



## **Westfield Middle School PTO December 2020 Minutes**

Date / Time / Location: Wednesday, December 16, 2020 / 6:00 PM / Virtual Meeting

Call to Order by WMS PTO President Rachel Bullock at 6:03 PM

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 Parents - Heather Talbot

WMS Staff - Jessica Kennedy

Review and approval of minutes from November 2020 meeting - Approved

Principal's Update – Jessica Kennedy

- Update from WMS Leadership Team December meeting
  - Students had insightful comments and thoughts
- Update from December Faculty Meeting
  - Staff was very appreciative of the Dunkin Donuts gift cards and ornament raffle (extra ornaments donated by Whip City Custom owner).
- SEL Supports
  - Yoga - 18 people attended last Friday
  - Working with Gary Nadeau (manufacturing instructor at Technical Academy/Social Emotional coordinator for district). Support will be given through teams right now. January 16 student retreat (target demographic -

high academic achievers who are currently struggling). Currently 15 students on the list.

#### Treasurer's Reports – Jennifer Boyd

- Financial Report
  - **Beginning Balance** = \$2357.18
  - Revenue: Ornament Fundraiser
    - Approximately \$2084.14 (amount subject to change once all pending amounts and fees have cleared)
  - Expenses
    - \$622.00 paid to Heather Huizenga at Whip City Customs for 1st round of ornaments.
    - \$224.00 will be paid to Heather Huizenga for 2nd round of ornaments.
    - 110 \$5 Dunkin Donuts Gift Cards \$550.00
  - **Ending Checkbook Balance** = \$1185.18 (does not yet include profits from fundraiser, the 2nd payment to Heather Huizenga, or any donations)
  - Approx Account Balance should be = \$3100.00 by 12/31/2020
- Created a Cheddar up Opt Out donation page. Funds will be transferred once per month. Link to be put on WMS website by Lisa Wood (Mrs. Kennedy to contact).

#### Media/Communications Update - Heidi Whalen

- Posting of Cheddar Up Opt Out donation link :  
<https://.wmspto2020-2021optout-donations.cheddarup.com> Will post 2-3 times per month.
- Negative comments being made on Facebook page. Possibly make posts admin approved.
- Special kudos to Heidi for doing a great job keeping everyone informed and always on a positive note.

#### Fundraising

- Update on Ornament fundraiser event
  - \$1238.14 Profit. Over 200 ornaments ordered. Evenly split on fees (buyer pays vs PTO pays)
  - Delivery may be ready for this Friday
  - Cheddar Up - maybe have fee automatically added and buyer can uncheck if they don't want to pay. Or explain what the fees will be going towards.
- Dates for Meadow Farms online fundraiser
  - Sale Dates March 1-15, 2021

- Opt Out Money
  - Cheddar Up will be changed to person donating pays the fee.
- Board and Brush - Melanie will coordinate for the Spring
- Gift certificates for local places (i.e. FunZ Trampoline) - discount for buying in bulk? Maybe offer to 8th Graders as an end-of-year activity to do on their own time. Now may be a great time to buy discounted gift certificates in bulk since they are shut down. Melanie will contact.
- Flamingo fundraiser. Very successful - dates were sold out. Lasted about 4 weeks. Feasible with COVID? Mrs. Kennedy will look into the current location of the flamingos from past fundraiser. Different teams, multiple houses every night. Nicole will research and coordinate. Maybe do something different than flamingos. COVID theme? Airplane theme?

#### Presentations / Requests from Teachers

None

#### Old Business

None

#### New Business

- Teacher Appreciation Committee - Melanie to head committee. Meet quarterly?
  - Use Technical Academy for individually wrapped cookies
  - Chips donated by Utz (thank you to Melanie for contacting them)
  - Lanyard "It's a Great Day to Change Lives"
  - T-shirts
- Create an 8th Grade Committee - Heidi will post after January 1

Meeting adjourned at 7:10 PM.

