



## WES/MAC PTO October 24, 2023 Meeting Minutes

- Welcome –President, Jennifer McMahon
  - Jen kicked off the meeting saying Hello and welcoming everyone and thanked them for coming - we did not expect as many people for the second meeting of the year and it was a great turnout for this one!
- Announcements:
  - Leadership Elections- postponed until the January meeting
    - Jen McMahon (Current President) and Stacy Silva-Boutwell (Current Vice President) are moving on from their roles
    - We have had some initial interest in these positions, so we have postponed the elections for the vacant roles until the January meeting with the goal for the incoming President and Vice President to be able to shadow Jen and Stacy for the remaining 6 months in the role to get familiar with the duties of each role
    - If anyone is interested in either President or Vice President, please let us know prior to the January Election!
  - School Fall Decorating - Amanda Viveiros and Amanda Pereira did a wonderful job with the fall themed decorations at each of the schools, if you have not seen the entrances at the Mac or WES, please check it out - Thank you so much!
- School Updates: (moved to the end of the meeting, see notes there!)
- Previous Meeting Approvals:
  - Treasurer - Kristen Ferreira
    - September budget approval: (print out copy provided onsite)
      - Unanimously approved
    - October budget review
      - Unanimously approved
  - Co-Secretaries - Caitlin Sampers/Amanda Viveiros
    - September minutes approval
      - Unanimously approved
    - For those interested - the monthly meeting notes are posted onto our WES/Mac PTO FaceBook page and WES/Mac PTO website
- Committee Updates:
  - Mentalist Show - Stacy Silva-Boutwell Comedy Event Chairperson - Date 11/18/23 at Rachel's Lakeside
    - We are looking for someone to take over this fall event for the upcoming years - if anyone is interested, please let us know
    - This year's event features John Stetson - Mentalist/Comedian - the show The Mentalist is based on his life
    - Date is 11/18/23, Location is Rachel's Lakeside
    - Cost \$42 per person or \$400 for a table of 10 - the cost covers the admission to the event, the facility fee and snacks
    - There will be a cash bar
    - We are looking for volunteers to help out
    - Tickets will be posted for sale on EventBrite
  - Holiday Fair- Gina Marshall - Holiday Fair Event Chairperson - Date 12/2/23 at the Middle/High School
    - 39 days until the 9th Annual WES/Mac PTO Holiday Fair!
    - The event committee will meet quickly tonight after this PTO meeting and then the next committee meeting will be on 10/17
    - Have already started accepting vendor applications - with the new location being the Middle/High School, we can accept more vendors than in the past



## WES-MAC Parent Teacher Organization

- We need to focus on donations and raffle prizes
- Event flow at the new location - walk-in through the side/gym entrance to funnel the crowd through the hall and into the gym where the vendors are; and then go out the back double doors in the gym, down the hallway to the cafeteria - where there will be the food for purchase and pictures with Santa, and then move on to the Holiday Shoppe in the tech room
- We need lots and lots of volunteers for this event - please help by signing up to volunteer for something!
- Dining for Dollars -
  - Kate Carpenter is our new Fundraiser Chairperson - Thank you for taking this position over!
  - Cask & Pig is scheduled for 11/14 - they will donate 20% of all food sales (dine in and takeout) on this evening!
- Movie Nights- Vicky Pinkham
  - Looking for volunteers/help in running these movie nights!
  - 4th Grade Movie night = 11/3; the movie is Elemental
  - 3rd Grade movie night is 12/8; the movie is Elemental
  - 1st and 2nd Grade = sometime in January
- Enrichment
  - Enrichment Assemblies - Stacy Silva-Boutwell Program Chair Person
    - Stacy will be working with the Building Principals about timing and to coordinate dates
  - Currently looking at:
    - WES: Laser lights/fall and spring
    - MAC: animals
    - Suggested during the meeting:
      - Bubble Guy - Mac and WES??
      - Toe Jam Puppet Band - Mac?
  - After School Programs - last year we had two new parents graciously step up and agree to coordinate the PTO after school programs at both schools:
    - MAC Program Chairperson: Becky Ryan
    - WES Program Chairperson: Nikki Potter
      - Lots of great programs being offered in this session
      - An attendee asked a question about the # of students allowed in each session and staff help during the programs - the staff running the program recruits their own help and also gets a stipend for running the program
      - New this year - we have added a building coordinator/liaison position to assist with the logistics during the after school programs
        - Mac Building Coordinator = Judy Oliveria
        - WES Building Coordinator = Felicia Amaral
- Old Business:
  - Wildcat t-shirts for students - as mentioned at the previous meeting; the PTO had some excess funds from the previous year/years, so we have offered to buy all students a Wildcat T-Shirt to ensure that all students have a t-shirt to wear on Wildcat Wednesdays!
    - The T-shirts will be short-sleeved, gray and have the Wildcat logo; this will be offered to all students and new staff members
    - There is a form being printed and will go out to the students and staff sometime next week - the week of 10/30
- School Updates: (moved from the beginning of the meeting)



- o Principals:
  - WES: Kevin Aguiar
    - Kevin is happy to report that the new Track at WES is progressing and moving forward!
    - Mr. Moniz, the Director of Maintenance, has been working on the project and stated that they can get rid of the manhole covers that the children currently play around in order to make this work
    - The Town of Westport is very supportive of this effort
    - Mr. Aubin, Westport Community Schools Superintendent, is very supportive of this effort
    - WES 1st term progress reports went out last week (10/19), some classes were posted to the SchoolBrains Community Portal, some progress reports were printed to paper
    - Mr. Aguiar thanks the PTO for their support on the WES field trips and making sure these are available to all students
    - WES 2nd grade class is going to Roger Williams Zoo because they did not get to go as 1st graders
    - After school programs - Felicia Amaral is the onsite coordinator for the PTO After School programs, but is also helping to coach the Start 'Em Young program this session
    - Halloween celebrations - Dress like your favorite book character on 10/31
    - School Council - it is an organization for parents to get involved - they talk budget, school projects and improvements
      - o Mr. Aguiar is asking for those that might be interested to volunteer to be on the council.
      - o Looking for 3-4 members, from different organizations/grade levels; looking for a volunteer from the PTO to sit on the School Council
      - o The first meeting is not scheduled yet, but thinking about trying for an evening instead of right after school dismissal
    - Jen McMahon reiterated that the PTO is happy to support the track effort and asked Mr. Aguiar to please let us know what funds are needed in order to do so
  - MAC: Stacey Duquette (e-mailed in her update, was unable to attend in person)
    - The Westport Community Schools District is teaming up with Homeless Hearts Association for a clothing drive - asking for donations of hats and mittens for adults
    - The fall food drive is underway
    - Halloween celebration at the Mac - students can wear costumes, but no masks or accessories and no candy will be exchanged
    - The Veteran's Day Ceremony will take place on Thursday 11/9 at Mac
    - There is no school on Friday 11/10 in observance of Veteran's Day
    - Fall picture retakes are on Wednesday 11/15
- o Final Announcement - the PTO has changed the date for our November meeting - we will meet on Tuesday November 28th at the Macomber School

**Next meeting: Tuesday, November 28<sup>th</sup>  
6:30pm at MAC**