

**Wellesley Middle School PTO
Executive Committee Meeting
Thursday, July 13, 2017**

Attendees

Chris Norcross, Co-President	Rochelle Kushner, Co-President
Brenda Nicolazzo, Co-Vice President	Susan McCormack, Secretary
Helen Hwang, Treasurer	Shelley McHale, Assistant Treasurer
Susan Frigoletto, Co-President, Emerita	

Agenda

- 1) Executive Committee introductions
- 2) Review of 2017-18 PTO committees and members
- 3) Review August and early September PTO event calendar
- 4) Other

Chris Norcross called the meeting to order at 10:00a.m.

1) Executive Committee introductions

Chris Norcross introduced herself as incoming Co-President with Lisa Collins. Although Rochelle Kushner had planned to act as the third Co-President for the 2017-2018 school year, she will be moving out of state and will be unable to continue in that role.

The Committee thanked Ms. Kushner for her extensive service and dedication to WMS.

The remainder of the Executive Committee introduced themselves and their roles. Contact information for all Committee members was verified.

Ms. Norcross passed out the schedule for Executive Committee meetings for the coming school year.

2) Review of 2017-2018 PTO committees and members

Ms. Norcross provided the Committee with a listing of all standing PTO committees along with confirmed 2017-2018 members.

The following gaps in committee coverage were identified:

- a) 8th grade Service Day, Dance, and Departure Day
Additional volunteers have been identified by Susan Frigoletto, 8th grade committee chair. Ms. Frigoletto is confident that she can fill her committee's open spots.
- b) Mini Marathon
Dana Lynch will be coordinating the Mini Marathon efforts. However, the Executive Committee felt that an additional volunteer was needed to focus solely on T-shirts.

*Follow-up items are denoted in red text.

The Committee sent an email to Ms. Lynch and to Becca Cahaly (Nominating Committee Co-Chair) to this effect.

c) Chinese New Year Celebration

Becca Cahaly will lead this effort. However, the Executive Committee recommended in an email to her that she identify a “shadow person” for the coming year who could take over these duties in 2018-19.

d) Boston-Wellesley Collaborative

The Executive Committee sent an email to Ms. Cahaly asking if this committee remained active and, if so, who had volunteered to chair it for the coming year.

e) Sandwich Board Messages

This position remains open. **The Co-Presidents will work with the Nominating Committee to identify and recruit a volunteer*.**

3) Review August and early September PTO event calendar

Back-to-School PTO announcement to the WMS community

Ms. McCormack will work with the Co-Presidents to produce a welcome flyer to be mailed to all WMS families during August.

Two August events are planned

New Families Orientation

Thursday, August 24, 1:00 – 2:30p.m.

WMS Library

Faculty Planner: Kate Mahoney, Dept. Head of Guidance

This event is for any WMS family new to the Wellesley school system. Members of the Executive Committee are encouraged to attend.

Back-to-School Faculty & Staff Luncheon

Monday, August 28, 11:30a.m. – 12:30p.m.

Members of the Executive Committee are encouraged to attend.

One event is planned for early September

Principal and Department Heads Meet & Greet

Friday, September 8, 8:45a.m.

WMS front lawn

Members of the Executive Committee are encouraged to attend.

4) Other

The Committee engaged in a discussion of the past year’s electronics recycling effort. Several ideas were generated to potentially improve this rewarding program in the coming year. **The PTO Co-Presidents will propose these ideas to the Community Service team.**

Ms. Kushner reported that the PTO Webmaster has been asked to update all relevant committee members’ names along with their contact information on the web site prior to the beginning of the school year.

***Follow-up items are denoted in red text.**

Ms. Norcross adjourned the meeting at 11:15a.m. The next meeting of the Executive Committee will take place on Monday, September 11, at 9:30a.m. in the faculty dining room at WMS.

Respectfully submitted,
Susan McCormack