Middle School PTO Meeting Agenda

Middle School PTO Meeting
Wednesday, November 18 · 7:15 – 8:15am
Time zone: America/New_York
Google Meet joining info
Video call link: https://meet.google.com/rxg-gfkm-bbg

1: Introductions

- Brief introduction by all members- record all names:

2. October 21 Meeting Minutes- see below (Vote to Approve)

3: Budget / NFF Update

- BMS-NFF fundraiser closed on 10/31/26 , raised $13,830, BMS future fundraising ideas: concessions at home games, spring fundraising ask to cover end of year expenses
- Stony-

4: Academic Enrichment Programs (AEP)- Jess Update for both schools

- 7th grade Pyramids and Pharaohs
- 6th grade Jack Gantos

Looking for volunteers to help with this!

5. Teacher Appreciation

- BMS- Christine-11/3 Grab and Go Snack Station
- Stony-

6. Mini Grants

- **BMS-** Alysha -first session closed 10/30, committee will meet in Nov to approve requests
- **Stonybrook-** Karen W. - first session opened

7. Joint events

- Quick click WEPTO event 11/11
- Riverhawks- WEPTO event 2/5
- Roller Kingdom Thursday 1/14
    - 12pm-3pm- include skate rental, laser tag game, 2 pieces of pizza and drink
- Volleyball game- At WA Thursday 3/11/27 joint both Middle Schools
- 8th Grade Dance- At WA Thursday 6/17/27- waiting on confirmation from facilities

8. Housekeeping

- 10/30 Middle School Party Concession at Roudenbush - BMS hosted table, not intended as fundraiser, just provision of concession for students ($85 profit)

Middle School PTO Meeting Agenda

Middle School PTO Meeting
Wednesday, October 21 · 7:15 – 8:15am
Time zone: America/New_York
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1: Introductions

- Brief introduction by all members- record all names:

2. September 23rd Meeting Minutes- see below (Vote to Approve)

3: Budget / NFF Update

- BMS-10/19/26 71% $10,605, 139 donations 27% of families
    - Extended fundraiser until 10/31, weekly emails and updates
    - TREASURER REPORT
- Stony- 90% $13460, 179 donations, 41% of families
    - Called it quits on 10/9 deadline, but keeping link in the weekly update.

4: Academic Enrichment Programs (AEP)- Jess Update for both schools - *still waiting to confirm on the below*:

- **Looking for volunteers to help with this!**

5. Teacher Appreciation (First one)

- BMS- Christine- coffee truck success,Grab and Go Snack Station for conferences 11/3
- Stony- coffee truck success, Luncheon for conferences on 11/3

6. Mini Grants

- **BMS-** Alysha -active 10/5-10/30, committee will meet in Nov to approve
- **Stonybrook-** Karen W. - first session opened

7. Joint events

- Quick click WEPTO event 11/11
- Riverhawks- WEPTO event 2/5
- Roller Kingdom Thursday 1/14
    - 12pm-3pm- include skate rental, laser tag game, 2 pieces of pizza and drink
- Volleyball game- At WA Thursday 3/11/27 joint both Middle Schools
- 8th Grade Dance- At WA Thursday 6/17/27- waiting on confirmation from facilities

8. Housekeeping

Concession at Roudenbush for dance - not intended to make money off this event -awaiting response from Roudenbush (BMS-Jen Z)

Middle School PTO
Meeting Agenda

Meeting Minutes

Wednesday, October 21st at 7:15am (Virtual)

Call to Order

Motion to call meeting to order (JH) / Seconded (VY) / Approved (All)

Attendees

Jamie Holmes, Sara Falcone, Allison Hammer, Amity Baldwin, Andy McCarthy, Ashley Roper, Jennifer Carberry, Christine Foley, Jaent Keirstead, Jennifer Martison, Jennifer Zahine, Jess Anderson, Karen Wiczynski, Liwen Chen, Denise Butler, Valery Young

Approval of Previous Minutes

Motion to Approve September 17, 2025 minutes (VY) / Seconded (JZ) / Approved (All)

Budget Updates

- **Blanchard (JC):** Has $17,385 in the bank; raised $5,578 in NFF this month; spent $425 on teacher appreciation, $775 on Ancient Egypt AEP, $300 deposit to Roller Kingdom; received a $500 refund on agenda books.
- **Stonybrook (VY):** Raised $13,460 on NFF; spent $500 on teacher appreciation, $775 on Ancient Egypt AEP.

Program / AEP Updates

- **General Status (JA):** Overall, programs are in good shape.
- **Author Visit (Jack Gantos):** Scheduled for 11/6. Backup date reserved for 11/13 in case of inclement weather.
- **Grade 7 - Pyramids & Pharaohs:** Confirmed and paid. Scheduled for Friday, October 30 (Blanchard) and Monday, November 2 (Stonybrook). Mythmasters (Stonybrook only) contract is pending and will go to Valery for signature.
- **Grade 8 - Science Wizard:** Stonybrook only. Confirmed for June 1st.
- **Constitution Center:** Confirmed for November 23rd at Stonybrook, and 11:00 AM–11:45 AM at Blanchard.
- **Discovery Museum:** Blanchard only. Ready to confirm contract. SignUpGenius will go out within the week to solicit CORI-checked volunteers.

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Teacher Appreciation

Both Blanchard and Stonybrook coffee trucks were well received. Next events: Blanchard grab-and-go snack station on 11/3; Stonybrook lunch on 11/3. Discussion held regarding whether to use Nashoba for catering purposes.

Grants

Blanchard mini grants ($1,500 budget) are open; application status pending. Stonybrook mini grants open on Monday.

Fundraising

- **WEPTO Fundraising:** Promotion of collaborations with Farmhouse Photography (11/11) and River Hawks Game (2/5).
- **Additional Fundraising:** Discussion regarding selling concessions at the Roudenbush Halloween party. Discussed whether Blanchard should retain profits since they staff it.

Adjournment

Motion to Adjourn (JH) / Seconded (JZ) / Approved (All)

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1: Introductions

- Brief introduction by all members- record all names: Alison Hammer, Alec Lapan, Adam Ingano, Alysha Glazier, Amity Baldwin, Christine Foley, Jennifer Zahine, Denise Butler, Janet Keirstead, Jess Anderson, Jamie Holmes, Karen Hakenson, Kate Witteman, Kristen Veillette, Karen Palmer, Marylou Brooks, Valery Young, Jennifer Carberry

2: Budget (Vote to Approve)

- Blanchard - starting budget ($14,360.23) Incoming (+/-$14,003) Expenses ($19,850) - **APPROVED**
- Stony Brook - starting budget ($12,700) Incoming (+/-$16,655) Expenses ($18,800) **APPROVED**

3. May 20, 2026 Meeting minutes **APPROVED**

4. No Fuss Fundraiser Update

- Both Schools launched 9/9 with incentive of school wide student lunch treat if goal reached by 10/9
- BMS-35% $5215,

Middle School PTO Meeting Agenda

- 10/1-PTO at B2S night and flyer will be on handout
- Stony- 32% $4725, 61 donations - *Alec to follow up with total families number*
  - 10/1- B2S night can we add a QR code to a slide or speak during presentation (waiting on answer)

4: Academic Enrichment Programs (AEP)

- Jess Update for both schools - *still waiting to confirm on the below*:
- Jack Gantos - Stonybrook - Oct 13 (waiting approval from Jack) $1250
- Pyramids and Farrows - available for Blanchard -October 26-30 and for Stonybrook November 2-6th $775
- Constitution Center - Signers Hall (2-virtual visits) in November waiting to hear back
- Science Wizard first week in June - SB need to pick date
- Discovery Museum for Blanchard - December 9/10
- New Inca Son - March 24
- Myth Masters - May 22
- Romans - on the to do list
- **Looking for volunteers to help with this!**

5. Teacher Appreciation (First one)

- BMS- 10/1 Westford Bakery - pre-order for teachers and delivery to classroom
- Stony- 10/1 Muddy Waters - pre-order for teachers and delivery to classroom
- More throughout the year - updates throughout the year

6. Mini Grants

- **BMS-** Alysha - 1 session - still need to confirm if it will run in the fall or spring
- **Stonybrook-** Karen W. - 2 sessions - First - 10/19 (open for a few weeks)

7. Joint events

- Riverhawks date TBD (Feb) WEPTO deciding if it will be an all Westford schools event - (still working on this)
- Roller Kingdom Thursday 1/14 (half day) need to make sure we let families know it is only a Middle School event as it is a half day for all of Westford -
  - 12pm-3pm- include skate rental, laser tag game, 2 pieces of pizza and drink
- Volleyball game- At WA Thursday 3/11/27 joint both Middle Schools
- 8th Grade Dance- At WA Thursday 6/17/27- waiting on confirmation from facilities

8. Housekeeping

Concession at Roudenbush for dance - not intended to make money off this event - in the past Blanchard has volunteered

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2: Meeting minutes

3. No Fuss Fundraiser Update

- BMS-(9/21) 33% $4970, 58 donations,10/1-PTO at B2S night and flyer will be on handout
- Stony- 32% $4725, 61 donations- is it possible to get the number of students in each grade and total families throughout the school to give some more data for updates. On October 1 B2S night can we add a QR code to a slide? Can a PTO rep speak briefly? Or can we speak over the announcements in transition?

4: Academic Enrichment Programs (AEP)

- Jess Update for both schools

5. Teacher Appreciation

Middle School PTO Meeting Agenda

- **BMS-** Westford Bakery 10/1
- Stony- 10/1 Muddy Waters

6. Mini Grants

- **BMS-** Alysha-(spring)
- **Stony-** Karen W. our first mini grant cycle is going to open October 19. The goal is to get the requested items to the teachers/staff before Thanksgiving.

7. Joint events

Riverhawks date TBD (Feb)
Roller Kingdom Th 1/14? 12pm-3pm- include skate rental, laser tag game, 2 pieces of pizza and drink?
Volleyball game- At WA Thursday 3/11/27
8th Grade Dance- At WA 6/17/27- waiting on confirmation from facilities

8. Housekeeping

Concession at Roudenbush for dance?