

Willard PTG Board Meeting
Minutes
May 17, 2010

In attendance: Pat Fernandes, Jennifer Waldron, Sue Bumpus, Kim Patenaude, Kim Piculell, Rachel Morris, Patti Reilly, Kathi O'Neil, Debbie Osofsky, Grace Ryan, Amy Mueller, Kate Olney, Aimee Cupp, Polly Meyer, Christine Evans

Principal's Report—Pat Fernandes

- Earth Care Club presented to the School Committee on their efforts last week and described events including Litter Free Lunch Get Here Green weeks
- Bus Evacuation took place today and went smoothly
- MCAS testing almost complete. Fifth graders have science tests left on 5/18 and 5/19
- 430 students currently enrolled for September, 2010, largely because of huge number of incoming Kindergartners (89) and small number of exiting 5th graders (52).
- Two new teaching positions will be allocated to manage this number of students in grade 4 and grade 2. Advocating for additional 1 assistant to be shared among 2 of the Kindergartens. Paula Corbett will assist in the other 2 Kindergartens.
- Long term sub will be hired for 5th grade teacher who will be on maternity leave.
- Arts Night is upcoming on June 9th. Includes visual arts and music (chorus, band and orchestra).
- Two SAC (School Advisory Council) vacancies for next year. One parent has come forward already to fill a seat.
- Representative for picnic tables says they may arrive next week.
- Feedback from Kindergarten teachers around Parent at Lunch was that it would be better to wait until later in the year for the Kindergartners to lessen separation issues.

Concord's 375th Birthday events—Jennifer Waldron

- Aimee Cupp will be registering the float with the 375th committee
- Concord Lumber will be donating a flatbed and driver for the event
- Theme could be around Willard's "three sisters"
- Seller of the winning raffle ticket for the Roche Bros \$100 gift certificate at the Carnival will win a seat on the float

Treasurer—Kathi O'Neil

- Budget through May 12 actuals is as expected.

Social—Kim Piculell and Polly Meyer

- Volunteer Appreciation Party is June 16th at the Osofsky's with 167 evites. Mark Valentine is catering. 7-9:30 p.m.
- Kindergarten Social is June 3rd at Meyer's 1:30-3 p.m. Raindate is June 9th.

President Report

- All Board positions have been filled except for Fundraising co-chair position.
 - ✓ Amy Mueller will be co-President with Aimee Cupp
 - ✓ Martha McKennitt will be Vice President
 - ✓ Julie Gage will be Secretary
 - ✓ Patti Reilly will be Treasurer
 - ✓ Polly Meyer and Lori Hick will be Social co-chairs
 - ✓ Christine Evans and Jennifer Waldron will be co-Communications
 - ✓ Pam Reed and one other for Fundraising
 - ✓ Kim Patenaude will stay on as Auxiliary Member
 - ✓ Kate Olney will be Past President
- By Laws Revision—Sue Bumpus
Changes that we made in February are included in the revised by-laws. By-laws are reviewed every three year.

Motion was made by Aimee to approve the new By-laws, seconded by Kate and approved unanimously by the Board.

- 2010-2011 Budget—Kathi O'Neil
Kathi reviewed the areas where she kept things as the previous year's budget and where she made changes.

On the revenue side, several line items were increased slightly based on the higher enrollment for next year:

Dues, Family Photos, School Pictures were all increased

Carnival and Annual Appeal kept as in years' past.

It was noted that it would make sense to better market programs like Shop Willard, Target card, etc.

At the Board's June meeting, we will vote to raise the PTG dues amount from \$20 to \$25.

Discussion around Willard Wear was to include it as an expense (\$500) and not to expect revenue as has been the case in years' past.

On the expense side, several line items were adjusted:

Educational Support/Enrichment

Art Advocates was taken out since the event has not happened in the past two years

Assemblies/Author Fest is a higher expense due to two new programs for next year.

Book Fair expense down to \$150.

Classroom Teacher Funds up to \$10,100.

Earth Care Club down to \$1000, Ms. Matthews does not want stipend.

Expert in Residence taken out.

Field Trip funds increased to \$750

Family Math Night up to \$500
Chess Club held at \$50
Math Masters stipend kept at \$500. Discussion centered around how to increase the number of kids participating to distribute the cost and how to make sign up more equitable.
Professional Education lowered to \$250
Science Fair kept at \$1100
Spelling Bee kept at \$300
Teacher Stipend kept at \$2000. This year's is used for 2 teachers going to Nanae.
Wish Lish lowered to \$2500 because of low usage

School and Community Support

Community Outreach increased to \$500 to cover events like 375th birthday party
Community Requests-Charity kept the same at \$500
Family Game Night- not expected to make money, but does
5th Grade Events kept at \$2000 (assumes asking \$20 donation per child too)
Hospitality/New Families/Coffee increased to \$750
Other Hospitality items related to grand opening, town gift no longer needed
Ice Cream Social is back, budgeted at \$500
Kindergarten Social kept at \$125
METCO increased to \$1500
First day Coffee kept at \$200
Parent Social budgeted at \$500, but it usually breaks even. Discussion centered around cost of tickets. \$50 per couple for tickets seems reasonable.
SAC improvement plan the same
Talent Show is budgeted as income but usually makes more than that
Coffee Service increased to \$3000
Staff Appreciation Committee kept at \$2500
Volunteer Appreciation decreased to \$1500

Capital Improvements

Shade Structure, picnic tables, sculptures are at zero
Courtyard Gardening committee increased to \$100

Administrative

Bank charges up to \$150
Bd Discretionary Fund kept the same
Income tax, lottery tax kept at \$100
Office kept at \$500
Website increased to \$200 to cover yearly expense of hosting website

Library again receives proceeds from Book Fair

Family Fund has carry forward of close to \$1800. There is a first grade family that may have needs and an incoming Kindergarten family.

Next meeting is June 14th.