

Goodwin PTO Meeting Minutes
18 September, 2016
Goodwin Music Room 6:30–7:30

Present: Jen Scanlon-Passmore, Tracy Rittenhouse, Shelby Fuerst, Kristen Zadnik, Susan Muirhead, Tiffanie Itsou, Eleiza Braun, Jie Zhang, Andrew Starkey, Laura Kravet, Verity Klassen, Kathleen Peirsman, Alexia Smith, Meghan Silliman, Kerri Jenkins, Melissa McLaren.

Recorder: Alexia Smith

1. Call to order: 6:35
2. Introductions of all attendees.
3. Officer's Reports
 - a. President's Report (Jen Scanlon-Passmore)
 - i. Motion to accept minutes from May 2016 meeting made by Tracy Rittenhouse, Kristen Zadnik seconds.
 - ii. Town meeting at Goodwin: entire school and staff come together. Wonderful snapshot of Goodwin community. Wonderful way to meet other families. Schedule of meetings is posted on school website. Please attend if available.
 - iii. Open House tomorrow night. PTO will have a table to provide information. Selling t-shirts.
 - iv. Main goal of PTO is to provide support to the teachers and staff and school community. Provide grants to teachers and fund field trips. Last year funded 9 iPads for teachers (including software and covers). Teachers have been using Google translate on the iPads a lot with English language learners. Also donated cross country skis to Mr. Deans skiing program for 3rd and 4th graders. Mr. Dean hosted a Trestle Tree event to help raise additional funds for the skis. Have helped provide museum passes to the Mansfield Public Library. These can be checked out for free by members of the library. PTO members also volunteer for school events including the Heritage Potluck and the Thanksgiving Feast. Enrichment activities include a Harvest Festival, Heritage Potluck to celebrate our diversity, Thanksgiving Feast, a tri-school basketball event featuring the Harlem Wizards, Square One Art, a school-wide Art Day to celebrate the arts, Back pack brigade to provide backpacks and school supplies to families in need, and the Whale Bash, our largest fundraiser of the year. The Whale Bash is the annual fun fair with a silent auction. Raised over \$7000 in May 2016. Would like to limit fundraising as a group. Efforts are focused on the Whale Bash and an annual donation drive. Smaller fundraisers include Box Tops and Square One Art. Pizza party provided to grade that raises the most money.

- b. Vice-president report (Veronica Barcelona de Mendoza)
 - i. Not present. Jen states that Veronica will continue to check PTO email.

- c. Treasurer's Report (Tracy Rittenhouse)
 - i. Profit and loss statement discussed (will be provided at a future date).
 - ii. Proposed budget for year presented (included below).
 - iii. Encourage committee chairs to be transparent with all of costs and not take on any costs personally. Volunteering time is sufficient. This helps the PTO plan the annual budget more realistically.
 - iv. Last year was a big year for income and expenses. Lots of transactions occur in May, June and July. Started year with over \$21,000 and ended with \$15,148.27. Intentionally spent budget down because beginning budget was too high. Collectively agreed to spend money on community. Whale Bash was hugely successful last year. Spent more to host Whale Bash but also made more.
 - v. Proposed budget for 2016–2017: budget included below lists all PTO activities covering a wide range of events. Committee chairs will need to be updated. Last year tried to eliminate all fund-raisers that raise significantly less than \$1000. Do not want people to feel that all PTO events require donations. Emphasis is on community. Last year added Goodwin Family Fund to provide assistance to families in need (administered by Nurse Anne). Changes for this year's budget include a cut to teacher grants and inclusion of funds for 12 iPads for remaining teachers who do not have them. Whale Bash comes at the end of the year so a successful budget determine the nature of the upcoming year's spending.
 - vi. Vote to approve projected budget: motion to accept proposed budget for 2016–2017 budget by Meghan Silliman, Kathleen Peirsman seconded.

- d. Secretary's Report:
 - i. Minutes from last meeting submitted to Goodwin PTO website.
 - ii. Correspondence to families is distributed in multiple ways including the PTO email list, Friday Folders, and the Digital Backpack.

- e. Principal's Report (Susan Muirhead):
 - i. Wonderful beginning to school year. Building is in great shape thanks to custodial staff. Have 200 children this year and have got off to a great start.
 - ii. One goal for the school year: will focus on reviewing and building community for students and families. Will apply for School Climate Award for state of CT. Open House surveys yielded wonderful

response. May response was lower. Leadership Council of Teachers created to run focus groups with students and talk to families of different nationalities. Will focus on ways that children can be leaders within the school.

- iii. Buddy Bench: will be presented at school assembly and rules on how to use the bench will be explained to children. Goal is to foster kindness and empower children to be part of the community.
- iv. Coffee and Conversations with the principal will begin in October. Generally focus on a specific topic but any topics can be discussed.
- v. Lauren Lebank is now volunteering as the school photographer. She is a wonderful resource for the school and may be able to help provide pictures for the yearbook and the 4th grade promotion CD. Requests for images should be sent to gnavolunteer@mansfieldct.org
- vi. Goodwin is always looking for volunteers to help out within the school. Please contact the school if you are willing to help out.

4. PTO Business

- i. Vote for new Treasurer: Tracy Rittenhouse is stepping down as treasurer. Shelby Fuerst has volunteered to serve as Treasurer (has several years' experience serving as a church treasurer). Nomination to approve Shelby Fuerst as new 2016–2017 Treasurer made by Tracy Rittenhouse, seconded by Eleiza Braun. All in attendance agree to motion. Thank you Tracy for all of your hard work! Welcome Shelby!
- ii. Committee chairs needed for Book Fair, 4th Grade Promotion, and Big Whale Bash. Nobody present able to volunteer for Book Fair. Will solicit volunteers for 4th Grade Promotion in spring semester. For Big Whale Bash will develop sub-committees: Silent Auction, Games, Food, etc., with a committee chair overseeing it all. Jen is willing to help committee chairs. Andrew Starkey will help out with food. Please reach out if interested in helping out.
- iii. Susan Muirhead submitted a request for 12 iPads, covers and iPads for teachers who do not have iPads. Purchase approved in discussion of 2016–2017 budget described in Treasurer's Report above.
- iv. Harvest Festival: scheduled for Sunday 30th October, 1–3pm. Meghan Silliman chairs event. Parents from each class decorate class doors. Students from UConn volunteer and hosts games at each door. Haunted Hallway is set up. Could set up on Friday evening to avoid coming in on a Saturday. May need to pay custodian double time for a Sunday (12:30–4:00). All agreed to this expense. Many expressed support for the wonderful custodians in the school and the positive energy they bring to our community. Could leave decorations up for following school day (which falls on Halloween). Will send out sign-up sheet to help decorate doors. When decorating a door, could make/buy decorations or could run an activity in the class where each

student makes something. School runs Halloween parade for all classes. Will schedule for Halloween Day.

- v. New Business: Kerri Jenkins offered to provide additional Barre exercise classes. There was a lot of support for this event. Times of this event will be sent out via email.
 - vi. Meghan will be sending out requests for Room Parents for each class in the Year Book.
5. Motion to adjourn: Kathleen Peirsman, Meghan Silliman, seconded. Meeting adjourned: 7: 50.
- i. Proposed Budget for 2016–2017 year.

| Goal | Current Chair | Activity | Approximate Expense in Previous Years | Expense Last Year | Budgeted Expense | Approximate Income in Previous Years | Income Last Year | Projected Income |
|--|---|---|---------------------------------------|-------------------|------------------|--------------------------------------|------------------|------------------|
| Art Experiences | | | | | | | | |
| | <i>Karen Anger & Barbara Mellone</i> | Artist-in-Resident (spring odd years) | \$1,500 | | \$0 | | | \$0 |
| | | Arts Day (spring even years) | \$500 - \$1,500 | \$1,400 | \$1,500 | | | \$0 |
| Community Building | | | | | | | | |
| | <i>Kristen Zadnik</i> | Ice Cream Social at Beginning of Year | \$200 | \$217 | \$200 | | \$0 | \$0 |
| | <i>Jen Scanlon-Passmore</i> | New Parent Coffee | \$25 | \$21 | \$25 | | \$0 | \$0 |
| | <i>Nancy Titchen</i> | Heritage Potluck | \$0 - 75 | \$30 | \$75 | | \$0 | \$0 |
| | <i>Meghan Silliman</i> | Harvest Festival - Bake Sale and Food | | | | \$150 | \$0 | \$0 |
| | | Harvest Festival - Activities | \$180-\$200 | \$147 | \$150 | \$100 | \$0 | \$0 |
| NEW | <i>Jen Scanlon-Passmore</i> | Thanksgiving Feast | \$0 | \$33 | \$30 | | | |
| NEW | | Bowling Blast | \$32 | \$0 | \$0 | | \$0 | \$0 |
| NEW | <i>Mr. Dean, PE teacher</i> | Tressle Tree | | | | | \$850 | \$1,000 |
| CUT | <i>Marianne Legassey</i> | Basket Ball TriSchool - Ticket Sales | | \$0 | \$0 | \$600 | \$2,351 | \$0 |
| | | Basket Ball TriSchool - Food / Resturant / Raffle | | \$0 | \$0 | \$200 | \$0 | \$0 |
| Community Outreach | | | | | | | | |
| | <i>Melissa McLaren & Ellen Tulman</i> | Backpack Brigade | \$200 - \$250 | \$291 | \$250 | | \$0 | \$0 |
| | | Mansfield Superheros Tri-School | | \$0 | \$0 | | \$0 | \$0 |
| | <i>Treasurer</i> | E.O. Smith Senior Scholarship | | \$300 | \$300 | | \$0 | \$0 |
| | <i>Treasurer</i> | Library Passes - Mystic Seaport | \$350 | \$350 | \$350 | | \$0 | \$0 |
| | <i>Treasurer</i> | Library Passes - Eric Carle Museum | \$125 | \$110 | \$110 | | \$0 | \$0 |
| | <i>Treasurer</i> | Goodwin Family Fund / Field Trip Fund | | \$30 | \$300 | | | \$0 |
| Education Enhancement | | | | | | | | |
| | <i>Alexia Smith</i> | Enrichment for Grades 1 - 4 | 1000- 1750 | \$2,018 | \$2,000 | | \$0 | \$0 |
| CUT | <i>Secretary</i> | Teacher Grants - Fall | 500-1000 | \$1,232 | \$0 | | \$0 | \$0 |
| CUT | <i>Secretary</i> | Teacher Grants - Spring | 500-1000 | 1,000 | \$0 | | \$0 | \$0 |
| NEW | <i>Principle Muirhead</i> | ipads for teachers | | \$6,299 | \$6,350 | | | |
| | <i>Shamim Patwa, Psychologist</i> | Ambassadors | \$257 | \$0 | \$0 | | \$160 | \$0 |
| Fitness Experiences and Enhancement | | | | | | | | |
| | <i>Jearl Clark</i> | Mileage Club | \$150 | \$42 | \$50 | | \$0 | \$0 |
| | <i>Tiffanie Itsou</i> | TV Turnoff Week - Sock Hop DJ | \$250 | \$200 | \$200 | | \$0 | \$0 |
| | | TV Turnoff Week - Sock Hop Other | \$120-\$150 | \$85 | \$125 | | \$0 | \$0 |

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|--------------------|--------------------------------------|--|-----|-------------|--|---------|-------|--------------|
| | Yoga (or Zumba or Barre) for Parents | | | | | \$1,200 | \$162 | \$300 |
| <i>Jen Scanlon</i> | Field Day Treats | | \$0 | \$50 | | | | |

Hospitality/Staff Appreciation

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|---------------------------|---------------------------------------|---------------|-------|--------------|--|-----|------------|
| <i>Julie Klimkiewicz</i> | Holiday Breakfast | \$50 | \$50 | \$50 | | \$0 | \$0 |
| <i>Julie Klimkiewicz</i> | Staff Appreciation Week | \$200 | \$238 | \$200 | | \$0 | \$0 |
| <i>VP</i> | Staff Holiday Gift | \$200 - \$300 | \$50 | \$300 | | \$0 | \$0 |
| <i>Incoming President</i> | Board Members (\$25 per board member) | \$100 | \$125 | \$100 | | \$0 | \$0 |
| <i>VP</i> | Teacher Gift | \$1,000 | \$0 | \$0 | | \$0 | \$0 |
| <i>treasurer</i> | Other Gifts (retirements, etc) | \$75 | \$0 | \$0 | | \$0 | \$0 |

Fundraisers

| | | | | | | | |
|---|---|---------------|---------|----------------|-----------------|---------|----------------|
| <i>NEEDED / Christine Jeffers</i> | BigWhaleBash - General | \$200 - \$450 | \$1,575 | \$1,500 | \$1000 - \$6000 | \$3,287 | \$6,500 |
| <i>Melissa McLaren</i> | BigWhaleBash - Silent Auction (upto \$5-6K) | | \$35 | | \$1000 - \$6000 | \$3,886 | |
| | BigWhaleBash - Raffle Basketts | | | | | \$565 | |
| | BigWhaleBash - Games/Prizes | \$500 - \$800 | | | | \$0 | |
| | BigWhaleBash - Inflatables/rented equipment | \$500 - \$650 | \$606 | \$650 | | \$0 | |
| <i>NEEDED & Julie Klimkiewicz</i> | Book Fair - Fall | | \$0 | \$0 | \$300 - \$800 | \$731 | \$750 |
| | Book Fair - Spring | | \$0 | \$0 | \$300 - \$800 | \$780 | \$750 |
| <i>Helene Marcy</i> | Square One Art Fundraiser | | | | 1336-1685 | \$1,120 | \$1,400 |
| <i>President</i> | Parent Donations | | | \$0 | \$1,670 | \$1,615 | \$1,500 |
| <i>Kristen Zadnik & Barbara Mellone</i> | Box Tops | | | | \$200 - \$500 | \$999 | \$500 |
| | Box Tops - Award Pizza Party | \$75 - \$150 | \$175 | \$150 | | | |
| <i>Shelby Fuerst</i> | t-shirt sales | | \$1,222 | \$150 | \$120 - \$\$\$ | \$654 | \$600 |
| <i>Marisol Dumeng</i> | Magic Show - Jason Mazz (even years) fee is 50% | | | | \$350 - \$800 | \$0 | \$500 |
| | Music (other) Show - (Odd years) | | | | | | |

Other Regular Expenses

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|------------------------|--|-----------|---------|--------------|---------|---------|------------|
| <i>treasurer</i> | School Photo - fall | | | \$0 | \$1,055 | \$0 | \$0 |
| <i>Meghan Silliman</i> | Yearbook - Publishing | | \$1,870 | \$100 | | \$1,797 | \$0 |
| | Yearbook - Ads and DVDs | | | | | | |
| <i>NEEDED</i> | 4th Grade Promotion & DVD | \$250-400 | \$287 | \$350 | | | \$0 |
| <i>Treasurer</i> | Babysitting \$50/meeting | \$300-450 | \$400 | \$450 | | | \$0 |
| <i>Treasurer</i> | Pizza \$30/meeting | \$300 | \$236 | \$300 | | | \$0 |
| <i>Vice President</i> | Printing Costs - PTO marketing info | \$0 | \$0 | \$100 | | | \$0 |
| <i>Board</i> | Other supplies (plates & napkins, office supplies) | \$300 | \$89 | \$50 | | | \$0 |
| <i>Treasurer</i> | Miscellaneous (e.g., check orders, postage) | \$300 | \$25 | \$50 | | | \$0 |

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|---------------|--|--|-------------|-----------------|--|-------------|-----------------|
| Totals | | | \$20,788.00 | \$16,565 | | \$18,956.95 | \$13,800 |
|---------------|--|--|-------------|-----------------|--|-------------|-----------------|