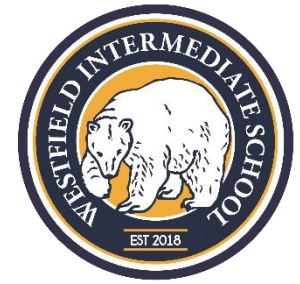


Westfield Intermediate PTO

January 2019 Agenda



Date / Time / Location: Thursday- January 10, 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 December 2018 meeting.

WIS PTO By-Laws

Review and discuss potential edits to Draft distributed at December 2018 meeting.
Final vote if appropriate.

WIS PTO Board Positions

Review and confirm with formal Election; positions to remain for remainder of 2018 / 2019 school year.

Treasurers' Reports

Treasurers – Jennifer Boyd / Christine Bielak-Brodeur

- Update on 501(c)3 status and discussion on PTO incorporation
- Budget / Allocation – Events, Teachers, Field Trips; discussion on other Ledger items needed
- Establish Process for Request / Distribution of Funds

Presentations / Requests from Teachers

Mrs. Turok – Music Teacher <https://www.donorschoose.org/Ms.Turok> Keyboards: The Key to Success

Principal Updates

New Business

- a. Fundraising
 - i. List compiled at December 2018 meeting; to review, discuss, finalize maximum 3 fundraisers for end of year with potentially one on-going / on-line fundraiser (minimal monitoring needed)
 - ii. Rachel / Christine – Paint & Sip; vendor, location, cost
- b. Spirit Wear
 - i. Review option (MS – Bolduc / MC – Crestline), select Vendor and begin set-up process.
 - ii. Direct Contact / Committee needed?
- c. School Store
 - i. Discuss status with WIS staff; time frame, need from PTO, bulk order Spirit Wear?
- d. Emergency Fund
 - i. To provide funds to be used at PTO / WIS discretion to support WIS students and families
 - ii. Events suggested at December 2018 meeting: “Coins for Kids” or Penny Wars
 - iii. Coordinate with school – “advertise” and begin collection

Action Items

Close of Meeting

Agenda as of 1/4/2019; 8:35am