

**Wellesley Middle School PTO
Executive Committee Meeting
Thursday, August 31, 2017**

Attendees

Lisa Collins, Co-President	Chris Norcross, Co-President
Barbara Hirsch, Co-Vice President	Brenda Nicolazzo, Co-Vice President
Helen Hwang, Treasurer	Shelley McHale, Assistant Treasurer
Susan McCormack, Secretary	

Agenda

- 1) Budget Update / Fundraising
- 2) Central Council of PTOs
- 3) School Council
- 4) WMS Adult Social
- 5) Back-to-School Night
- 6) Weekly Blast Newsletters
- 7) WMS PTO Facebook Page
- 8) Screenagers Event
- 9) Upcoming Meetings
- 10) Other

Ms. Collins and Ms. Norcross called the meeting to order at 9:00a.m.

1) Budget Update / Fundraising

Ms. Hwang provided a summary of PTO dues collections to date which revealed:

- a) Approximate dues paid to date = \$23,000. This is about 1/3 of the yearly goal based on the WMS PTO's planned budget for 2017/18.
 - 1) Dues have been received through Paypal (~ 150 people) and snail mail (~ 10 people)
- b) Any requests for help with company matching of donations should be directed to Ms. Hwang and/or Ms. McHale.
- c) **The PTO will consider a targeted mailing to non-dues payers in November if dues efforts need to be bolstered. Ms. Collins volunteered to lead this endeavor.**

Fundraising efforts were discussed as follows:

- a) The Executive Committee voted to decline all solicitations from local private companies for fundraising partnerships (e.g., companies that sell jewelry, skin care products, clothing, etc). The PTO will inform all such interested companies that they may raise funds for WMS but without any official backing or assistance from the PTO.

- b) The Technology Drive is planned to begin in January. **Ms. Collins will assist in coordinating this effort with Jeanne Hoerter.**
- c) For Back-to-School Night, **the Executive Committee will ask Principal Ito if it can:**
 - 1) Set up a table in the cafeteria at the end of the night to encourage PTO participation and the payment of dues
 - 2) Provide a handout about the PTO to be passed out in all homerooms (if other handouts are planned and we can piggyback on that distribution)
- d) **Ms. Collins will work on a schedule of additional possible fundraising activities** such as receiving a percentage of Amazon purchases, Shutterfly purchases, etc. If possible, the Executive Committee would like to have each month be a different themed “easy giving” possibility that could be advertised in the Weekly Blast.

2) Central Council of PTOs

Ms. Norcross shared the Central Council’s planned schedule of monthly meetings for the year. Members of the Executive Committee volunteered to attend these meetings as follows:

- a) September 6 and October 4 – Ms. Collins
- b) November 1 – Ms. Norcross
- c) January 10 – Entire Executive Committee
- d) February 7 – Ms. Norcross
- e) March 7 – Ms. Hirsch and Ms. McHale
- f) April 4 – Ms. Hirsch
- g) May 2 – Ms. Collins and Ms. Hirsch
- h) June 6 – Ms. Collins

After attending these meetings, the PTO representative in attendance will report any significant information to the Executive Committee at its next meeting.

3) School Council

Ms. McHale will work with Gina Jones and the WMS office to facilitate the voting process for School Council Representative(s) from WMS.

4) WMS Adult Social

Ms. Hirsch is in the process of planning the WMS Adult Social at The Local in Wellesley for Thursday, October 5, from 6-10pm. The budget for this event is \$1,500 – there is a \$1,500 food & drink minimum. **Items remaining for planning include:**

- 1) Finalize agreement with The Local
- 2) Advertise the event in the Weekly Blast
- 3) Purchase Mardi Gras beads in 3 colors
- 4) Purchase name tags / Sharpies
- 5) Print extra PTO flyers to pass out at the event to encourage dues payments

Ms. Hirsch will work with Ms. Hwang to pay The Local by check on the day following the event.

5) Back-to-School Night

It was proposed that the PTO Executive Committee members wear WMS PTO T-shirts to this event. **Ms. Norcross will check with the Spirit Wear Committee to see if any are available.**

As discussed in “Budget Update / Fundraising” above, the Executive Committee will explore having a PTO Info table in the cafeteria and/or passing out flyers in home rooms.

The PTO must prepare a short video presentation to be added to Principal Ito’s video message. The Executive Committee will produce this video.

6) Weekly Blast Newsletters

The Weekly Blast is currently being received by about 920 email accounts. **Ms. Nicolazzo will speak with Principal Ito regarding:**

- 1) if he would like to include all faculty members on this Blast
- 2) if he would send an email requesting that all parents ensure they are signed up on MySchoolAnywhere so that they receive PTO Weekly Blasts

7) WMS PTO Facebook Page

Ms. Hirsch and Ms. Nicolazzo will take over administration of this page. They will post items on Monday from the Weekly Blast. They will also post about upcoming school events as they deem fit. All Executive Committee members should be able to post to this page.

8) Screenagers Event

Ms. Norcross volunteered to plan the screening of the movie Screenagers. The following were discussed regarding this event:

- a) April 8 is a potential date
- b) The event would cost the PTO \$400.
- c) Tickets will be sold for \$5 each. Any money raised over and above \$400 through tickets sales would be split 50/50 between the PTO and the company putting on the show.

9) Upcoming Meetings

The following two meetings are in the planning stages:

- a) WMS PTO Volunteers meeting (**Ms. Norcross to lead – she will check with the WMS Office re: use of the cafeteria that morning**)
 - i. Tentative date: Monday, September 18, from 9-10am
 - ii. Tentative place: WMS Cafeteria
- b) PTO Meeting for the Community (**Ms. Collins to lead – she will check with the WMS Office re: use of the cafeteria that morning**)
 - i. Tentative topic: WMS clubs / athletics / performing arts / intramurals as well as “Straight Outta School” sports
 - ii. Tentative date: Thursday, October 19, from 9-10:30am

iii. Tentative place: WMS Cafeteria

10) Other

Ms. McCormack is working on a WMS PTO Guidebook to assist incoming Executive Committee members when PTO governance changes hands. Any and all assistance in this endeavor is greatly appreciated.

Ms. Collins and Ms. Norcross adjourned the meeting at 10:15a.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