

WMS PTO Executive Board Agenda

Monday Monday, November 19th, 2018 from 9:30am to 10:00am @ WMS

PTO Attendees:

**Barbara Hirsch, Brenda Kane Nicolazzo, Lisa Fico, Moira McDade, Joelle Reidy,
Helen Hwang, Susan McCormack**

Financials/Spending

-Contributions update

- \$60,000 budgeted

- \$71,035 received (48% / 496 out of 1,032 families) as of 11/18/18

Given the better than expected PTO fundraising this year, the annual contribution campaign will cease. Parents/guardians can still give but there will be no further appeals made - save the ongoing mention of the campaign's existence in the PTO Newsletter.

New Budget Spending Items

- \$5,000 for your Professional Development Budget for the staff and teachers and \$5,000 for the Creative Arts and Sciences program

A public vote at the last General Population PTO Meeting (10/18/18) approved an increase in the PTO budget. The approved spending of \$10,000 will be split so that \$5000 goes towards both Professional Development (PD) and Creative Arts and Science (CAS) budgets. This approved spending is for this year only and will need to be re-evaluated for next year's budget. One thousand dollars of the CAS spending will go towards MLK Day performance with the rest in reserve for spring semester programs.

- Mark to share items the PTO could potentially purchase for teachers
 - Are lefty desks still a possibility?

The plan of purchasing left-handed desks will be replaced with a plan to buy convertible desks (desks can be used easily by either-handed students). Twenty one desks would cost approximately \$3000 and would eventually replace worn classroom desks. This would likely come out of the Classroom Enrichment (CE) budget (TBD). Increased funding for this initiative will be voted on at the next PTO General Population meeting on January 17, 2018, as will:

5 new cameras for photography class (\$1250)

New filters for photography class (price TBD)

1 sanitizing cabinet for science class goggles (\$750)

1 model skeleton for science class (\$290)

The executive board also discussed establishing a CE wishlist for teacher requests. This way the board and MS administration can gauge perceived classroom supply needs of teachers and try to address them with PTO funding. The idea of using Amazon Smile was discussed.

- Is WMS interested in the WHS 4/10/19 Lynn Lyons professional development re practical solutions coping with anxiety. As a reminder we were approached by the WHS PTO to financially participate. This has already approved by Dr. Lussier and Joan Debrowski they would love to make this a joint effort with WMS PTO - Both the professional development portion (voluntary to attend of course). Topics for parents/guardians on dealing with worry and anxiety, and professionals and educators looking for training and approaches on how to handle anxiety in their students. Teaches strategies that are concrete and immediately usable to go after the patterns that keep anxiety in charge of families and children, sometimes for generations-strategies can be taught to anyone looking to overcome anxiety, handle pressure situations, and manage the challenges of daily life. The presentation and the professional development are appropriate for middle school and high school parents and staff, parents are invited to bring students aged 13 or older to the presentation. Professional Development for the staff is a separate presentation.

This specific item was not discussed as the more pressing Professional Development focus/need (per Principal Ito) was funding to send staff to the METCO Directors Conference (approximately \$3600).

Another need would be increased funding for curriculum and instruction (C and I) projects. It was decided that a \$10,000 funding proposal for C and I will also be voted on at the next General PTO meeting.

A final ask was to have more snack/food present at faculty meetings. Ideas were discussed on how that would work.

PTO Co-Treasurer, Susan McCormack, provided an addendum to the meetings budgetary discussions. Please see below.

Challenge Success

-Did we end up making the 50% quota of parents filling out surveys, to participate in the pilot program?

No, but the response was high enough that the project can proceed.

Sandwich Board

Maintenance of the sandwich board will stop due to lack of interest in oversight and security concerns.

CNY Celebration

PTO will budget up to \$500 to cover costs of this celebration. The CNY committee chair will provide the PTO with their budget.

Addendum

Financial numbers from PTO Exec Committee meeting – 11/19/18

Creative Arts & Sciences

- Amount approved at public meeting = \$5,000
 - \$1,000 will be used for MLK speaker
 - Remaining monies may / may not be used this year (if not used, will end up as “surplus unused monies” for FY 2019)
 - Possible uses = Animal Farm play and/or Memorial Day speaker
 - THUS this year’s expenses may be up to \$4K lower than we currently have in our budget but there’s not much we can do about it if we don’t want to go back to a public meeting and ask to reallocate (I would not recommend doing that)

Professional Development

- Amount approved at public meeting = \$5,000
- We want to re-allocate the monies to “Professional Development AND Classroom Enrichment”
 - **Will need a vote on this at January public meeting** (Sorry but we misspoke at the last meeting, etc etc)
- If reallocation is approved then
 - \$2,500 used for Professional Development
 - Mark needs \$3,600 to send teachers to the METCO Directors Conference and will use this \$2,500 to offset part of this cost
 - \$2,500 used for Classroom Enrichment
 - Cameras, skeleton, science cabinet, etc.
- NOTE: Mark will go ahead and spend the \$2,500 C.E. monies now; we will assume the cost split will be approved in January

New Desks

- Estimated cost = \$3,000
- **Need to vote at January public meeting** on this cost (NOTE: I recommend we vote for “up to \$3,500 for 21 new desks” to make sure we cover shipping, etc)

Curriculum & Instruction

- Estimated cost for 1 teacher for 1 day’s work = \$250
- Teachers typically work in groups or 2-4 to design curriculum changes
 - One curriculum change might require 3 teachers working for 2 days (or, 6 “teacher days”), for example
- \$10,000 would cover 40 “teachers days” worth of work

- Using the above example of 6 teacher days for one curriculum change, then \$10K would fund about 6 or 7 curriculum changes SO we could probably assume we'd be able to fund 5-10 curriculum changes with \$10K
- **Need to vote at January public meeting** on this cost

January faculty catered lunch

- Assuming the cost is < \$500, we have already approved this cost as a one-time bump up to the Hospitality Budget (or, alternately, this could be placed under a new budget line item called "2018 Surplus Money Allocations")

Language Program Activities

- We decided to inform the Chinese teacher that the PTO will cover the cost of food for the Chinese New Year celebration (up to ____????)
- The PTO will now cover the cost of food for both the French Fete and the Chinese New Year celebrations (up to ____ each???)
- Mark informed us that the other language teachers do not want to plan similar activities and thus do not need PTO money at this time