

## **WMS PTO Executive Board Minutes - 08/27/18**

### **Attendees:**

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

### **Agenda and Action Items:**

**Subscribe to WMS PTO Calendar-** Use and access to the WMS PTO Calendar was reviewed by meeting attendees. The team walked through the first week of the calendar.

**Subscribe to WMS PTO Executive Team Calendar-** Use and access to the WMS PTO Executive Team Calendar was reviewed by meeting attendees. All attendees were invited to sync their electronic devices to the calendar

**Determine who will update the calendar on the WMS PTO website:** Moira agreed to keep current all important WMS dates on the website calendar

**Determine who will update the Middle School Facebook Page-** Lisa will be the administrator for the WMS Facebook page

**Review the open roles on the PTO committee-**The board discussed access to the document of open PTO committee positions (2018-19 Google docs folder) and reviewed the list of positions and openings. The team brainstormed on contacts that might have interest or expertise in the vacancies of Co-webmaster, Chinese New Year committee chair and WMS PTO events photographer. Joelle agreed to secure a photographer, Moira agreed to pursue a Chinese New Year chair (will approach known coordinators in Hardy and Hunnewell Chinese cultural events and ask for help or referrals) and everyone agreed to work on finding a co-webmaster. Going forward, the WMS PTO newsletter and an upcoming "meet and greet" event will be used to recruit for open positions.

**Update the team on upcoming "Meet and Greet"-** Mark Ito will hold his annual Meet and Great outdoor coffee event on Sept 26th at 8:30 am. Patty Chong will secure the coffee and WMS PTO Executive Board members will be in attendance.

**Determine Dates for Monthly PTO Executive Meetings and subsequent meetings with Mark Ito (10:00 am)**- These meetings will occur in the WMS teachers lounge from 9:30-11:00 am on the following dates (all Mondays): 09/17, 10/15, 11/19, 12/17, 01/14, 02/11, 03/04, 04/01, 05/06 and 06/10. Brenda confirmed these dates on Principal Ito's schedule with Patty Chong. Orders of business for each meeting will be determined collaboratively between Mark Ito and the PTO executive team. Team members will enter agenda items on the 2018-19 Google Drive. For the first meeting of the year, the budget will be discussed and any requests from Mark will be considered.

**Determine logistics for WPS Central Council Meetings** - The team reviewed the dates for the Central Council Meeting dates that are found on the WMS Executive Team Calendar. It was determined that anyone on the PTO Executive Board could attend this meeting, take notes and report back to the team. The dates, location, time and list of representation was established and is as follows:

Sept 5 @ WHS Faculty Dining Room (9-10:30 am) - Barbara  
Oct 3 @ Fiske Library (9-10:30 am) - Brenda and Joelle  
Nov 7 @ Sprague Library (9-10:30 am) - Lisa and Joelle  
NO DECEMBER MEETING  
Jan 9 @ Schofield Library (9-10:30 am) - Joelle  
Feb 6 @ Hunnewell: Wellesley Free Library (7-8:30 pm) - Barbara and Joelle  
March 6 @ Upham Library (9-10:30 am) - Moira  
April 3 @ WMS Library (7-8:30 pm) - Lisa and Joelle  
May 1 @ Bates Cafeteria (9-10:30 am) - Brenda and Barbara  
June 5 @ Wellesley College Club (9 -10:30 am) - Joelle and Lisa and Moira

**Review Budget** - The team reviewed the bylaws on passing the 2018-19 budget and it was established that the budget was publically presented at the June 2018 parent PTO meeting (Book Fair Event). The budget was voted on an accepted during that meeting. No further action is needed.

**Update on Creative Arts and Science (CAS) Program** - Maura Sullivan and Adrianna Bertucci from the CAS committee reported, via email, that decisions regarding the 2018/19 CAS program were made, in conjunction with Mark, in mid-June. Modifications to the CAS program will require the PTO to budget funds to cover Monkey Dance Documentary but not cover Lion Dance. This performance will come out of the Principal's Budget. Mark requested that the PTO consider providing speakers for the MLK and Memorial Day school wide assemblies. This matter will be taken up at the first

WMS PTO Executive meeting on 09/17. Currently, the CAS committee is down a member from 3 to 2. Based on an unanswered inquiry about the need to find a third person, the committee will likely remain at 2 persons for this year.

**Review the operating procedures of the SpiritWear Team** - Brenda sent an email to the SpiritWear team asking if we can have a meeting to explore how they operate. It was noted that an excess of inventory and a dearth of retail opportunity has left the initiative in the red for the 2017-18 school year. The Executive team discussed the need to take inventory and work with the SpiritWear committee to increase sales. Suggested actions include: keeping online store open all year, open store during more school events and for extended periods of time and updating online photos of inventory. Some Executive Board members said they could approach some SpiritWear team members to get their input.

**Review status of upcoming Back To School (BAS) night** - Thursday, September 27th is the annual BTS night. The Board discussed its role in this event. Most members said they could attend. Might try to sell some SpiritWear and consider setting up a PTO table.

**Plan PTO meetings** - The Executive Board discussed holding 4 or 5 PTO parent meetings throughout the year in the WMS auditorium or cafeteria. Moira will take responsibility for pulling the required permits for use of WMS space for such events. She will check with Patty regarding dates where space is available. Permit request needs to be sent to Trishia Slyne. [pslyne@wellesley.ma.gov](mailto:pslyne@wellesley.ma.gov). The tentative events and dates are as follows:

Oct/Nov - Executive Functioning Presentation (Principal Ito already cleared this. The company offering this pitched a December event but Brenda will pursue the options).

January - David Lussier Address (Brenda set a tentative date with Addie for Jan. 17th)

February - Talk on Vaping (Susan will explore a successful event/experience at WHS)

June - Book Fair

TBA - School Committee Q and A (Addie is exploring dates)

**Discuss cost/benefit of 6th Grade Parent Social** - The Executive Board reviewed the poor attendance of last year's event and brainstormed how to increase attendance for a variety of different proposed social event ideas. In the end it was determined that parents are just too overwhelmed and busy to embrace such an event at the beginning

of the school year. The board will revisit this decision later if there is renewed interest/ feedback from parents.

**WMS Press and Publicity**-Rama Ramaswamy reached out to Brenda- Said to please send her any news items we would like put into the paper-Lisa Fico agreed to assist Brenda with Press.

-If we send photos, we need to make sure the kids in the photos have media release permission. Usually the ms office will know if you give them a list of names. Sometimes, certain classes will have interesting projects and we can ask the class teacher if they wouldn't mind having a feature written about their project etc.

-When Amy Lund takes photos of our events, she will need to get the names of the kids in the photos if plan on using any.

#### **Kate Mahoney: Guidance**

-Chris and Lisa's notes to us indicate we should met with Kate 2 or 3 times in the year to touch base as to where we are and help her when she needed parent volunteers and to set up a couple of meeting with Kate. She has also spoken at our parent pto meetings.

#### **School Council/ Process:**

-Maira is spearheading and will update us. The PTO in charge of collecting ballots at the end of meeting and doing a "count" altogether the following day. Basically, we send out notices in weekly newsletter to see who wants to serve on the council (Chris and Lisa's notes indicate Mark / Patty will know how many slots are needed. Last year, there were 2 slots). Ballots are sent out ahead of time with students -We cannot do electronically, due to "fraud" -issues... Maira counts the ballots and informs Mark of winners. The school has the ballot boxes.

**Merchant Kickbacks:** Need to update-What do we have besides Amazon Smile? Target? (Need to update web page as well.) [Lisa will look into shutterfly for the holidays.](#)

#### **Website:**

We are going through it and it needs a lot of updating so we could use some assistance. When you are on the site, please email Barbara or Brenda (Not Ally our webmaster) directly with the issues and re-writes (if you have) and we will coordinate with Ally. we have a running list on Google docs that we are keeping.

## WMS PTO 2018-2019

### EXECUTIVE COMMITTEE:

Co-Presidents: Barbara Hirsch ([bhirsch50@yahoo.com](mailto:bhirsch50@yahoo.com)) and Brenda Kane Nicolazzo ([brennickie@gmail.com](mailto:brennickie@gmail.com))

Co-VPS: Lisa Fico ([lisafico@gmail.com](mailto:lisafico@gmail.com)), Moira McDade ([moiramcdadePTO@gmail.com](mailto:moiramcdadePTO@gmail.com)) and Joelle Reidy ([joellecreidy@gmail.com](mailto:joellecreidy@gmail.com))

Secretary: Moira McDade ([moiramcdadePTO@gmail.com](mailto:moiramcdadePTO@gmail.com))

Treasurer: Helen Hwang ([hhortho@yahoo.com](mailto:hhortho@yahoo.com))

Assistant Treasurer: Susan McCormack ([susanmccormackcfa@gmail.com](mailto:susanmccormackcfa@gmail.com))

Former Presidents (Consulting): Chris Norcross ([cenorcross@gmail.com](mailto:cenorcross@gmail.com)) and Lisa Collins ([lacollins3@gmail.com](mailto:lacollins3@gmail.com))

### PTO OPERATIONS:

Communications: Moira McDade ([moiramcdadePTO@gmail.com](mailto:moiramcdadePTO@gmail.com)) (Co-VP)

Family Directory: Maura Renzella ([wellesleymdirectory@gmail.com](mailto:wellesleymdirectory@gmail.com)) ([mbrenzella@gmail.com](mailto:mbrenzella@gmail.com) private-do not list please)

Nominating: Jill Fischmann ([jill.fischmann@me.com](mailto:jill.fischmann@me.com)) and OPEN

Photographer: Amy Lund ([amyclund@gmail.com](mailto:amyclund@gmail.com))

Publicity: Rama Ramaswamy ([silver0483@gmail.com](mailto:silver0483@gmail.com))

Facebook Manager: Barbara Hirsch [bhirsch50@yahoo.com](mailto:bhirsch50@yahoo.com)

**Sandwich Board Messages: OPEN**

Spirit Wear: Gina Cohen ([ginakiele5@comcast.net](mailto:ginakiele5@comcast.net)), Laura VanZandt ([laura@thevzs.com](mailto:laura@thevzs.com)), Stefanie Albertson ([stefanie.albertson@gmail.com](mailto:stefanie.albertson@gmail.com)), April Levitt ([aklevitt@hotmail.com](mailto:aklevitt@hotmail.com)), Erin Kenny ([erinkenny2005@hotmail.com](mailto:erinkenny2005@hotmail.com)), Meridith Edmonds ([meridith.edmonds@gmail.com](mailto:meridith.edmonds@gmail.com)) and Mary Levine ([levine.mary@gmail.com](mailto:levine.mary@gmail.com))

(Webmaster: Ally Jin ([allyjin@verizon.net](mailto:allyjin@verizon.net)) and OPEN

### ENRICHMENT AND COMMUNITY PROGRAMS:

Beautification: Dawn McGrew ([dawnmcgrew@comcast.net](mailto:dawnmcgrew@comcast.net)) and Suze Nock ([dnsn21@gmail.com](mailto:dnsn21@gmail.com))

Creative Arts & Sciences: Maura Sullivan ([maura@sullivan.ms](mailto:maura@sullivan.ms)) and Adrianna Bertucci ([adriannabertucci@gmail.com](mailto:adriannabertucci@gmail.com))

Grant Writer: Linda Keenan ([lindaerinkeenan@yahoo.com](mailto:lindaerinkeenan@yahoo.com)) and Shelley McHale ([shelleymchale@verizon.net](mailto:shelleymchale@verizon.net))

Green Team/Community Service: Michelle Foster ([michelleofoster@aol.com](mailto:michelleofoster@aol.com))

Parents of Performing Arts Students: Laurie Kelley (Orchestra rep) ([laurie@kelley.com](mailto:laurie@kelley.com)) and OPEN

### SOCIAL AND NETWORKING PROGRAMS:

Dance Volunteers: Lynsey Cozens ([lcozens0105@outlook.com](mailto:lcozens0105@outlook.com)) and OPEN

(FYI - Danielle Comella is interested in doing the following year - 2019/2020)

Fall Social: ([lisafico@gmail.com](mailto:lisafico@gmail.com)), Moira McDade ([moiramcdadePTO@gmail.com](mailto:moiramcdadePTO@gmail.com)) and Joelle Reidy ([joellecreidy@gmail.com](mailto:joellecreidy@gmail.com)) (Co-VPs)

Hospitality: Jennifer Yuan ([jennifer.i.yuan@gmail.com](mailto:jennifer.i.yuan@gmail.com))

New Families: Shira Doran ([sdoron@tuftsmedicalcenter.org](mailto:sdoron@tuftsmedicalcenter.org)) Sarah Byrne ([sepireland@yahoo.com](mailto:sepireland@yahoo.com)) and Ellen Subramanian ([ellen\\_subramaniam@hotmail.com](mailto:ellen_subramaniam@hotmail.com))

#### GRADE 8 COMMITTEES:

Grade 8 Committee Co-Chairs: Linda Messore ([lmessore@aol.com](mailto:lmessore@aol.com))

Grade 8 Community Service Day: Gina Cohen ([ginakiele5@comcast.net](mailto:ginakiele5@comcast.net))

Grade 8 Dance (June): Kara Thornton ([spencerkm@yahoo.com](mailto:spencerkm@yahoo.com)) and Juliette Hart ([juliettehart@me.com](mailto:juliettehart@me.com))

Grade 8 T-Shirts & Class Gift: Julie Beyer ([ejambeyer@verizon.net](mailto:ejambeyer@verizon.net))

Grade 8 Departure Day (June): MaryAnne Ulian ([ulian@me.com](mailto:ulian@me.com)) and Linda Messore ([lmessore@aol.com](mailto:lmessore@aol.com))

#### STUDENT SERVICES AND COUNCILS:

**Boston-Wellesley Collaborative: OPEN**

**Committee 21: OPEN**

Library Volunteers: Linda Messore ([lmessore@aol.com](mailto:lmessore@aol.com))

Nurse's Office Volunteers: Jennifer Yuan ([jennifer.i.yuan@gmail.com](mailto:jennifer.i.yuan@gmail.com))

School Council Nomination Process: Moira McDade ([moiramcdadePTO@gmail.com](mailto:moiramcdadePTO@gmail.com))

Wellesley Parent Advisory Council (PAC): Mariela Vargas ([mvgargas@ablspartners.org](mailto:mvgargas@ablspartners.org))

#### PTO-Coordinated EVENTS:

Turkey Promenade (November): Food Donation Part: Sue Logan ([msuelogan@aol.com](mailto:msuelogan@aol.com)) and Linda Messore ([lmessore@aol.com](mailto:lmessore@aol.com))

**Turkey Promenade (November): Refreshments/Volunteer part: OPEN**

Mini-Marathon: (April) Dana Lynch ([danalynch@verizon.net](mailto:danalynch@verizon.net)) and Jessica Graham ([Jessica@mountaincow.com](mailto:Jessica@mountaincow.com))

Mini-Marathon T-Shirts: Dana Lynch ([danalynch@verizon.net](mailto:danalynch@verizon.net))

**Mini-Marathon Photographer: OPEN**

Book Fairs (Nov/Dec and June): Nichole Bernier ([nichole@nbernier.com](mailto:nichole@nbernier.com)) and Amiee Munro ([agmunro1@gmail.com](mailto:agmunro1@gmail.com))

**Chinese New Year Celebration (Feb): OPEN** (Or MIN ZHOU CAN RECRUIT COMMITTEE AT THE TIME) ([zhoum@wellesleyyps.org](mailto:zhoum@wellesleyyps.org))