

# Westfield Intermediate PTO

## February 2019 -Meeting Minutes



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

**Meeting called to order** by WIS PTO President, Shelley Coach @ approximately 6:05pm.

### **Introductions / Attendance:**

**WIS Staff** - Katherine Bourque, Principal

**WIS PTO Board** –Michelle Coach (President), Jennifer Boyd (Co-Treasurer), Heidi Whalen (Communications Secretary)

*Absent WIS PTO Board: Rachel Bullock (Vice President), Meridith Salois (Recording Secretary) & Christine Bielak-Brodeur (Co-Treasurer)*

**WIS Parents** – Thayre Trzepacz and Chrissy Colbath

### **Review and Approval of January 2019 Minutes**

Approved with no corrections.

### **WIS PTO By-Laws**

Vote taken and bylaws were unanimously approved.

### **Treasurers' Reports**

*Articles of Organization:* Jen will file online for \$40 and submit for reimbursement of the amount

*501(c)3:* As soon as Articles of Organization are approved and PTO is incorporated, the paperwork will be submitted.

*Conflict of Interest policy* was created by Jen (Kudos given to her) and approved. Executive board signed the policy upon approval.

*Coins for Kids:* Waiting for the last 12 jars to arrive. Rachel will label the jars when they all are present.

### **Requests from Teachers**

Cindy Gaylord requested \$100 circuit boards for the 5<sup>th</sup> grades. Working on a project for the 350-year celebration.

### **Principal Updates**

*Field trips:* \$15 will be contributed towards the 6<sup>th</sup> grade students (approximately 400 students) to go to Interskate91. This was unanimously approved.

*MCAS* – April and May will be busy months for MCAS

*Fire Retardant Window Covers* – Information was forwarded about the lockdown shades

*Chromebooks:* 50 chromebooks arrived today so there is a 2:1 ratio in the school

*Bookfair:* Will be March 11

### **New Business:**

#### **Fundraising – Discussion and finalized Fundraising events for remainder of 2018/2019 school year**

*Paint & Sip* –Thursday, March 7<sup>th</sup> at Westfield Elks. Adult only event, with ambassadors selling goods until start (treasurer to get change for them and they will reimburse the PTO)). Event sign-ups and payment online direct with Vendor; Vendor will issue check for Fundraising proceeds to WIS PTO.

*Raffle Baskets* – Meridith drafted a flier, and it will be distributed by Facebook and sent home. Rachel will collect and organize the donations in the closet. Info will be put in the PTO newsletter. Call for a committee will be done March 1. Baskets needed for March 12 and 14 at 6:30pm.

*Mixed Bag* – [www.mixedbagsdesigns.com](http://www.mixedbagsdesigns.com) / online only fundraiser, low maintenance and monitoring. Flier will be made for April.

### **Spirit Wear / School Store**

Shelley reached out to CIA / Pete and presented ideas. More samples will be sent via email for vote.

Principal Bourque selected Crestline items and samples will be requested from the company.

### **Emergency Fund**

*Coins for Kids* – Shelley brought the form, and the collection will be done for the month of March. Trophies being made for awards.

### *Local H&R Block Donations*

The fliers are prepared and the info was emailed to the Social Media Secretary and Principal. Info will be sent home with the students. \$20 from every preparation will be given to the school. Preparations can be done at any H & R Block in the US.

**Meeting adjourned** by PTO President Shelley Coach at approximately 7:11pm

**Minutes compiled** by Shelley Coach; to be approved at March 2019 meeting.

**Next Meeting: Thursday, March 21, 2019 at 6pm in WIS Library**

**Please consider attending and bringing your ideas and suggestions!**

**WHS National Honor Society students will be available to watch your children.**

**Questions / Concerns / Comments? Please email [PTOofWIS@gmail.com](mailto:PTOofWIS@gmail.com) or find us on Facebook – Westfield Intermediate School, MA PTO**