

**Wellesley Middle School PTO
Executive Committee Pre-Meeting
Followed by
Meeting with Principal Ito
Monday, April 9, 2017**

Pre-Meeting

Attendees

Chris Norcross, Co-President	
Barbara Hirsch, Co-Vice President	Brenda Nicolazzo, Co-Vice President
Helen Hwang, Treasurer	Susan McCormack, Secretary

Invited Guest: Susan Frigoletto, 8th Grade End-of-Year Activities Chair

Agenda

- 1) Financial Update
- 2) 8th Grade Activities Update

Ms. Norcross and called the Pre-Meeting to order at 9:30a.m.

1) Financial Update

Ms. Hwang informed the Committee that YTD contributions are just over \$67,000. Donations are now coming in from 8th grade families for the end-of-year activities. A recent WEF request for funding was discussed.

2) 8th Grade Activities Update

Ms. Frigoletto informed the Committee that six requests have been emailed to 8th grade parents requesting funds for the end-of-year activities. However, to date, only about 50% of families have donated and/or informed Ms. Frigoletto of their child's preferred T-shirt size. The scope of certain activities will be dependent on donations.

At this point (10:00am), Ms. Norcross adjourned the Pre-Meeting and the members of the Executive Committee and Ms. Frigoletto joined Principal Ito in his office.

Meeting with Principal Ito

Attendees

Chris Norcross, Co-President	
Barbara Hirsch, Co-Vice President	Brenda Nicolazzo, Co-Vice President

Helen Hwang, Treasurer	Susan McCormack, Secretary
Principal Mark Ito	Susan Frigoletto

Agenda

- 1) Screenagers event
- 2) Financial Update
- 3) 8th Grade Activities Update
- 4) School Security Update

Ms. Norcross and Principal Ito called the meeting to order at 10:00a.m.

1) Recap of Screenagers Event

Ms. Norcross summarized the success of the recent Screenagers event for Principal Ito. The film screening was well attended and feedback was positive. It was agreed that the event was a worthwhile endeavor for the PTO.

2) Financial Update

Ms. Hwang updated Principal Ito on the PTO's current financial status. She noted that **the budget for next year must be generated within the coming month** so that a public vote can be held prior to the end of the school year.

3) 8th Grade Activities Update

Ms. Frigoletto explained that planning is well underway for the 8th grade end-of-year activities. The following items were discussed in more detail:

- The \$50 donation parents are being asked for will cover all aspects of 8th grade activities. The 8th Grade Activities Committee determined it would be preferable to ask for one lump sum donation versus a separate donation for each of the below.
- *Class T-shirts* – Only 50% of families have indicated their child's preferred T-shirt size. **The PTO will send out a separate blast** encouraging parents to respond so that the majority of the class will have a T-shirt that fits well.
- *Community Service Day*
 - Half day event on Wednesday, May 2
 - \$2,100 is in the current budget to pay various expenses
 - A lunch will be held for faculty on Friday, April 13, to pair teachers with Service Day sites. The PTO will provide food for this meeting. **Ms. Frigoletto will coordinate this lunch.**
- *8th Grade Dance*
 - Cost of last year's dance was \$3,100
 - Possible expense items: DJ, photo booth, slushes, decorations for the gym, party motivators
 - Music must be have age-appropriate language
 - Parents decorate the gym in the afternoon of the dance
 - Wellesley police will be in attendance, as always

- Parents can volunteer to help at the dance itself but staff are the official chaperones
- Students will need a ticket to attend – preferably a wrist band (these can be given out in homerooms)
 - No non-Wellesley middle school 8th graders can attend
- *Departure Day*
 - Wednesday, June 20
 - The PTO will decorate the stage
 - Balloons, plants
 - One ticket will be allotted per family for attendance in the auditorium itself
 - Unlimited additional family members can watch the simulcast in the gym
 - Last year, a flower and noise maker were distributed to each student via the homerooms. The flowers may not be covered by this year’s donations.
 - The PTO will provide cookies and water after the ceremony.
- *Class Gift*
 - The actual gift will depend on the amount of money left over after all of the above are funded. **Principal Ito will work with the Activities Committee to determine appropriate ideas for a gift.**

At this time, Ms. Frigoletto left the meeting.

4) School Security Update

Principal Ito informed the Committee that WMS students have expressed an interest in being more involved in their own safety and security at school. WMS is working with the Wellesley Police and Fire Departments to plan a lockdown and evacuation drill. This is scheduled for some time in May. Parents will be informed via email by Principal Ito. Students will attend assemblies prior to the event to help prepare them.

Ms. Norcross and Principal Ito adjourned the meeting at 11:00a.m.

The next pre-meeting of the Executive Committee will take place on Monday, May 14, 2018, at 9:30a.m. in the faculty dining room at WMS. This will be followed immediately by a meeting with Principal Ito in his office.

Respectfully submitted,
Susan McCormack