

**Goodwin PTO Meeting Minutes**  
**16 September, 2015**  
**Goodwin Music Room 6:30–7:30**

**Present:** Kelly Lyman, Jen Scanlon-Passmore, Marcos Montenegro, Tiffanie Itsou, Linda Smith, Melissa McLaren, Eleiza Braun, Marianne Legassey, Jearl Clark, Amy Krewson, Kristen Zadnik, Meghan Silliman, Edan and Ellen Tulman, Rich Weyel, Alexia Smith, Keri Jenkins-Chandler, Jia Zhang, Susan Muirhead, Tracy Rittenhouse, Jing Zhao, Barbara Mellone, Yerina Ranjit, Ann Caranci, Anne Wiant-Rudd, Andrew Starkey, Marisol Dumeng, Veronica Barcelona de Mendoza

**Recorder:** Alexia Smith

1. Call to order: 6:35
2. Began with introductions of all attendees.
3. Meet and Greet with Kelly Lyman (Mansfield Superintendent of Schools): this fall, Kelly has been focusing on meeting parents and members of school community. She feels strongly that the community needs to be involved in helping shape schools and helping children grow as whole individuals. Excited to work within Mansfield community. Is now working with the Board of Education to develop a vision for the next few years. Community members will be invited to participate in process of developing a vision (via both input and feedback). PTO boards will form the basis of a parental advisory board but meetings are not restricted to PTO boards. Will meet roughly 4 times per year. Solicited feedback from people present at the meetings on index cards: on one side parents were asked to write 3 things that they felt very positive about regarding their children's school experience. On the other side, parents were asked to write down 2 to 3 things that they would like to see change. All cards were collected by Kelly Lyman for review.
4. Officer's Reports
  - a. President's Report (Jen Scanlon-Passmore)
    - i. Goals and initiatives: board met several times during the summer to discuss goals for the PTO for the year. Focus on giving to community while minimizing fund raising. Want everyone to feel part of the community. We are here to help answer questions, connect members of the community with resources or other members of the community. Boards of all PTOs in town will meet to attempt to create a greater sense of community.
    - ii. Last PTO meeting as a group was in May 2015.
    - iii. Big Whale Bash: fun fair day/carnival event with food that is run by parent volunteers. This is one of the main fundraisers (in addition to the solicited donations). Would rather concentrate fund-raising into few/larger events. Silent auction which takes place at the Big Whale Bash was run by a team of parents to solicit local donations and services and raised more than \$1700 in May.

This year we are looking for more parental support to help drive this event. Raffle baskets organized by each grade raised more than \$500.

- iv. Playground picnic/ice cream social: thanks to Kristin Zadnik for organizing this. The event was a success and approximately 225 people attended!
  - v. New parent coffee was also well attended (>25 parent). Wonderful opportunity to meet people and welcome families to our community.
  - vi. Upcoming events: Nancy Alder has agreed to teach yoga once a month for parents to come and get together. This event is still in the planning stages.
  - vii. Goodwin PTO logo: Ann Caranci has created many beautiful logos for the PTO. Thank you to Ann for doing this. Will hopefully be able to present the new logo soon.
  - viii. Back-pack brigade: at last meeting discussed getting backpacks early in the year. Received request from Cornerstone in Vernon who desperately needed backpacks. Backpacks were given to them. Will discuss how to move forward with backpack brigade in future meetings.
  - ix. Box-tops: please collect them. They generate a good income.
  - x. Scholastic Book Fair: will now be held from 18 to 24 Nov in association with Heritage Potluck.
- b. Vice-president report (Veronica Barcelona de Mendoza)
- i. Veronica is updating facebook and PTO email listserve. Requested email addresses from parents who wish to receive Goodwin PTO email.
- c. Treasurer's Report:
- i. Budget and proposed 2015–2016 budget distributed (included below).
  - ii. Many funds came in and out during the summer.
  - iii. Account tends to be drawn down throughout the year with the big fund-raiser occurring at the end of the year. In previous years PTO had been on a very tight budget since income was declining (for the past 2 years Big Whale bash failed to yield anticipated income: cancelled one year and transferred to a Friday night the other year).
  - iv. Some estimates are now included in the budget since approach to events has changed (e.g., Heritage Potluck)
  - v. Would like to implement a Goodwin Family Fund (estimate \$300) to provide support for families in need (to cover costs of field trips etc.).
  - vi. Included funds to print t-shirts with new logo.
  - vii. Last year parent donations brought in \$1600, hope to make similar amount this year.

- viii. Ellen Tulman: box tops income seems low on budget. Need to check that last check was received from company.
- ix. Motion to accept report by Meghan Silliman, seconded by Kristen. All approved.
- x. Motion to accept proposed budget by Ann Caranci seconded by Richard Weyel. All approved.
- d. Secretary's Report:
  - i. Minutes from last meeting submitted to Goodwin PTO website.
  - ii. PTO consists of committees and chairs are needed for each committee. Open committees needing a chair include: Basketball, Fourth grade promotion, Big Whale Bash (to shadow current chair), Turnoff TV Week.
- e. Principal's Report (Susan Muirhead):
  - i. Sends thanks to the current PTO. It is wonderful to see so many people attending the meeting! Encouraged parents to bring others to next meeting to strengthen the community and help spread the work load between volunteers. Opportunities are there to help support teachers and the school during the school day also. Parents can send emails to Susan to express their level of commitment.
  - ii. Opening of school: very smooth transition this year.
  - iii. Blue Ribbon Award: Goodwin was nominated by State of Education for the award and was one of only 4 schools in the entire state. Have not yet heard whether Goodwin has received the award, but will hopefully hear by end of September. All schools were asked to put together a press release. Press release will be used if school is given the award. The release is due on Friday 18 September. The award is very prestigious.
  - iv. Smarter Balance Results: Goodwin performed very well. Teachers have switched to Common Core and students have adapted well. In many cases Goodwin fell in the top third of our DRG C (which is already at the top relative to other DRGs). In many instances we were number 2. Detailed information on Goodwin's performance is available on State Department of Education website.

## 5. PTO Business

- a. Committee chairs needed: Marianne may be able to chair the Goodwin Basketball committee. Marisol Dumeng will continue with magician/entertainer event. Ann Caranci will help organize Big Whale Bash and Fourth grade promotion.
- b. Mileage Club: Anne Wiant-Rudd. All 3 elementary schools have a mileage club (K-4) that provides children with the opportunity to run 26 miles throughout the year. At the end of the year a community tri-school run is organized for the final/26<sup>th</sup> mile (students receive medals and t-shirts). At Goodwin, students can choose to run during recess on select days. Parent volunteers provide cards to help keep

track of distances run by each child. Children receive bracelets and toe tokens when certain distances are reached. Each loop around field = 1/5 mile. Many children participated last year. Volunteers are needed to help monitor the running. Recess/volunteer times: 12:00–12:30 for K–2 and 12:30–1:00 from grades 3–4. Starting the club earlier in year will help generate interest.

Jearl Clark: the club was a lot of fun last year. Many children became highly motivated. Southeast had a large turnout in part because of their afterschool running club. Days have not yet been set for each grade this year. Rich Weyel: should announce and describe the club at town meeting to generate support. Melissa McLaren: some children like to play other games at school. Can running outside of school be considered? Forms are available. This will be discussed as the club gets up and running [pun intended].

- c. Harvest festival: PTO board met over the summer to discuss budget for upcoming year. A suggestion was made to replace the event with a movie night. Harvest festival is a community building event. Games are set up in hallway, doors are decorated, prizes are offered, children dress in costumes, and trick-or-treat. Scarecrows are dressed-up outside. Has run for 5–6 years. Very well attended through the years although slightly less so last year due to conflicts with Storrs Downtown and Mansfield Community Center events offered on the same day. The event costs money but t-shirts sold well at the event. Parents felt that children enjoyed this event and that we should keep it. The Goodwin Harvest Festival offers a different type of community event to that offered by the Downtown and community center and is useful for families who live in areas where door-to-door trick-or-treating is not possible. In an attempt to minimize costs, we could consider including a small suggested donation at the door. Motion to keep Harvest Fest and move to 31 Oct 2015 (so as not to conflict with town events scheduled for 24 Oct 2015). Melissa McLaren made motion, Megan Silliman seconded. Meghan will continue to organize the event. This year it is schedule for 31 October 2015.
- d. Bowling with Boys: change name to Bowling Blast? Bowling Bonanza? Bowling with Boys is a tri-school event that was initially created to provide opportunities for families who could not (or did not want to) go to the Mansfield Community Center Valentines' Father/Daughter dance. There was some concern that the Valentines' dance excluded members of the community and did not embrace the diversity of families in the area. The term Bowling Bonanza is more inclusive. This will be suggested at the Tri-School PTO Board meeting on 28 September. Consider holding on the same night as the Valentine's Dance.
- e. Community Outreach: add a budget line to provide funds for Goodwin Family Fund? Full support for this idea. Tentative budget set at \$300.

Will need to consider carefully how funds can best be disseminated.  
Susan Muirhead and Anne Wiant-Rudd will provide ideas.

6. Motion to adjourn: Jen Scanlon-Passmore, Meghan Silliman seconded. Meeting adjourned: 8:05

Treasurer's Report  
Proposed budget for next year

**Goodwin PTO Treasurer's Report**  
**Profit & Loss Statement**  
 May 5, 2015 – July31, 2015

**Starting Amount** **\$19,037.99**

**Income**

Yearbook	\$375.50
T-Shirts	\$110.00
Ambassador	\$260.00
Big Whale	\$5219.00
Book Fair	\$1741.33
Box tops	\$217.80
Cash box deposits	\$300.00
Square One	\$1684.87

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**Total Income** **\$9,908.50**

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**Expenses**

PTO Sitters	\$60.00
Pizza	\$24.41
4th grade promotion	\$331.50
Big Whale	\$1222.91
CT Inflateables	\$656.44
Box Top Pizza Party	\$98.32
EO Smith Scholarship	\$300.00
Field Day	\$29.40
Library passes	\$460.00
Ambassador	\$257.00
Printing	\$182.25
Staff Appreciation	\$129.99
Scholastic Books	\$948.47

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**Total Expenses** **\$4,700.69**

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**Profit / Loss** **Profit** **\$5207.81**

**Box Top Balance** **\$2,904.14**

**Balance** **\$24,255.80**

Goal	Current Chair	Activity	Approximate Expense in Previous Years	Expense Last Year	Budgeted Expense	Approximate Income in Previous Years	Income Last Year	Projected Income
<b>Art Experiences</b>								
	Barbara Mellone	Artist-in-Resident (spring odd years)	\$1,500		\$0			\$0
		Arts Day (spring even years)	\$500 - \$1,500		\$1,500			\$0
<b>Community Building</b>								
	Chris Zadnik	Ice Cream Social at Beginning of Year	\$200	\$189	\$200		\$0	\$0
	Jen Scanlon	New Parent Coffee	\$25	\$23	\$25		\$0	\$0
	Nancy Titchen	Heritage Potluck	\$0 - 75	\$0	\$75		\$0	\$0
	Meghan Sillman	Harvest Festival - Bake Sale and Food				\$150	\$0	\$0
		Harvest Festival - Activities	\$180-\$200	\$185	\$150	\$100	\$0	\$0
	NEED CHAIR	Bowling with Boys / Bowling Blast		\$32	\$0		\$0	\$0
	Lea Gagnon	Basket Ball TriSchool - Ticket Sales		\$0	\$0	\$600	\$673	\$600
		Basket Ball TriSchool - Food / Restaurant / Raffle		\$0	\$0	\$200	\$127	\$200
<b>Community Outreach</b>								
	Jen Scanlon & Ellen Tulman	Backpack Brigade	\$200 - \$250	\$250	\$250		\$0	\$0
	Kristen Hempel	Mansfield Superheroes Tri-School		\$0	\$0		\$0	\$0
	Treasurer	E.O. Smith Senior Scholarship		\$300	\$300		\$0	\$0
	Treasurer	Library Passes - Mystic Seaport	\$350	\$350	\$350		\$0	\$0
	Treasurer	Library Passes - Eric Carle Museum	\$125	\$110	\$110		\$0	\$0
	NEW Treasurer	Goodwin Family Fund / Field Trip Fund			\$300			\$0
<b>Education Enhancement</b>								
	Alexia Smith	Enrichment for Grades 1 - 4	\$1,750	\$1,390	\$2,000		\$0	\$0
	Secretary	Teacher Grants - Fall	\$500	\$995	\$1,000		\$0	\$0
	Secretary	Teacher Grants - Spring	\$500	\$468	\$1,000		\$0	\$0
	Shamim Patwa	Ambassadors	\$0	\$257	\$0		\$160	\$0
<b>Fitness Experiences and Enhancement</b>								
	Jearl Clark	Mileage Club	\$150	\$150	\$50		\$0	\$0
	Mary Dudas	TV Turnoff Week - Sock Hop DJ	\$250	\$250	\$250		\$0	\$0
		TV Turnoff Week - Sock Hop Other	\$120-\$150	\$120	\$150		\$0	\$0
	Alexia	Yoga (or Zumba) for Parents - Nancy Alder				\$1,200	\$162	\$500
	Jen Scanlon	Field Day Treats		\$29	\$50			
<b>Hospitality/Staff Appreciation</b>								

Julie Klimkiewicz	Holiday Breakfast	\$50	\$30	\$50		\$0	\$0
Julie Klimkiewicz	Staff Appreciation Week	\$200	\$100	\$200		\$0	\$0
VP	Staff Holiday Gift	\$200 - \$300	\$300	\$300		\$0	\$0
Incoming President	Board Members (\$25 per board member)	\$100	\$125	\$100		\$0	\$0
VP	Teacher Gift	\$1,000	\$0	\$0		\$0	\$0
treasurer	Other Gifts (retirements, etc)	\$75	\$0	\$0		\$0	\$0
<b>Fundraisers</b>							
NEEDED / Christine Jeffers	BigWhaleBash - General	\$200 - \$450	\$1,171	\$1,200	\$1000 - \$6000	\$2,856	\$5,000
NEEDED	BigWhaleBash - Silent Auction (upto \$5-6K)		\$52		\$1000 - \$6000	\$1,734	
Noaris Burgos	BigWhaleBash - Raffle Baskets					\$538	
Christine Jeffers	BigWhaleBash - Games/Prizes	\$500 - \$800				\$0	
	BigWhaleBash - Inflatables/rented equipment	\$500 - \$650	\$656	\$650		\$0	
Noaris Burgos & Julie Klimkiewicz	Book Fair - Fall		\$0	\$0	\$300 - \$800	\$793	\$700
	Book Fair - Spring		\$0	\$0	\$300 - \$800	\$711	\$700
Ann Caranci	Square One Art Fundraiser				\$1,336	\$1,685	\$1,400
President	Parent Donations			\$0		\$1,670	\$1,500
Babara Mellone	Box Tops				\$200 - \$500	\$119	\$300
	Box Tops - Award Pizza Party	\$75 - \$150	\$98	\$100			
Kristen Zadnik	t-shirt sales		\$156	\$600	\$120 - \$\$\$	\$515	\$100
Marisol	Magic Show - Jason Mazz (even years) fee is 50%						
	Music (other) Show - (Odd years)				\$350 - \$800	\$505	\$500
Discontinued in 2013	Citrus				\$60		\$0
Discontinued in 2013	School Mail				\$230		\$0
<b>Other Regular Expenses</b>							
treasurer	School Photo - fall			\$0		\$1,055	\$1,000
Meghan Silliman	Yearbook - Publishing		\$1,591	\$0		\$972	
	Yearbook - Ads and DVDs						
NEEDED	4th Grade Promotion & DVD	\$400	\$332	\$350			\$0
Treasurer	Babysitting \$50/meeting	\$300	\$315	\$500			\$0
Treasurer	Pizza \$30/meeting	\$300	\$208	\$300			\$0
Vice President	Printing Costs - PTO marketing info	\$0	\$126	\$200			\$0
Board	Other supplies (plates & napkins, office supplies)	\$300	\$0	\$50			\$0
Treasurer	Miscellaneous (e.g., check orders, postage)	\$300	\$35	\$50			\$0
<b>Totals</b>			\$10,394.59	\$12,410		\$14,275.62	\$12,500