

## **Wheelock PTO Meeting - Tuesday, January 17, 2023**

**Attendants:** Holli Caulfield, Sophia Viglas, Katie Lynch, Jill Werner, Diana Frascella, Marissa Keleher, Meg Cabezud

### **Welcome and Introductions:**

- Marissa Keleher, Wheelock's Wellness teacher, joins the PTO meeting tonight. She is part of an Education Leadership program and is working towards building up her leadership hours.

### **Principal Report- Holli Caulfield**

- The Holiday Gift Shop was a huge success-big thanks to all the planners and volunteers, kids loved it, positive teacher feedback too. (topic revisited later in meeting)
- Holiday Class Parties went well. Teachers are looking for clarification on how many parent volunteers should be in attendance at the actual party? Also would like to understand the process of volunteer sign up. Staff wants to make sure there are opportunities for new faces to come in.
- The Staff Holiday Luncheon was fabulous. Big thanks to Jessy Nejm from Around the Plate catering. Also, grateful for all the gifts to the teachers.
- Hero Day took place the Friday before Martin Luther King Jr. Day. Students could choose to dress as their favorite hero. There was a special assembly and student volunteers got up and read about their heroes.
- January 24th is an early release day-Teacher PD will be focused on data. TA's will be getting PD around student behavior
- On St. Patrick's Day, Harney school will be sending a team of Irish Step Dancers to perform at the school- PTO approval of \$
- In spring of 2021, there was a Diversity and Inclusion Audit of the schools-it largely focused on physical space. There is an outdated Pilgrim mural on the 1st floor at Wheelock. Holli reached out to MCPE who paid for the original mural to see if they'd be okay with a move to transition to a new portrayal on that wall space. The MCPE co-presidents agreed to the change. The Site Council also supports this update. The mural will be painted over this summer and Holli would like to fill the new space with decorated or dedicated tiles. Exact details of the program are to be discussed further still but possibly some version of a "Tile Fundraiser" where families and/or current students/alumni can buy tiles with their names. Another option would be that students get the opportunity to decorate tiles while at school. More planning to come.
- "Set the Stage" is a main fundraising goal at Wheelock right now. The cost of updating the current stage area at Wheelock so it becomes a working stage is estimated to be \$100,000, This includes updating curtains, sound and lighting systems. The MCPE Ball raised \$25,000 towards this cause.
- In terms of playground equipment, the student council will be putting together a proposal for what they need. PTO has a line item on budget to support playground equipment and supplies. These needs will be communicated to the PTO.

### **Treasurer's Report: Beth Rumul**

- Beth was not in attendance tonight but she shared the budget spreadsheet along with spending information.

### **MATTERS FOR DISCUSSION**

#### HOLIDAY SHOP

- Great energy—teachers and students loved it.
- Next year, plan for wrapping paper and gift tag donations, so classes can have a “wrapping party” back in their classroom after their shopping period
- Day 2 ran smoother than Day 1. On Day 1, they pushed out too much inventory to match shopper requests for items. On Day 2, the mentality was “this is your shop—and these are your choices.” It made the shopping experience more relaxed and sales actually went way up that day.
- Other take-aways: Skip the Medfield items in favor of more bluetooth speakers, blankets, mugs, and helicopters
- Work with local family, the Consilvios— they can be hugely helpful in buying items at cost.
- Look at budget and order early (and plan for storage)-this will allow for best prices and eliminate the need for scrambling at local stores to maintain inventory levels. (This will bring expenses down.)
- The revenue take away expenses leaves a net of around \$7,700 for the Holiday Shop, so a big success!

#### READ ACROSS AMERICA

- Tentatively planned to start on Feb 27th which is the week immediately following the Feb school break. (\*\*has been pushed back a week as I type up these notes)
- Volunteers needed to help decorate school on the Friday before the start of the the Read Across America week, (specifically to decorate the library and the hallway leading to the library)
- Anticipated budget for decorating—\$200-250
- Additional existing line item on budget for Wheelock Reads Author visit. Author visit hasn't happened since COVID. Discussion about bringing this back. Team brainstormed a list of local authors of favorite book series (Lunch Lady series, Who Would Win series, Bedhead Ted), and also discussed past authors like Marty Kelley or Suzy Kline. Not sure it will happen this school year but something we talked about bringing back in the future

#### HUG PROGRAM UPDATE- KATIE BRIEDIS (not in attendance)

- 1 new family has joined
- Katie would like to plan another social family meet-up event soon

#### HOSPITALITY UPDATE: KATIE LYNCH

- Jessy Nejm from local catering company, Around the Plate, executed an amazing holiday luncheon for all 3 elementary schools. She provided all the meals at cost which was so generous of her.
- For Valentine's Day, hospitality will likely send out a sign up for donations and contributions

#### TALENT SHOW- MEG CABEZUD

- Meg Cabezud will be running the 3rd grade talent show this year
- Last year, the talent show was held at Blake Middle School auditorium, Meg is wondering if it could be held at Wheelock in either the cafeteria or gym—just to simplify a lot of planning logistics
- Holli shares the challenges of the current “stage” setup—it’s not really a working stage at all these days. That is why the “Setting the Stage” fundraiser is such a meaningful one
- Meg and Holli ran through calendar dates to try to find a Friday night in March to hold the event. More details to come.

#### FAMILY DANCE

- A team has been meeting to discuss possible plans for a family dance.
- No decisions have been finalized, but some ideas being discussed are a “sweetheart” format with 1 child, 1 adult family member/chaperone. Cost of tickets is to be determined.
- Dance to be held at Wheelock—there would be a number cap. Possibly just open to third graders
- Plan for a theme—maybe a glow party. There would be a DJ aiming to keep the night dance floor focused. (not planning additional activities)
- Some refreshments to be offered—popcorn, cotton candy are possibilities
- Maybe some alignment with the Dance Unit that happens in PE in early March

#### LITERACY NIGHT/BOOK FAIR –JILL WERNER

- Jill Werner is working with literacy coordinator, Jamee Callahan, to plan this year’s Elementary Literacy Night and Book Fair which will be held Tuesday, March 21st from 5:30-8:00 PM in the Dale cafeteria
- Jill will be the point person for Wheelock, Jessy Nejm for Dale, and Kelly Behbahani for Memorial. They will be sending out a sign up for volunteers to help with other planning and execution roles.
- Jill asked the group for feedback on how to improve the teacher wish list process so that it is easy for the teachers, easy for families looking to contribute/donate, and easier for the treasurer to manage the incoming donations. Discussion was helpful.
- More Literacy Night/Book Fair info to be rolled out over the next month

#### FUNDING REQUESTS

- Holli is requesting \$200 to bring Irish Step Dancers to Wheelock. Board approves.

#### OTHER BUSINESS

- A check-in on 3rd grade video yearbook progress is needed.
- Want to make sure there is a photo collection process taking place so that the task doesn’t become overwhelming as it gets closer to the deadline. May want to use room parents to help in this area
- Photos needed from 3rd grade events, need photos of all students—this must be verified.

**UPCOMING WHEELOCK PTO MEETINGS:** Fri, March 3rd @ 9:30AM, Weds. May 10th @7PM

**TOWNWIDE PTO MEETING:** JANUARY 25th @ 7PM at Blake

*All schedules, forms, and contact form at [www.medfieldk8pto.com](http://www.medfieldk8pto.com)*