



## **Westfield Middle School PTO March 2021 Minutes**

Date / Time / Location: Wednesday, March 17, 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, Pat Dufraine

WMS Parents - Heather Talbot, Tricia Price, Amy Platt

Review and Approval of minutes from February 2021 meeting APPROVED

### President/Director Report – Rachel Bullock/Melanie McNamara

- WMS newsletter vs updates. If Mrs. Kennedy switches from email update to newsletter, the PTO would love space to communicate information. Rachel will send important PTO information to Mrs. Kennedy to include if she does a newsletter.

### Principal's Update – Jessica Kennedy

- Working on the transition back April 28 and in the Fall. 70% of parents responded to the Return to School survey; email will go out to remind families to complete survey (if parents don't complete survey, students will default: hybrid to full in-person, remote to stay remote). Opportunities to help new students get to know staff via Kahoot. Offer days where reluctant students can transition to learn

remotely in the school library, just to get them in the building. Survey for full remote students on what they are nervous about regarding a return to school. Students are exhausted by being in physical school all day. Saturday school for students failing 2 or more classes; 40 students currently signed up to work on Quarter 3 and 4 curriculum. If students need to quarantine or travel out of state, it is undetermined how this will be handled; there is no District plan.

- Option for clear masks for Spanish teachers so students can see mouth movements.

#### Treasurer's Reports – Jennifer Boyd

- Financial Report
  - **Beginning Checkbook Balance** = \$2987.17
  - Revenue:
    - Opt-Out Donations
      - \$685.00 transferred from Cheddar-Up to our account 3/16/2021
      - \$75.00 Check Mobile Deposit to our account 3/16/2021
  - Expenses
    - Personnel Appreciation
      - \$110.00 Cash Withdrawn to purchase 110 \$1.00 scratch tickets (Teacher/Staff Appreciation - March 2021)
  - **Ending Checkbook Balance** = \$3637.17
    - \$145.00 additional opt-out donations pending in Cheddar-Up. Once cleared Jen will transfer to our bank account.
    - \$2291.92 Meadow Farms Fundraising profits as of 3/15/2021. Fundraiser is open until Monday 3/22 at which time a check will be mailed to the school...should be there by end of next week.
    - Approximate Account Balance based on above figures should be = \$6000.00 (Will need approx \$800 of this amount reserved for accounting fees to file for 501(c)(3) status...plan to do that over the summer/beginning of 2021-2022 school year. Easier to do after our fiscal year ends which is 6/30.)

#### Media/Communications Update (Heidi Whalen)

- 115 Staff Appreciation Luncheon survey responses for taco and ice cream flavors.
- Will post on Facebook about extending Meadow Farms fundraiser.

#### Fundraising

- Current profit for Meadow Farms fundraiser = \$2338.12

- WMS Spiritwear site has monthly specials and a teacher special in April. Promote monthly on Facebook. We get 10% profit. 5-7 days processing. <https://1stplace.sale/42454>
- School Supply fundraiser all set to run April thru July. Mrs. Kennedy can email all upcoming 6th graders. Melanie can post on WIS Facebook page.
- Dates for the Flocking of Flamingos TBD based on subcommittee.

#### Presentations / Requests from Teachers

- Teacher, Mr. Pat Dufraine presented on "Name that Tune" project. During morning announcements once per week (play on Thursdays, results on Fridays) for both in-person and remote students (exact details on how to include remote students to follow). One song for kids, one song for adults. \$5 Dunkin Donuts gift cards for winners (\$10 per week). Begin week of April 28 (8 weeks = \$80 total). Voted to approve. Jen will purchase gift cards and drop off to WMS next week.

#### Old Business

- Update from Teacher Appreciation Committee. Staff loved the scratch tickets. Utz chips are next month.
- Water fountain update / water bottle drive. Colleen will make a flyer. We can recycle the water bottles!
- 8th grade End of year Committee: Virtual committee meeting will be scheduled to discuss fundraising and activities.
  - Fun-Z. No longer need multiple days due to hybrid students returning to WMS together. They will be open only for us. Buses can now hold more students per DESE guidelines. Buses can run shuttles throughout the day from WMS. Remote students can receive a ticket to use on their own.
  - Wilderness Experience can do \$26/student.
  - Arcade. \$500 for arcade, can do add-ons.
- WTA can do taco or burrito kits for Staff Appreciation Lunch. \$5.50-\$7.95 per person. Rachel will reach out looking for a specific menu.

#### New Business

- Option for shamrock painting on driveways next year as a fundraiser.
- Fundraising option to host craft fair at WMS. Sell popcorn, hold car wash, etc. Mrs. Kennedy will check capacity guidelines with Board of Health. Vendors can go in the semi-circle. Aim for May?

Meeting adjourned at 7:34 PM.

Next PTO Meeting: Wednesday, April 28, 2021 at 6:00 PM