Patwa connecting with other schools. Several days a week in recess, kids walk/run/moonwalk/move bodies. For each lap get card punched. When card full, get small prize (toe token). Total distance walked by students monitored. Connected to Kids Marathon. Schools that participate: attempt to complete marathon before year is complete. Kids finish last lap together. Very powerful experience. Other elementary and middle school participating. Need parent volunteers to punch cards. More details to be worked out. Information will be provided soon. Allocate up to \$300 for tokens, snacks, after school piece? Kristin Hempel made motion, Christine Jeffers seconded. Motion accepted.
- c. Treasurer's Report:
- i. In process of changing banks. New account at Liberty Bank (closing First Niagara). Deb Adamczyk was only person able to sign checks. Income discussed: expenses and income. Outstanding expenses listed that cannot be deposited until new account is settled.
  - ii. Working on tax-exempt status. Any volunteers to help?
  - iii. Attached budget presented. Megan Silliman motion to accept, Kristin Zadnik seconded.
- d. Secretary's Report:
- i. Website: updated at town
  - ii. Committees and openings: Silent Auction: Shelby Fuerst and Chandra Lownes willing to take it on if nobody volunteers. Christine Jeffers will work on moving Zumba event forward. International Potluck now Heritage Potluck: Nancy Titchen and Sara Anderson will co-chair. May need new chair for Enrichment. High touch/high tech popular. Alexia Smith is willing to help (grant writing). Need volunteer to help with book events.
- e. Principal's Report:
- i. Kristin Hempel and principal will meet monthly. Will try to coordinate chairs teachers/parents.
  - ii. Staff asked about enrichment programs to see if they will be continuing to receive support.
  - iii. Thanks to PTO for running picnics and events very well. Applauds Tracy Rittenhouse for efforts in securing new bank account. Please spread the word to encourage participation from others.
  - iv. Tracy asked if attempts should be made to include teachers to like Facebook page. Principal will send out email announcing that PTO has a Facebook page. Richard Weyel would like to be on distribution email list. Many teachers may be reticent to join

Facebook page because opens life up to public forum. Email list is not affected by same issues.

### 3. PTO Business

- a. Deb's retirement gift: plants have been planted in garden.
- b. Ice Cream Social: already discussed. Great to have tent to protect laptops. Useful to advertise a non-dairy option.
- c. Resource Book: hoping to provide information about resources within school within one book in addition to family addresses. Hope to get it out by end of September. Ann: at Vinton, resource book includes a map. Will send out request for information in electronic backpack. Email sent out requesting information and some info requested at ice cream social. Maybe do an insert page for people who got left off accidentally or enrolled late? Good to do part way through the year.
- d. Backpack Brigade: Up and running. Donations to help provide complete backpacks for kids in need (for next fall). September focus because great deals available. Mary Dudas will need \$250 for the purchase of backpacks. Megan Silliman makes a motion for Mary to get up to \$250 for back packs. Richard Weyel seconds. Go with good quality ones that can be used for years or get cheaper ones? Perhaps focus on middle-of-the road/quantity. Best quality for least price. Backpacks go to WAIM (Windham Area Interfaith Ministry).
- e. Sock hop: Mary will need \$200 to pay the deposit for the DJ. Alexia made motion to get \$200. Kristin Hempel seconded motion. Music was loud at last one. Turn down next year?
- f. Scholastic Book Fair: Takings = \$3025.20 (>\$700 profit). Good event.
- g. Yearbook: Meghan Silliman will distribute request for room parents to help with yearbook and flyer regarding yearbook. Each class has portrait on one side, events photos on other side. 6-7 pages left for other activities, field trips, etc., and love lines. One parent from each classroom volunteers to do class page. Due in April. Yearbooks donated to 4<sup>th</sup> graders, available for purchase by other grades. Contract will be signed by principal.
- h. School photos: secretary in process of securing date for photos. Should be secured soon.
- i. Harvest Festival: Megan Silliman fine with doing it again, but needs volunteers. Saturday event (Oct 25?). Parent volunteers decorate doors throughout school. Children come in Halloween costume and trick-or-treat in hallways with haunted hallway. Craft provided. Popcorn and water provided. Free activity. Great for community building. Useful to check schedule at Mansfield Community Center and town square. Will need people to man doorways (fraternities? Sororities?). Coordinate with scarecrow decorating (Melissa Sheardwright). Typically last 2 hours. Try to avoid lots of small plastic toys? Would need up to 30 people? One for each door is preferable. Will send out a request for volunteers and go from there. Contact Civic

Engagement at Eastern Connecticut State University or Community Outreach at UConn. Revisit at next meeting.

4. Switch to outside pick-up: Principal: today quicker than previous day. Aligning with other schools. New method safer for children. 1<sup>st</sup> week of class, pick-up chaotic. Shift to enhance safety of children. Previous method does not comply with FEMA. Parents have concerns about inclement weather. Safety of children must come first. Looking into ways to improve waiting area. Will put together a committee with member of PTO, Goodwin FEMA trained staff member, state trooper, and fire chief to examine procedures. Now going faster than it was before. Request for pre-K and kindergarten students to come first since they can be slower. Looking for PTO volunteer and parent volunteer. School has lists of "Everyday pick-ups" and list of children who are picked up irregularly. "Everyday" = regular not necessarily every day. Staggered so that buses leave just after pick up but hope is that they leave sooner. Staff at Middle School working on enhancing bus schedule which will have knock on effect at Elementary schools.
5. Adjourned: 7:55

Committee List

Treasurer's Report

## Goodwin PTO Committee Chairs 2014-2015

<b>PTO Board Members</b>	<b>2014-15</b>
President	Kristin Hempel
Vice- President	Melanie / Chandra
Secretary	Alexia Smith
Treasurer	Tracy Rittenhouse
<b>Committee</b>	<b>Chairperson - 2014</b>
Artist in Residence	Barbara Mellone
Backpack Brigade	Mary Dudas
Big Y/Stop & Shop	Open
Basketball	Kristin Hempel
Book Fair - Fall	Julie Klimkiewicz
Book Fair - Spring	Julie Klimkiewicz
Box Tops	Ellen Tulman
Bulletin Board	Secretary
Community Events	Open
Enrichment	Open
Fourth Grade Promotion	Mary Dudas and Julie Klimkiewicz
Fun Fair	Christine Jeffers
Harvest Festival	Meghan Silliman
Hospitality/Staff Appreciation	Julie Klimkiewicz
Ice Cream Social	Chris Zadnik
International Potluck	Nancy Titchen, Sara and Shane Anderson
Resource Book	John and Karri Prandy
School Photos	Kate Maynard
Silent Auction	Open
Square One Art	Kathleen Peirsman
Tag Sale	Open
Thanksgiving Feast	Kristin Hempel
T-shirts	Kristen Zadnik
TV Turnoff/Sock Hop	Mary Dudas
Yearbook	Meghan Silliman
Yoga	Nancy Alden
Zumba	Kim Gates

**Goodwin PTO Treasurer's Report**  
**Profit & Loss Statement**  
June 10, 2014 – August 10, 2014

**Income**

Basketball	\$117.33
Square 1	\$1,336.46
Zumba	\$1135.00
t-shirt sales	\$150.00

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<b>Total Income</b>	<b>\$2,738.79</b>
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**Expenses**

Back Pack Brigade	\$9.84
PTO pizza in May2014	\$34.03
Gift to Deb Adamczyk	\$61.77
3 <sup>rd</sup> grade pizza party	\$75.75
Printing business cards, postcards, & postage	\$92.49
PTO flyer printing	\$34.20
Cash boxes	\$202.75

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<b>Total Expenses</b>	<b>\$510.83</b>
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<b>Profit / Loss</b>	<b>\$2,230.71</b>
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<b>Box Top Balance</b>	<b>\$2,786.34</b>
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<b>Balance</b>	<b>\$19,692.40</b>
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Outstanding Expenses	\$192.68
Outstanding Income (\$50 & \$756.32)	\$806.32