

**Goodwin PTO Meeting Minutes**  
**April 8, 2015**  
**Goodwin Music Room 6:30–7:30**

**Present:** Alexia Smith, Tracy Rittenhouse, Mary Dudas, Richard Weyel, Jen Scanlon-Passmore, Noaris Burgos, Kristin Zadnik, Meghan Silliman, Veronica Barcelona, Shelby Fuerst, Christine Jeffers

**Recorder:** Alexia Smith

1. Call to order: 6:35
2. Officer's Reports
  - a. President's Report (Alexia Smith presiding on behalf of Kristen)
    - i. Tri-school basketball game: rescheduled to 6–8pm, 21 April (EO Smith). Flyer will be reposted with link to Sign up Genius. Please sign up if you are willing to volunteer (or take name off list if you are no longer available). Thanks to Ann Caranci for making whale tail sign. Students have their tails. We should bring some to the game. Restaurants cannot reschedule to support event, but refreshments and a 50/50 raffle will be available.
    - ii. Superintendent Search: emails were sent out to parents recently requesting parent input on the search. Please fill out surveys and try to attend focus groups.
    - iii. Town Ethics Committee: town is considering limiting value of teacher gifts to no more than \$10/individual and no more than \$100 for a class gift. Should parents respond to this? General sense at meeting that it is best to focus energies on the upcoming budget. Request for Kristen to seek clarification and additional details on the proposed donations policy. \$20 would be a more reasonable upper limit per individual and would place teachers in a less compromised position.
  - b. Vice-president report: not present.
  - c. Treasurer's Report:
    - i. Budget included below.
    - ii. Currently working on obtaining 501(c)(3)status. Unclear whether we should become incorporated. Jen and Tracy will check with a CPA.
    - iii. Proposed amendment to PTO bylaws (current and suggested text included below). Jen motioned to accept change. Shelby seconded. All present voted in favor. No-one voted against or abstained.
    - iv. PTO was able to cover the entire cost of the 3<sup>rd</sup> grade field trip to the Mystic Seaport (cost subsidized by a grant from the Seaport)
  - d. Secretary's Report:
    - i. Minutes from last meeting submitted to Goodwin PTO website.
    - ii. Meghan: motion to accept minutes from last meeting. Richard seconded.

e. Principal's Report: not present.

### 3. PTO Business

- a. Big Whale Bash: 11–3pm, 16 May, Christine asked re budget. Tracy will confirm the amount that is allocated. Will plan on paying for rentals/services, etc., ahead via PTO bank account. Will find volunteers to help run the event. Can reach out to EO Smith seniors. Need volunteers to help with face painting and making some wooden games. Kristen Ricci's husband teaches woodwork: may be worth checking in. Will need to borrow shade canopies (at least 5). Will send out a facebook post requesting help. Request placed for Lifestar. Cannot be guaranteed (will need to leave in the event of an emergency). Rich will send out an email to staff to begin process for assembling class gift baskets for the silent auction. Jen: plenty of paper goods is present in the PTO closet. Advertising boards have been located and will be painted white. Will solicit a parent to paint signs to advertise Big Whale Bash. In previous years tried to stay under \$2000 for expenses (more was spent last year). Can make a lot of money with silent auction. Chandra is compiling a list of business that have been contacted so far. Many years ago, the silent auction was a huge success/fund raiser because the event was advertised to the entire community. Need to reach out to retiree community. Susan has volunteered to offer babysitting services!
- b. Turn-off TV week (27 April–1 May): needs money for glow sticks for sock hop. Purchase 1 per child. Mary received ideas from Ambassador Club: twin day and dress up day have been suggested. Other possibilities include dress like a character day, hat day, dress your clothes backwards day. Need to make sure that choices minimize disruption to class time. Mary will check in with Nurse Ann to see if we can arrange a walk to school event. Need \$50 to pay DJ on day of sock hop (deposit already paid).
- c. Book fair: Calendar lists event all week (27 April–1 May). Will now only be run Mon–Wed (27–29 April). Coincides with science fair. Book fair will be taken down Thursday morning in preparation for town meeting in the afternoon.
- d. Planning: next year's board. Current nominees: Jen Scanlon-Passmore for President, Veronica Barcelona for Vice-President, Tracy Rittenhouse for Treasurer, and Alexia Smith for Secretary. An email will be sent out the PTO Qnotify email list announcing the nominations. A vote for the new board will be held at the May PTO meeting.
- e. Year Book: Currently charge \$25 per book. Low participation this year and almost did not make contract. Should we reduce the cost for next year? Seems as if reducing the cost a few dollars will not greatly increase participation. Clarify that this is a fundraiser to elevate interest and bring yearbooks to ice cream social so that new families

know what the yearbook is. The book is very popular with the students.

- f. New Business: Jen, Town Council meeting budget. Tracy read letter and Goodwin presented united front at last meeting. Great turnout. Proposed budget: still requesting the 4% and have not elevated it beyond the 4%. 13 April: budget hearing at regular town meeting (people can speak). May 6: public information session. 12 May: annual town meeting. Big meetings: 13 April and 12 May. Use 13 April meeting as a practice? Representatives from each school speak and school community members stand. Need coordinators within school district. Mary will compose letter to send out to PTO email list. Parents can then add names to letter. This will be read out at 13 April meeting. We can then hopefully come out in full force for the May meeting.

4. Adjourned: 8:00

Treasurer's Report

Approved modification to By-laws

**Goodwin PTO Treasurer's Report**  
**Profit & Loss Statement**  
March 11, 2015 – April 8, 2015

**Starting Amount** **\$19215.46**

**Income**

Yearbook \$299.00

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**Total Income** **\$299.00**

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**Expenses**

PTO Sitters \$40.00  
Pizza \$28.71  
Mystic Seaport – 3<sup>rd</sup> grade enrichment \$314.00  
Janet Pagoni – Teacher Grant to 1<sup>st</sup> Grade \$468.00  
Cashbox Withdrawal \$400.00

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**Total Expenses** **\$1250.71**

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**Profit / Loss** Loss **\$951.71**

**Box Top Balance** **\$2,786.34**

**Balance** **\$18,263.75**

Treasurer, Tracy Rittenhouse, proposes the following modification to bi-laws on 8 April 2015.

This modification is needed to obtain 501(c)(3) status, because our bi-laws must specifically state that if the organization dissolves, then all assets will be distributed to another 501(c)(3) purpose. Additionally this change broadens the potential organizations to elementary schools in Mansfield, CT, in addition to other PTO/PTA.

## **ARTICLE VIII - USE OF INCOME**

Currently states....

- E. In the event of liquidation or dissolution of the organization, the Executive Board shall, after paying or making provisions for all debts. And obligations of the organization, dispose of all assets of the organization to the Dorothy C. Goodwin Elementary School. Should the school close, said assets shall be distributed equally to all elementary PTO/PTA organizations in Mansfield, Connecticut.

Change to.....

- E. Upon the dissolution of the organization, the Executive Board shall, after paying or making provisions for all debts., distribute remaining assets to one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Assets shall go to the Dorothy C. Goodwin Elementary School. Should the school close, said assets shall be distributed to elementary PTO/PTA organizations or elementary schools in Mansfield, Connecticut.