**Memorial PTO Mtg: 9/21/16**

**Attendees**: Erin Keysor, Kristen Careau, Nicole Drummond, Lindsay Rogers, Mary Fraser, Kelly Wysocki, Missy Bilsborough, Heather Kelley, Karyn Healey, Kelly Scobbo, Claire Shield, Michelle Barrett, Jose Cordova, Carly Krolak, Kristen Zannella, Victoria Drillock, Kate Boxmeyer, Sara Zengo , Courtney McCarthy

**Agenda**:

1. Welcome/Introductions: Erin Keysor, Co-President
2. Presidents report: Erin Keysor

* Townwide PTO 2016/2017 Mtg Dates:
  + Oct 25, Feb 8, May 24th @ 7PM – taking place at Blake Middle school
* Publicity – Kim Price will coordinate Thursday packet info, must have info by Tuesday at 10 am
* Preschool/Pre-K involvement in PTO:
  + Last year music program implemented for the preschoolers, well received and will continue this year. Schedule being worked out and fee negotiation. Already included in the budget for this school year.
  + Fieldtrips (buses) – Buses not typically used as parent involvement needed. No funds set aside currently in budget to subsidize field trips but we can discuss in future mtgs.
* Room Parents – Room parent coordinator Carrie Quinlan–all parents have already been notified – Room Parent Tea next Thursday at 9 am
* School supply kits – success last year. Order has to happen in spring of prior school year, so we will try to get marketing out earlier this year. Sold 182 kits this year – over 2k earned for PTO. Open for feedback – so we can improve
  + Could we get a kit to show people what it looked like? Might be nice to see it ahead of time – will look into it for next year
  + Some confusion on what was in list for kit and what additional lists teachers might have sent out – that weren’t on the grade list. It’d be helpful to have teachers specify if they weren’t already.
  + For incoming K – email notification to parents should include wording to specify standard grade list and teachers may request other items in addition. It might also be worth noting that the supplies are co-mingled at memorial in the classroom.
  + It’d be nice to get a confirmation that kit was ordered and sent to school (closer to start of school – avoid that thought of ‘did I order the kit?’)

1. Principals report: Missy Bilsborough

* 3 weeks in – settling down into a routine – buses/arrival/dismissal – thanks for the patience! The bus changes have been helpful. Majority of kids have a few minutes to run outside before school starts.
  + Do you think we need a communication/recommendation on what order to pick up kids at multiple schools? Missy will talk to Steve and Donna about it.
  + Is it going to be negative if I used early dismissal to help me pick up multiple kids and get across town. It depends on the time of the dismissal (15 min vs. 5 min) etc. Some are suggesting get to Memorial early to get in line early. Be careful with missing instruction time after all the work it took to add 30 min to the day.
  + Should we look to streamline the pick up process at memorial? Wheelock kids can see when the parent shows up as Wheelock dismisses from Gym. Memorial its from a classroom – and kids are younger and we are taking more precaution to match kid with parent. Missy will look into it – have brainstormed a lot of spaces, but noted we don’t have extra space right now.
* PIN night – monthly spirit days are new this year. Art and librarians read dot book to them. Missy wants to get school spirit going as much as possible. Bring school together in a fun and unique way.
* Summer reading – in past usually someone entered in raffle to win a gc to park st. this past year it was changed – and a books will be donated to each classroom to generate interest
  + Kindergarten– ‘This is Sadie’ by Sara O’Leary – working on storytelling and story-acting with kids. Helping kids learn to speak before they write.
  + Grade 1 – Last Stop on Market St. by Matt de la Pena – won 2016 Caldecott Award– celebrates cultural diversity – focus on diversity and integrating into teaching.
  + Price sheet through amazon -- $176.64 - will check with Park St to see if he does discount. 8 books of each – 1 for each classroom.
* Question on space at Memorial:
  + Are the class sizes bigger this year? - 21 kids in FDK, half day is at 16 students. Typical to last year 1st grade is at 23 right now. Ratio is still good – but we are watching it.
  + If you get to higher ratio what do we do? We don’t have extra space to add classrooms. Missy has spoken to Jeff about it. If we get closer to 25 – we would look at adding additional staff (aide or something else). If we added a classroom we would have to reconfigure all our classrooms and that would be disruptive. We need to watch any developments that are happening to see what impact they’d have.
* Are all classroom teachers ELL certified? 2 teachers in 1st grade, and 3 for Kindergarten. All college grads require it. Any new staff we hire should have ELL certification (SEI certification)

1. MCPE Update: Claire Shield

* Auction live on Medfield Day will go to Sunday night at 8pm
* Will be school specific things to spend money on instead of auction – cash/check only. Allows community to have power to vote
* Trivia night - registration will go online (0ct. 21 at the legion) teams of 4 people – 21 and older. Two seatings 7 and 9 pm.
* MCPE Sponsoring talk by author of Raising Kane -Michael Thompson Ph.D.
  + Talk about dealing with adolescents, pressure child, pressure starts to quick
  + Scheduled for Oct 26th – its free. In HS auditorium. It might draw people from other towns and we have limited seating - so please reserve tickets once available online
* LCR tournament – March 24th
* April 4th – Spelling bee – 2nd – 5th graders
* Alex and Ani – Medfield warriors bracelets - $32 can buy online.
* Grants we funded: Education innovation focus (June-May year)
  + Dale library grant – Put a maker space – iPads, Chromebooks, chairs, etc.
  + White board collaboration tables at Dale – so kids are collaborating work together
  + Boom headphones and microphones – for kids and iPads to use in classrooms.
  + HS library – transform to have furniture for online classes.
  + Standing desk pilot – at Wheelock
  + September –Disc golf course at Blake
  + Outdoor learning center for Memorial –Gazebo with bench seating for outdoor classroom etc. Link to the new science standards, reading, writing, yoga, art, music, movement breaks.
    - Suggestion for another fund raiser: Donate/Buy bricks for walkway to Gazebo - similar to fund raiser for straw hat park)
    - Landscaping is not included in grant so that could be a fundraiser
    - Missy could check on it – see if there are any limitations

1. Vice President’s Report: Kristen Careau

* Volunteer updates: thanks for support last year and those who signed up this year, especially the chair positions etc.
  + All chairs have been filled and notified all contacts
* Question: What is information sharing between room parents at PTO -- ?
  + Room parent coordinator has relationship with PTO
  + Minutes are all published from PTO and all are invited to the mtg.
  + Room parent main responsibility is to do classroom stuff mostly and small link with the winter carnival volunteers
  + Thursday packets also share info with all

1. Committee Chair updates:
   * Winter carnival – Kelly W and Amanda Spears new co=chairs
     + March 11th is the carnival at memorial – usually 10-3pm
     + Usually 15k per school is raised (Memorial and Wheelock)
     + Feedback of day of volunteer organization: how can we do this better and get rooms setup/taken down better?
       - Can we ask more of the room parents? Don’t think we can now – but we could look at adjusting going forward for requirements when people sign up for next year
     + Suggestion to have service groups/youth leader group from Blake and Dale help with carnival (similar to how they do with the Angel Run through MFi )Kelly will check with MFi coordinator
     + Sometimes its hard to fill volunteer spots for booths
       - Suggest – if a parent can do a certain time – we can find a booth to put you at, work with people – try to meet their preferences
       - Maybe before room parents send out notes – try group approach ahead of time and fill some booths then might have ability to have multiple classrooms fill a booth.

* Box tops –
  + Money raised from last year went towards buddy bench
  + Updates to Kim Price – updates send to Erin (she will send to Kim)
* Performing Arts:
  + Looking to mix up some ideas: Already booking Marine visit
* Book fair – in spring, need to get date on calendar
* Hospitality committee – kick off luncheon was great for all 3 elementary teachers. What is next date in mind? Missy to look for date.
* Andrea Trasher fun run – Halloween Trasher Dash
  + Lot of out of pocket costs – raised 1k
  + Not going to do the race for various reasons
  + There are Halloween items that could be re-used – stuff in shed
* Helping hands: Wasn’t super utilized last year, so feel free to reach out (i.e. Winter carnival) Sara Simmons
* Laminating committee
* Kindergarten T Shirt – Jose Cordova is the chair. Jamie O’Connell gave him the history. Shirts cost $12, but $6 goes to PTO. Did look into other companies last year – Emily’s contact info provided – she took it over last year. Cost did include the shirts coming pre-packaged and labeled by name/size/classroom
* Read Across America – Kelly S. needs info on what it is – Nicole D will share it with her.- Author is David Bydzricki this year.

1. Treasurer’s Report: Lindsay Rogers

* Review 201/6/2017 budget and then vote
* Currently $26, 492
  + Dismissal pads – Townwide PTO sponsored – remove from budget
  + Room parent teas – Starbucks donates to all these – may not be an expense going forward
  + Playground – money from box tops will be reimbursed and should even out
    - Anything needed for playground? Right now we are all set – Missy
  + Fine arts
    - Adding author gift
    - Actual budget from last year is lower than normal – so has a bill not hit? Lindsay to check on this.
    - Room parent – $7/child/room given for parties, etc.
    - Literacy night – bookmarks, crafts etc.
    - Scholastic news –in school budget this year – remove from budget
    - Preschool music
    - Start up funds – checks to teachers for prepping classrooms
      * Last year $100 for all teachers including PreK and $100 to nurse
      * Specialists $50 (18 specialists currently)
      * Not doubled if a new teacher, but just learned that Wheelock does do that. We should align Townwide for this policy. – Follow up noted
    - Tech and Literacy amounts tend to vary year to year

Missy leaves for vote on budget

* Do we have last years budget to see what we proposed and where we landed?
  + Typically we fall under budget and when we review the budget at the end of the year we adjust based on learnings
* Vote in 2016/2017 budget
  + All in favor

***The next Memorial School PTO Meeting will be on October 19th at 7 PM.***