



WILMINGTON MIDDLE SCHOOL PAC MINUTES

Minutes for meeting held on:

September 28, 2020, via Google Meet

The meeting was called to order by Heather Long at 7:36 pm.

In attendance: 3 board members, 1 parent, 1 interim principal

Approval of Agenda and Minutes

Welcome

Principal's Report: Dr. Quirk (interim principal)

- Return to school planned for **October 14th**
- 125 students will remain remote
- Final staffing is in the process of being resolved
- Remote lessons are now being taught daily
- Website has been revamped and has a new look
- **Twitter** : WMS@WilmMiddle
- **Instagram**: @wilmington_middle

Treasurer's Report: Heather Long (interim treasurer)

- Starting balance **\$5,742.46**
- Exempt status granted March 2020
- IRS letter regarding reinstatement has not been received, delayed due to COVID
- Both state and federal taxes have been filed; 990 postcard used for federal as PAC is tax exempt

Fundraising:

- **Direct Donation Drive** has been set-up; Thank you to the family who has already made a donation .
- **Apparel Sale** (Heather Long):
 - October 19-30**, same time as Shawsheen/West
 - Masks** have been added to the inventory
 - Orders will be distributed via a **drive-through pick-up**
- Not sure what other fundraiser or spirit activities can be done now or how far out they can be planned because of COVID

Logo:

- Mr. Roberts (art teacher) created a new logo for WMS and has allowed the PAC to use it. It will be put on the website, meeting notes, etc. It has also been sent to the apparel sale vendor as an option for items with a large font logo

Newsletter:

- Jen Jackson has created the PAC newsletter which will be released quarterly as events need to be shared

Box Tops: (Heather Long)

- Heather will make graphics for the newsletter
- Mr. Phillips had mentioned posting signs at Market Basket in the past, however, not sure if we should do that

Open Discussion:

- Possibly change virtual platform for future PAC meetings due to increased technical difficulties with Google Meet. Maybe Zoom or Microsoft Team.
- Revisit scheduling of Teacher Sweet Treats at the end of November or early December due to limited number of staff who are in the building currently.
- A school mailbox will be placed outside the building for correspondence.
- Jen J. asked if we need to put a soft hold on the Teacher Appreciation Luncheon that is held in May. A deposit is not needed to save a date. We need to wait until October or November for the school calendar to be released before choosing a date.

Next Virtual Meeting will be October 26, 2020 at 7:30pm

Motion to adjourn was made at 8:02 pm.

These are our income and expenses since 7/01/2020 and current balance.

INCOME AND EXPENSE REPORT		
Starting Balance as of 7/01/2020		5,670.47
Income from 7/01/2020 to 9/28/2020		
9/10/2020	Deposit A Gift	90.49
Expenses from 9/24/2019 to 10/27/2019		
9/16/2020	2019 MA State Tax Filing	18.50
Ending Balance		5,742.46

**Wilmington Middle School PAC
TREASURER'S REPORT
September 2020**

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

YEAR BUDGET VS. ACTUAL			
Income		Budget	Actual
Beginning Balance on 7/1/2019		5,670.47	5,670.47
Deposit A Gift (Direct Donations) TO DATE		2,000.00	90.49
2020 Fall Apparel Sale		200.00	
2021 Spring Apparel Sale		200.00	
Total		8,070.47	5,760.96
Expenses			
Deposit A Gift Platform + CC Fee TO DATE			
Teacher Sweet Treats (Dec.)		200.00	
Teacher Luncheon (May)		1,500.00	
Box Top Prizes			
Yearly State Tax Filing		18.50	18.50
Total		1,718.50	18.50
Surplus or (Deficit)		6,351.97	5,742.46

INCOME DETAIL	
Beginning Balance on 7/1/2019	5,670.47
Deposit A Gift	
9/10/20 deposit	90.49
Total Income	5,760.96

EXPENSE DETAIL	
IRS Renewal	
9/16/20 2019 MA state tax filing (online)	18.50
Total	18.50
Total Expenses	18.50