

**Wellesley Middle School PTO
Executive Committee Pre-Meeting
Followed by
Meeting with Principal Ito
Monday, May 14, 2017**

Pre-Meeting

Attendees

Lisa Collins, Co-President	
Barbara Hirsch, Co-Vice President	Brenda Nicolazzo, Co-Vice President
Helen Hwang, Treasurer	Susan McCormack, Secretary

Agenda

- 1) Financial / Budget Update
- 2) 5th Grade Parent Meeting
- 3) PTO Documentation
- 4) Book Fair
- 5) Year-end PTO Events
- 6) 2018 / 19 PTO Board Recruiting

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

1) Financial / Budget Update

Ms. Hwang informed the Committee that YTD contributions are just over \$68,000. Donations continue to come in from 8th grade families for the end-of-year activities. **The PTO Executive Committee will meet on Tuesday, May 15, 2018, at 8:45am to review next year's budget. The Committee plans to call for a vote on next year's budget at the June book fair meeting (see #4 below).**

2) 5th Grade Parent Meeting

Ms. Collins confirmed that this year's final 5th grade parent meeting will take place on Wednesday, May 16, in the Wellesley Middle School Cafeteria.

3) PTO Documentation

Ms. Collins will determine which PTO meeting notes must be published on the PTO web site and will inform Ms. McCormack. Ms. McCormack will then send those notes to the PTO web master for publication.

4) Book Fair

The end-of-year book fair will take place in the WMS library at 9am on June 14th. All WMS parents & guardians are invited to attend.

5) Year-end PTO Events

The Executive Committee will plan a transition meeting to take place prior to the end of the school year. The purpose of the meeting will be to thank this year’s PTO volunteers and to transition responsibilities to next year’s volunteers.

6) 2018 / 19 PTO Board Recruiting

The Nominating Committee has worked hard and a majority of PTO positions have been filled for the coming school year. **Recruiting will continue for the remaining positions.**

At this point (10:00am), Ms. Collins adjourned the Pre-Meeting and the members of the Executive Committee 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	

Invited Guest: Cathi Gordon, WMS Vice Principal

Agenda

- 1) 8th Grade Activities
- 2) Budget for Next Year
- 3) Book Fair
- 4) School Security Update

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

1) 8th Grade Activities

Ms. Collins and/or Ms. Norcross (PTO Co-President) will request an update from Susan Frigoletto, 8th Grade Activities Chair. Graduation ceremonies will be held on June 20 this year. Cathi Gordon suggested that during this year’s 8th grade dance, an outdoor area be cordoned off for students to cool off and get fresh air. She suggested the Italian ice machine be located in this area, which will be supervised by teacher chaperones. The PTO agreed that this was a helpful suggestion and **will pass along this information to Ms. Frigoletto.**

2) Budget for Next Year

Ms. Collins noted that next year's incoming 6th grade class will have fewer students than the current 8th grade class. Thus, the overall student body is expected to be smaller in number. This will most likely reduce PTO dues for the coming year. The PTO has been informed of a significant grant from the Wellesley Hills Junior Women's Club to the Wellesley School District, to be used to offset the cost of speakers district-wide. **The WMS PTO will investigate what speaker(s) the District plans to invite in the coming year.** Ms. Hwang noted that the money raised from the sale of 6th and 7th grade T-shirts will be forwarded to Friends of Wellesley METCO.

3) Book Fair

Principal Ito will speak at the Book Fair to the entire PTO.

4) School Security Update

Principal Ito stated that the recent school-wide lockdown and evacuation drill ran smoothly. He is working with the Wellesley Fire Department to plan next year's drills.

Ms. Collins and Principal Ito adjourned the meeting at 10:50a.m.

The next pre-meeting of the Executive Committee will take place on Monday, June 11, 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. The next public PTO meeting will take place on Thursday, June 14, at 9am in the WMS library.

Respectfully submitted,
Susan McCormack