**Wheelock PTO Meeting Minutes**

**September 7, 2017**

**Attendees:** Donna Olson, Amanda Spears, Maureen Dodge, Sarah Powers, Kelly Wysocki, Jill Werner, Anne Lemieux, Niki Rahley, Jodi Bills, Melissa Roeder, Inger Kenworthy, Kerry Evans, Edlyn Clay, Christina Huther, Kenia Lacy, Angela, Mazzotta Filice

5 of 5 Executive board members were present allowing a quorum to vote:

**Introductions**

Individuals introduced themselves and shared their connection to Wheelock.

**Special Fundraiser Update**

Edlyn Clay, a Wheelock mom and business woman, stopped by to share a new fundraiser she has helped develop. Through her business connections, Edlyn introduced special Medfield Warrior blocks, designed by Rustic Marlin, to last year’s Winter Carnival. The custom made blocks were well received and sold out quickly. Edlyn is working with Rustic Marlin again to bring a whole Medfield Warrior line of products to a new local store called Be Charmed. Be Charmed will be carrying Medfield Warrior blocks, posters, trays, wall decor, graduations blocks, and cornhole boards . For purchases of any of these Rustic Marlin specialty items (they must include the Warrior emblem on them), 75% of the profits will be split between the PTO and MCPE. Please spread the word and stop by Be Charmed to support a local small business and purchase Rustic Marlin Warrior items to help give back to our schools! A huge thanks to Edlyn Clay for her innovation, her commitment to this project, and her thoughtfulness to fundraise for the PTO and MCPE as well!!

**Vice President’s Report:**

Sarah Powers reports that there has been a good response to the Wheelock volunteer forms so far. Through the Weekly Flash, email, and PIN night presentations, the PTO will continue to encourage parents to submit these volunteer forms so they may help out with a wide variety of volunteer needs throughout this school year. The volunteer sign up form will remain open until September 30th. Please let us know if you can help us out.

Sarah would like to create a template that lists the names and contact information of our volunteers. This template would also list the different jobs, the budget that goes along with these jobs, the scheduling needs of these jobs, and a clear description of job responsibilities for all the volunteer roles. This would make the transition of job responsibilities from year to year easier. Donna was in favor of this idea. The bulletin board and flower pot roles were discussed in this context.

**Treasurer’s Report:**

Kelly Wysocki shared background information on how the PTO budget works. She shared the cash flow for 2016-2017 school year, showing all the money that comes in from various fundraising efforts (with Winter Carnival being the most.) She then shared the expenses incurred for the 2016-17 school year and how we use that to help shape our expected and approved budget for the upcoming school year.

The bulk of the money that the PTO spends goes to student programming: supporting field trips, performing arts programs, and special learning events throughout the school year. The PTO also gives $7 per student to the head room parent for that classroom’s party planning. There are also Start Up funds granted to the teachers to help them out with beginning of the school year expenses. In addition, the PTO receives grant requests from teachers and the principal throughout the year. These board approved donations are another expense incurred during the school year. With anticipated expenses already factored in for the year, the PTO will likely still have a cushion of around $25,000 at year’s end.

**Secretary’s Report:** Minutes are now voted on between meetings and will be posted via the newsflash following every PTO meeting. They will also be posted on the PTO Website.

**MCPE Report**

Inger Kenworthy explains the role of MCPE, the Medfield Coalition for Public Education, a K-12 school wide initiative. The MCPE raises money through Trivia Night, the Spelling Bee, the Fall Ball (every other year) and their online auction. This year will also include their 30th Annual Appeal. Last year, the MCPE gave out $160,000 in grants to the Medfield public schools.

Donna is grateful for the immense support Wheelock has received from MCPE grants, most recently their help in supporting more diverse learning spaces with lap desks, standing desks and collaborative tables. She’s interested in pursuing a new grant for a Qball, a ball-like microphone that can be thrown or passed throughout the crowd to encourage easy participation.

**Principal’s Report:**

Donna Olson welcomes everyone back and thanks the townwide PTO for the beautiful beginning-of-year luncheon. Donna reports that it has been a wonderful start to the school year at Wheelock. There has been a smooth transition between the three elementary schools. At the beginning of the year, Donna makes a point of visiting all the 2nd grade classrooms and reading a special welcoming book to the students. She enjoys taking this time to learn the faces and names of the new 2nd graders. It’s Donna’s 39th year in education, her 14th as principal. She spent the first part of her career as a classroom teacher and then a reading specialist, so she recognizes the importance of getting to know her students.

Donna values the great working relationship she has had with both the MCPE and the PTO. She recognizes that great things have come out of her collaboration with her colleagues coupled with grant support from these two organizations. She shares two new exciting events that will be coming up. For the first, she worked with Stephen Grenham, Dale Principal, and Gina Da Lan, the Interim Director of Student Services, to create a helpful training opportunity for the recess teachers. The classroom teachers are not out with the students at recess. Up until now, the recess teachers had not received formal training on how to provide support and problem solve with students at recess time. A group called Playworks will be coming in to run a 2 day training for the recess teachers, teaching them how to be provide support in terms of recess games and their various rules, how to de-escalate the situation when students are getting overly worked up over an outcome on the playground, and even how to better direct the kids when lining up to come in. The Playworks Trainers will be at Wheelock and Dale for two days modeling and supporting recess teachers in this area.

Another exciting event is going to be the Walk for Franklin. Franklin is Wheelock’s service dog, owned by Kelley Kennedy, and loved by so many here at Wheelock. Franklin and Kelley have received extensive training through the NEADS (National Education for Assistance Dog Services) program, and as part of her role as Franklin’s new owner, Kelley has to raise $8,000 to give back to the organization. Kelley is well on her way, and this year, Wheelock will be supporting her further by putting on a kid-friendly, fundraiser walk called the Walk for Franklin. It is scheduled to be held on Friday, October 13th. The PTO will be supporting this event and we are planning to make it a fun event for all!

**Updates**:

**School Supply Fundraiser:** The School Supply Kit fundraiser had some problems this year. There were many missing kits as well as missing supplies in kits upon delivery this year - the problem appears to have only affected Dale & Memorial. The company did not fulfill their product orders, and the school PTOs are working hard to come up with lists of any kits or materials that are missing. There will be a press release coming from the townwide PTO to clarify the next course of action and the recovery of missing items.

**Room Parent Selection:**  Room Parent forms were due back yesterday, Wednesday, September 6th. The Room Parent coordinators will be contacting selected room parents and there will be an informative Room Parent Tea, tentatively scheduled for Friday, 10/6/17 at 9:30AM. The Room Parent Coordinators for Wheelock are Nancy Kufferman and Erin Keysor.

**Rocky Woods:**  Karen Vasquez is the Rocky Woods coordinator this year. The Rocky Woods program is scheduled for 10/24 and 10/25 (with a rain date of 10/26) There will be many volunteer opportunities. Read the Weekly Flash to stay on top of Rocky Woods updates.

**Indoor Recess Buckets:** Jill Werner shared progress on the Indoor Recess Bucket project that was started at the end of the last school year. Each 2nd grade and 3rd grade classroom will soon be receiving an Indoor Recess Bucket filled with games, puzzles, arts and crafts, brainteasers, and building materials that will provide some fun play alternatives when the students are inside for an indoor recess. The boxes are in great shape!! The used Lego drive was very slow to start out but has recently become more successful. At this point, we’re hoping to supply each class with their own small bin of legos. By not having to buy brand new Lego sets, we were able to save money and put that towards a wide variety of other play materials. We hope the students love the options!

**Upcoming Events:**

**Book Fair/Bingo Night:** Wheelock PTO is hoping to plan a Fall, Fun, Family Night in the form of a Book Fair/BINGO night. Before planning we will talk to Jamie Callahan, the literacy specialist, who will likely want to plan a K-5 Literacy Night/Book Fair at Wheelock this year.

**Ski Stop Fundraiser:** It seems like Ski Stop has consolidated its locations and is now being run entirely out of Boston Ski and Tennis located at 153 Needham St in Newton. This company has been generous in the past with donating 10% of its children’s ski rental packages back to the Wheelock PTO. We’re planning to continue to promote this fundraiser--we may just change the way it is managed. Stay tuned for more ski updates!!

**New Business**

**Mrs. Olson’s Grant Request:** Donna would like to conduct a team building activity with the teachers at a faculty meeting to encourage collaboration, teamwork and an example of project-based learning. For this particular project, she is requesting 40 small pumpkins. The project serves multi-purposes: an effort to increase collaboration among staff; to model collaboration for our students; to demonstrate an example of project-based learning; and as a bonus, the completed project will serve as a school beautification effort in October. As teachers pursue project-based learning ideas, this example demonstrates the varied ways students can demonstrate what they know and are able to do.

\*\*Board voted to approved Mrs. Olsen’s Grant request and also decided to increase her budgeted allowance for this project.

**PTO Yearly Goals:** to be discussed further at next meeting.

 **Next Meeting:** Thursday, November 2, 7:00 PM