**Wheelock PTO Meeting Minutes**

**September 8, 2016**

**Attendees:** Donna Olson, Mary Fraser, Jessica Kemp, Renee Howley, Erin Fontana, Kelly Wysocki, Andrea Lichtenstein, Inger Kenworthy, Blake McDermott, Karen Peters, Lauren Barrett, Sara Sokolowski, Kerrie Patten, Karen Seitz, Jill Werner

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

**Vice President’s Report:**

Karen has been coordinating volunteers for the upcoming school year at Wheelock. Parents interested in volunteering can go to the PTO website (<http://medfieldpto.weebly.com/> ) and can find Wheelock volunteer sign up forms there. There has been a great response so far.

We are searching for a new Rocky Woods program coordinator. This special program gives 3rd graders a pilgrim experience day at Rocky Woods. This volunteer position will involve shadowing the current coordinator this year, attending the pilgrim experience days on October 25th and 26th, and then taking over the program going forward. (ideally to commit for a few years.)

Nurse Nancy Schiemer told us about The Walking Club at Wheelock. This choice activity runs twice a week during recess, offering students a nice alternative to playing. There is a SignUp Genius for parent volunteers. They need 2-3 parents per recess. (Covering 1 recess period would be a 20 min commitment, signing up to cover all 3 would be closer to 90mins.)

Erin Fontana filled us in on room parent selection. After receiving the last round of the room parent volunteer submissions, the team will meet to move forward with the selection process. They are hopeful the positions will be filled and shared on PIN night, Sept. 22nd. There will be a Room Parent Welcome Tea at Wheelock on Oct. 7th.

**Treasurer’s Report:**

Erin Fontana gave a quick review of last year’s report. The approved budget for 2016-2017 school year is $24,589.54 The banking responsibilities are being transferred from Erin to the new treasurer, Kelly Wysocki. Kelly made a request to add Amanda Spears, 2nd Grade CoPresident, to the Bank of Needham account. Request approved by vote.

**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:**

Mary Fraser shares that MCPE disbursed $117,000 across the Medfield Public Schools last year. Join us for this year’s events: Trivia night (Oct. 21st), LCR dice tournament (March 17th), Spelling Bee (April 4th) as well as the Fall Ball and upcoming auctions. Think about throwing an E4E event or party and collect donations for MCPE.

**President’s Report:**

Jessica Kemp reports that the School Supply Kit fundraiser was a success. At Wheelock, 144 kits were bought, resulting in $1655.65. District-wide, the school supply kit fundraiser brought in around $5160.00. The PTO boards have all voted to do it again for next year. A question was raised about students receiving their ordered kits. Kits were sorted and delivered to classrooms, and many teachers pooled all the items together to be used as classroom community supplies throughout the school year.

The Book Fair/Game night will be scheduled in early November. Keep an eye out for the date. There will be Games from GameWright to play and purchase in the cafeteria as well as a book fair to be set up in the gym by Park Street Books. Portions of the proceeds will go to the Wheelock PTO. Pizza and snacks will also be available for purchase.

The Ski Stop Fundraiser will be running again this fall. Stop by Ski Stop (256 Washington St. in Westwood) during the month of November for your seasonal boots and ski rentals. Tell them you are a Wheelock family and they will donate $15 from the cost to the PTO.

Renee Howley gave an update on the Box Tops fundraiser. Last year, around $600 was raised. Wheelock runs a collection competition between the grades in November and March with the winning grade earning extra recess. Discussion about whether having a purchase goal for the Box Tops earnings could encourage more collecting. Wheelock team will get back to us on that.

**Principal Report:**

Donna Olson shares that it’s been a great start to the school year at Wheelock.

The Site Council is in need of 2 second grade parents to join the team. This team works together to help develop and support Wheelock’s School Improvement Plan.

Wheelock continues to value the importance of character education. Open Circle and the Social Thinking curriculum support social and emotional learning in the classroom and give students a common language to describe the behaviors and actions of themselves and others. In addition, Wheelock staff will be incorporating a new positive discipline approach this year, emphasizing the importance of Respect, Responsibility, and Safety in all aspects of the school day. There is a special matrix that will be posted throughout the school that shares ways to show respect, responsibility, and safety in all different settings (the classroom, the cafeteria, the bathroom, etc.) Teachers will perform skits where they show these special traits in action, and students will be recognized and praised for displaying these important traits at school.

In the second grade literacy curriculum, students will now be learning their phonics component through Fundations (same as Memorial.) This program supports phonics, handwriting, and spelling. In third grade, students will continue to learn cursive using the Zaner-Bloser program. Administrators will be reviewing cursive and its future in the curriculum.

Kathy Gaudreau is the Interim Director of Student Services. This year, the schools will all have a designated day to run their team meetings. Wheelock’s team day will be Thursday. That is when they will schedule and run their special education (IEP) meetings with families, teachers, and specialists. Subs will be provided to cover classes as needed on those days.

Wheelock PIN night will be held on Thursday, September 22, 2016. The format has changed with the arrival of Grade 2 and Grade 3 parents to be staggered. Grade 3 parents will come to the cafeteria first for a general overview from 6:00-6:30 PM and will then visit the classrooms from 6:30-7:15 PM. Grade 2 parents will come to the cafeteria from 6:45-7:15 PM and will then visit the classroom from 7:15-8:00 PM.

The special education staff will present separate PINs for special education parents. Grade 3 parents are invited to attend PIN at 5:45PM and Grade 2 parents are invited to attend the Special Education PIN at 6:30PM.

The MCPE requested that each school principal present a grant for the Fall Ball. Parents will be able to make donations to any school’s grant. Wheelock is requesting to “Bring Bren Back.” Bren Bataclan made the amazing mural in Wheelock’s front hallway two years ago. He worked with students and incorporated their inspiring ideas into his Rocky Woods mural masterpiece. Wheelock is looking to invite Bren back to beautify the 2nd floor hallway with another special mural and create another lasting legacy for students. Teachers and students will contribute ideas connected to the curriculum for the topic of the mural. More to come about this, but look for opportunities to donate at this year’s Fall Ball.

**New Business:**

PTO is looking for new ways to encourage parent attendance at the meetings. We will be looking into childcare options for the November 3rd meeting at 7PM. Also,the morning meetings will be moved to 9 AM going forward

**Next Meeting: Thursday, November 3rd 7:00 PM**