



## Westfield Middle School PTO April 2021 Agenda

Date / Time / Location: Wednesday, April 28, 2021 / 6:00 PM / Virtual Meeting

Call to Order at 6:03 PM by Rachel Bullock

Attendance / Introductions

WMS PTO Board - Rachel Bullock (President), Melanie McNamara (Director), Heidi Whalen (Media/Communications Secretary), Jennifer Boyd (Treasurer), Colleen Cekovsky (Recording Secretary), Nicole Gravel-Blaney (Financial Secretary)  
WMS Staff - Jessica Kennedy

Review and Approval of minutes from March 2021 meeting - Approved

President/Director Report – Rachel Bullock/Melanie McNamara

- Teacher Appreciation Week: May 10-14
  - Monday - School supplies\*\*
  - Tuesday - Breakfast items\*\* (drop off 6:45 AM-7:30AM)
  - Wednesday - WTA luncheon
    - Few extras for substitutes (5 subs and 6 mentors)
  - Thursday - Ice cream cups donation from BIG Y
  - Friday - Candy\*\* (individually wrapped) Location: by mailboxes
  - Sign Up Genius\*\* for items. Post on Facebook and email. Students may bring items with them to school or Friday drop off until 3:30 PM.
  - Gift cards at the end of the year as a final surprise gift for teachers.

Principal's Update – Jessica Kennedy

- End of the Year Events June 14 (rain date June 15).
  - 7th/8th Grade Low Meadow. Every homeroom at a different event (wearing masks and sanitize stations).
    - 8th Grade goes to Fun-Z via bus, mobile video games, Italian Ice. Bag lunches. Fun-Z: \$5000-\$8000 (includes socks). Mobile video games \$500 for whole day. Can't maintain 6' distance if every machine is used. Can do every other machine. Melanie will send all quotes to Mrs. Kennedy to finalize.
    - 7th Grade Marionette performance and high school author Grace Kuhn presentation.
    - Remote - online activities.
  - Starfires can do WMS Night May 27 or May 28 at 6:00 PM. Can't host students during school day. Hold until next year due to COVID (kids won't social distance, parents will just drop off kids, etc).
  - 8th Grade "Graduation" June 16 in Gym and LiveStream for parents. 8th Grade T-Shirts to sign (WTA making).
  - 8th Grade Dog Tags also a possible gift.
  - Update on water bottles. We have received a LOT of water! Apparently, each school in the district is receiving bottle filling water stations.

Treasurer's Reports – Jennifer Boyd

- Financial Report
  - **Beginning Checkbook Balance** = \$3637.17
  - Revenue
    - Opt-Out Donations
      - \$235.00 Transferred from Cheddar-Up to our account 3/26/2021
    - Fundraisers
      - \$2575.05 Meadow Farms Fundraising profits check mobile deposited to our account 3/31/2021
  - Expenses
    - General Fund
      - \$80.00 for 16 \$5 Dunkin' Donuts Gift Cards for WMS teacher, Mr. Dufraigne, to use as weekly prizes for his "Name That Tune" game
    - Fundraisers
      - \$137.50 Check paid to Sign Shop, Inc. on 4/12/2021 for signs we had made for a future Flamingo Flocking Fundraiser
  - **Ending Checkbook Balance** = \$6229.72

### Media/Communications Update (Heidi Whalen)

- Heidi will make a post at the end of the year asking outgoing parents to leave WMS Facebook page and join WHS or WTA pages.
- Continue with virtual option for PTO meetings next year.

### Fundraising

- Epicure Fundraising
  - Thursday 4/29 - Wednesday 5/12 (closing on Friday 5/14 to allow for stragglers)
  - WMS earns 40% (\$10) on every kit sold. Kits are \$25 each
  - WMS will also receive additional earnings (approx \$2.25 on each kit sold). These are the earnings that Jennifer Boyd would normally profit on fundraisers, but is donating 100% of her profits back to WMS to avoid conflict of interest.
  - Orders will be delivered by Jennifer to the school once they are received and checked.
- Update on School Supply kit and School spiritwear
  - <http://1stdayschoolsupplies.com/kits.php?sid=1178797>
  - School spiritwear site: <https://1stplace.sale/42454>
    - No issues that we're aware of.

### Presentations / Requests from Teachers

None

### Old Business:

- Craft fair at WMS in June. Rachel waiting to hear back from Board of Health. Heather Talbot could find vendors. Decided to wait until Fall.

### New Business

- Discussion of the election process of board members as bylaws state election should take place at May meeting. Voted to amend and wait until September, so upcoming parents are more likely to join. Melanie will post about joining the WMS PTO on WIS Facebook page. Maybe hold a PTO meeting in June inviting WIS parents to learn about new school. Invite representative from each team and Mr. Lurgio to answer questions.
- Traffic congestion at drop-off/pick-up. No School Resource Officer available this year. Mrs. Kennedy will ask for police presence.

Meeting adjourned at 7:43 PM.

Next PTO Meeting: Wednesday, May 19, 2021 at 6:00 PM