

Willard PTG Board Meeting
November 16, 2009
12:30 p.m.

In attendance: Kate Olney, Aimee Cupp, Grace Ryan, Jennifer Waldron, Debbie Osofsky, Pat Fernandes, Sue Bumpus, Pam Reed, Alex Kuchar, Kathi O'Neil, Christine Evans, Rachael Morris, Kim Piculell, Kim Patenaude

Welcome (Cupp/Olney)

Principal Report (Fernandes)

- Dedication ceremony on Nov. 1st was wonderful. Many thanks to Michelle and Louisa.
- Conference day with teachers was last Tuesday, some will use next Tuesday as well.
- Shade structure is almost finished. Need to determine the types of tables we want.
- Nanae trip funding request. We had this request last year for our tech specialist. She is not interested in attending this year. Our new librarian, Erica Chicco, would be interested in going this year. Requesting funds of \$1000 per staff member to cover airfare and other miscellaneous expenses. A foundation will support matching funds per person. Asked if we would support one or two staff members. There is \$2000 in the teacher stipend line item. If support were given, there would be responsibilities upon return for promoting the relationship between the school and Nanae. Since this money is already in the budget, we do not need to approve it separately. Pat will open second spot to another interested faculty member with expectation that experience will be brought to the entire school community.

Treasury Report (O'Neil)

- Site work on shade structure has been paid.
- Dues are way down from last year.
- Family Photo money came in.
- Assemblies being paid for.
- Willard Wear- don't have to pay for new inventory until items arrive
- Grand opening bills are coming in
- Bill for gift to town of trees was paid.
- Social was under budget.
- Book Fair fund has an additional \$1900 for the librarian to spend.
- MA tax return filed. Federal form is new and will be submitted soon.
- Photo day money should be coming in Dec. at about \$1000.

Fundraising

- Appeal Update- Small influx since last e-mail push for more participation. 38% participation with about \$16,000 in total. 106 families of 279. Another reminder before the end of the year by separate blast e-mail would be helpful. Send in December. Link in Willard Weekly and graphic were helpful.
- Discussion around why participation is low. Is the inclusion of the amount of money spent per student on the card intimidating to families? Consider next year not including this on the printed card.
- Raffle drawing for winner of \$250 Gift of Concord gift certificate—Melissa Leffler is the winner!

Communications

- Room Parent Communication: parameters, responsibilities, gifts. Looking to make access to the role more equitable in terms of selection and in terms of opportunities to participate in class activities. Jennifer Clarke created room parent volunteer guideline sheet which includes job description and other parameters. She or next year's Room Parent Coordinator will continue to pursue making sure this process is more equitable, e.g eliminate first come-first served sign-ups and have a form to fill out to express interest and then look at who is in the pool and then appoint room parents. With respect to gifts for teachers, there exists a school committee policy and MA state ethic rules that limit gift giving to \$50 per gift per teacher. This limit impacts the nature of cumulative gifts because if money is pooled it exceeds this limit. No gifts are required and this should be taken out of the list of optional room parent duties. Rachael will ask other teachers for feedback on the volunteer form and give any feedback to Jennifer.

Presidents' Report

- Update PTG By-Laws- Sue reports they will meet in January
- Family Game Night: Friday, Dec. 4th, 6:30-8 p.m. Guru training is this Friday, Nov. 20th at 7 p.m. at Kathi's. We need two volunteers for set up and two for clean up. Kathi will e-mail the board specifically to ask for help.
- Sara Ward, an independent consultant, gave a talk on Executive Functioning to the staff earlier in the year. Jennifer wonders if we could invite her to speak to the parent community, possibly at the joint PTG meeting.
- Summary of PTG President's meeting from last week- Aimee reported that John Flaherty ran the meeting in Diana's absence. Kate Bell from the middle school said there has been a rise in flu cases, but families seem to be keeping sick kids home. Some schools are missing hand sanitizer. Brent Reager is Concord public health officer. He is hosting a panel tomorrow night about H1N1 and seasonal flu. He says the town is awaiting vaccine. CPS IT head, Gene Warfel, says he no longer wants PTG websites on the CPS website. Willard's is already hosted elsewhere. Master plan thinking for CCHS is underway. OMR is doing this evaluation and will have a report in March for the town.

Additional Items for discussion

- none

Next meeting: Monday, December 14, 2009