

**WESTFORD MIDDLE SCHOOL PTO**

**BOARD MEETING**

**SEPTEMBER 16, 2009**

The meeting was called to order at 7:40pm. Present were Sue Havican (President), Chris Ross (Vice President, Blanchard), Kim Boumil (Vice President, Stony Brook and Fundraising Chair, Stony Brook), Theresa Loftus (Fundraising Chair, Blanchard), Kristy Rodman (Treasurer), Priti Patel (Secretary), Sue Thomas and Cindy Sacco (Arts and Education Programming).

**President's Update:** Sue Havican introduced Board Members and updated contact list. Kristy Rodman is now the Treasurer and Priti Patel is the secretary.

**Treasurer's Report and Budget:** Sue Havican reviewed 2008-2009 actual budget and proposed budget for 2009-2010. The budgeted revenue and expenditures are each \$28,100 for the upcoming school year. The MSPTO receives \$5 for every replaced agenda book and the school receives \$5 ( students pay \$10.) Stony Brook did not collect money for replaced Agenda books. Talk to Mr. Cohen at General Board meeting.

It was discussed that the Teacher Staff Appreciation is not revenue generating and should not be listed under revenue. It is an expense. It was agreed that Teacher Staff Appreciation would be budgeted at \$500.

8<sup>th</sup> Grade Celebration went over budget last summer. The theme was "Last Splash". Most of the decorations were stored ask Julie Oliver?? to be reused again next summer. We should determine what is needed and what is budgeted for next year. Each line item should have actual list with expenses. Some of the expense was offset by Arts and Programming budget, since the celebration was deemed part of their enrichment.

**Fundraising:**

Magazine Drive: The drive will run from Sept. 21 – Oct 2. New Vendor is Jeannine. Roger Coutu has some good ideas to get students interested.

Invest in Child or Boost: Letter will go out this week, Sept. 17

Barnes and Noble Book Fair: Thurs Dec 3<sup>rd</sup>, 2009

Parent Reward Program: New program that issues a discount card to families and Schools get a percent the profit. It is proposed to be sent out in early December.

Pie Fundraiser: November before Thanksgiving

School Apparel: not doing it this year (did not make us a lot of money)

**School Activities:** We discussed a need to recruit more volunteers, perhaps a coffee. The principal at Blanchard had a Welcome Back Coffee and turnout was about 20 people.

**Fall Conferences:** Curriculum night: Kim Boumil will speak to parents at Stony Brook about getting involved. Have sign up sheets for activities. Need a Fundraising Chair for Stony Brook.

Arts and Educational Programming: Jack Gantos is scheduled in October. Sue Thomas said the principals (teachers) wanted to grant honorariums to parents for coming in and sharing a special skill (investment, engineering, etc) with students. It was agreed that any parent wanting to help educate students should volunteer their time. Principals should speak about this on Curriculum night. Sue Thomas suggested that we videotape Yoko Watkins's story for future generations. Mary Weaver is away so we should talk to Chris Gosselin. It was decided we would not provide teachers with reimbursement forms. The MSPTO has to approve of any expenditures first.

Next General Meeting is on Wednesday, October 14, 2009 at 7 pm at Stony Brook.

-WPC requesting fund \$1000 approved

-STUCO Blanchard \$500 hold until end of fundraising