

Westfield Intermediate PTO

February 2019 Agenda



Date / Time / Location: Thursday- February 7, 2019 / 6pm / WIS Library

Call to Order

Attendance / Introductions

Please sign Attendance Log with name, email, and phone number.

Review and Approval of minutes from January 2019 meeting.

WIS PTO By-Laws

Review updated and finalized By-Laws, present for Vote.

Treasurers' Reports

Treasurers – Jennifer Boyd / Christine Bielak-Brodeur

- Updates on 501(c)3 status and PTO incorporation
- Review Final Budget / Allocation
- Distribution of Treasurer responsibilities

Presentations / Requests from Teachers

N/A at time of Draft Agenda

Principal Updates

Old Business

- a. Fundraising
 - i. Rachel / Christine – Paint & Sip; Thursday, March 7th, \$35/person @ Westfield Elks
 - 1. Doors open at 5pm, Event start at 6pm
 - 2. Bring your own food with Ambassador's Bake Sale, Elk's Cash Bar
 - ii. Michelle – Mixed Bag / www.mixedbagsdesigns.com; April dates confirmed.
 - iii. Raffle Baskets – March band / chorus events (*confirm w Principal / Band & Chorus Director?*)
 - 1. Assign Chairperson
 - 2. Review / approve Flyer to post and distribute
 - 3. Discussion re: Management of Collection / Storage Closet
- b. Spirit Wear
 - i. Michelle – update from Pete / CIA; pricing on several options
 - ii. United Bank – grant funds N/A at this time, review/discuss update from Rachel Bullock
- c. School Store
 - i. Principal Bourque and staff provided materials to review and present request
- d. Emergency Fund – PTO/WIS discretion to support WIS students and families
 - i. Review / approve budget
 - ii. Fundraiser to offset PTO allocation, "Coins for Kids" Competition
 - 1. Funds to be collected by classroom (Jenn Boyd / containers ordered)
 - 2. Annual winner (per grade) provided a Trophy (Rachel Bullock / Dinn Bros. – discussion)
 - 3. Review / Approve flyer for distribution to classes and families, internet, etc.

New Business

- Fire Retardant Window Covers – potential fundraiser / PTO donation?

Action Items

Close of Meeting

Agenda as of 2/5/2019; 1:15pm