**PTO Meeting Agenda**

Memorial School

October 19th, 2016

Attendees: Kristen Careau, Courtney McCarthy, Nicole Drummond, Lindsay Rogers, Claire Shield, Melissa Roeder, Missy Bilsborough, Amanda Spears, Jose Cordova, Erin Keysor, Susan Godfrey

1. Welcome / Introductions – Erin Keysor
2. President’s Report – Erin Keysor
3. Town-wide PTO Updates
   * First meeting - October 25, 7:00pm @ Blake Middle School
   * Kim Price – Publicity, deadline for Thursday packet is Tuesday at 10:00am
4. Summer Reading Books
   * Purchased and in classrooms already
5. Review of Room Parent Selection & Tea
   * First year of Head Room parent role – things happened earlier this year, trying to streamline for future years across schools
6. Principal’s Report – Melissa Bilsborough
   * Ocean World experience– K students loved it (PTO sponsored)  - great program. Thank you!
   * PTO money granted from last year allowed us to order extra materials – teachers excited and already in use.
   * Veterans Day program – Nov. 4th – all K and 1 students get to see it. Mother/Son team visit –  share info about military branches, and also sing to the students
   * First Principal Coffee – Nov. 7th at 9 AM – either in teacher lounge or cafeteria
     1. Parent Teacher conferences – expectations, what to ask, what teacher should present, share resources available for those in need. Mary Salimone will join to (RTI person – response to intervention)
     2. Presentation will be posted online
7. MCPE Update – Claire Shields
   * Fall Ball – 70K raised
   * Grants from October: All 5 grants from fall ball
   * Funded two conferences – World language teachers to go to conference in Boston, another at Blake about neuroscience for education
   * Latin artist and music person in residence at HS
   * Blake – Funded 62 Polar heart rate watches – 6th graders pilot
   * Trivia Night – Friday 10/21 at Legion
8. Vice President’s Report – Kristen Careau
   * Pre-School Music Program Update
     1. Ken is back – good feedback already, positive and excited
   * Update from SAC mtg – superintendent advisory council – open forum to all but Kristen Careau attends as rep for Memorial. All minutes and agenda posted online.
     1. School resource officer (SRO) added – as a result of MA task force report on school safety and security. Police presence  -focus on trusted adult partnership, build up comfort and awareness with student body. Officer Manganello is armed at all times.
     2. FY ‘18 Budget discussed– Jan 23, 2017 for budget hearing (expected budget proposals include increasing staffing, increasing sped support, and getting ipads in middle)
     3. Medfield Talks 1st speaker on 10/26 – register online – Michael Thompson speaker (MCPE sponsored)
9. Treasurer’s Report – Lindsay Rogers
   * Town-wide alignment on Teacher Start-Up Funds
     1. 4 shared teachers with Wheelock (Art, ELL , Guidance , Art with Dale too)
     2. Wheelock already paid three shared teachers
     3. Need to provide feedback to Kim on this
        1. Discussion around should we additionally provide funding to shared specialists
        2. Remove Art teacher - Babin from shared – she is majorly based at Wheelock, funded from Wheelock
        3. ELL and Guidance we will pay from Memorial with same guidelines as others to be consistent
   * Budget – two discrepancies cleared up.
10. Committee Chair updates
    * Winter Carnival – Committee Update – want to bring Wheelock in more. Committees are meeting and things are underway. First large group mtg Oct. 27th. Still have 3 openings – Lunch, Prize palace, Medfield Madness.
      1. MCPE wants to coordinate auction asks with PTO– Mary working with Nicole Drummond and Kim to work together with teachers on this (MCPE and PTO work in conjunction)
    * Box Tops – Melissa Roeder  - Great response so far on box tops. Need coordinator at Wheelock and Dale – might do a competition between schools. App is an extra way for school to earn money. But if child wants to enter in drawing has to bring in on paper per usual.
    * Performing Arts – No updates
    * Book Fair – Aligned with Literacy Night? – Need to pick a date. Suggested week of Feb 27th (after vacation). Suggest Read across America volunteers help.
    * Hospitality Committee – Holiday Luncheon Date 12/21
    * Read Across America
    * Helping Hands – no updates
    * Laminating Committee – no updates
    * Kindergarten T-Shirt - Discussed January ordering time frame.  Also mentioned possibility of discount if two shirts ordered, to encourage parents to buy S for now and L for high school years.

*The next Memorial School PTO Meeting will take place on January 18th at 9:00am.*