



WILMINGTON MIDDLE SCHOOL PAC MINUTES

NOVEMBER 30, 2021

The meeting was called to order by Jen Jackson at 7:03 pm.

In attendance: 6 board members, Dr. Quirk (principal) via zoom, Mr. Cairra (assistant principal), 2 parents via zoom

Approval of Agenda

Welcome

Principal/Vice Principal Report: Dr. Quirk, Mr. Cairra

- One Q&A submission regarding the cancellation of afterschool programs; parents felt information has not been communicated by staff.
- November theme days were well received; there will be more spirit days going forward
- There will be a WMS representative once a month at school committee meetings
- Allison Hall will be the student representative (this month), a Challenger teacher will be the representative thereafter.

Treasurer's Report: Shannon Sheridan-Geldart

- Apparel sale made more money this year compared to last year; thank you Carmen

Apparel Sale: Shannon Sheridan-Geldart

- Items will be delivered next week
- Short 5 items (tie dye); Greg will refund money
- Mr. Cairra volunteered to pick up the items before school 12/14
- PAC board members to sort/bag items in the library 12/14 at 3:30pm; after the afterschool activities are done
- Pick up outside WMS 12/15 and 12/16 5:30-6:30. Sign-up genius for pick-up time.

Amazon Gift Cards:

- PAC has donated 30 \$10 Amazon gift cards for raffle prizes. IE October was National Italian Heritage Month, students had to guess items in a jar for a chance to win. A 6th grade English teacher is having students use a punch card for completing 5 iReady programs for a chance to enter the raffle.

Project 351 Donation: Given in honor of Dr. Quirk's mother from the PAC

Sweet Treats Day: (Meghan DiSchino)

- Tuesday December 21st
- Prepackaged items
- Donations could be dropped off at apparel pick-up and stored in the MS (depending on the item); a Sweet Treats flyer could be stapled to the apparel bags; drop off bin at PAC members house
- Need 2 people per teacher's lounge (3 lounges)
- Per Dr. Quirk, decorating and set-up can be done the day before/set-up by 7:15 am
- Need 3 tablecloths per room
- Maybe someone will donate a Keurig; there are 2 in the school
- Brown paper bags instead of containers because items are prepackaged; cafeteria staff have given containers with lids in the past
- Tara DeFilippo has created Sign-up Genius for donations; Jen J. to give her a list of specific items to include and number of spots per room
- Last minute items can be added to Sign-up Genius if donations are not received
- Clean up after all staff have left for the day
- Dr. Quirk to make poster

- Per Dr. Quirk, nurse said if items are wrapped no one needs to monitor the lounge; no more than 5 people in the lounge at one time

Fundraising: (Meghan DiSchino)

- Videos about what the PAC does and what donations are used for
- Would like students to make video to promote PAC
 - * maybe one from each house
 - * entry winners could get a prize
 - * WCTV could help out with this
- We should "always be fundraising" wherever we are, ie try to get \$5 gift card for teacher appreciation from businesses
- Advertise PAC Venmo at drop-off/pick-up via signage (sandwich board), one at each entrance.
 - * Maybe donors could be entered into a raffle of some sort, ie restaurant
- Email blast with QR code; next SMORES newsletter will focus on PAC (Dr. Quirk)
- Collage of previous enrichment activities on the website (Melissa Gavegnano)

MISC/Open Discussion:

- Dr. Quirk suggested posting apparel sales on all staff, district and Wilmington community pages in addition to WMS. ie Boutwell does not have apparel sales (Katie Michaud)

Next Meeting:

- Discuss Spirit Week
- Spring enrichment ideas
 - *all grades
 - *3 separate program times for best viewing and management
 - *outside vs inside

Meeting adjourned 8:08 pm

Next PAC Meeting scheduled for

Tuesday January 25, 2022 at 7:00 pm WMS library and streaming on Zoom

These are our income and expenses since 4/30/21 and current balance.

INCOME AND EXPENSE REPORT		
Starting Balance as of 4/30/21		\$5,560.02
Income from 4/30/21 to 5/24/21		
Expenses from 4/30/21 to 5/24/21		
5/4/2021	Staff App. T-shirts	\$894.50
Ending Balance		
		\$4,665.52

**Wilmington Middle School PAC
TREASURER'S REPORT
May, 2021**

This is a comparison of our annual budget to our actual numbers to date.

YEAR BUDGET VS. ACTUAL			
Income			
	Beginning Balance on 7/1/2019	\$5,670.47	\$5,670.47
	Deposit A Gift TO DATE (Available)	\$2,000.00	
	2020 Fall Apparel Sale	\$200.00	\$315.56
	2021 Spring Apparel Sale	\$200.00	
	Total	\$8,070.47	\$5,986.03
Expenses			
	Deposit A Gift Platform Fee		
	Teacher Sweet Treats (Dec.)	\$200.00	\$0.00
	Teacher Luncheon (May)	\$1,500.00	\$894.50
	Box Top Prizes		
	Yearly State Tax Filing	\$18.50	\$18.50
	Feminine hygiene product dispenser for bathrooms	\$498.00	\$498.00
	Total	\$2,216.50	\$1,411.00
	Surplus or (Deficit)	\$5,853.97	\$4,575.03

INCOME DETAIL	
Deposit A Gift (2019-2020)	
9/10/20 deposit	\$90.49
Apparel Sale	
12/21/20 deposit	\$315.56
Total Income \$406.05	

EXPENSE DETAIL	
IRS Renewal	
9/16/20 2019 MA state tax filing (online)	\$18.50
Fem. Hygiene dispensers (Girl Scouts)	
4/19/21 check #747	\$498.00
Staff Appreciation - T-shirts	
5/4/21 check #748	\$894.50
Total Expenses \$1,411.00	