

Willard PTG Board Meeting Minutes October 19, 2009

Meeting called to order at 12:36 p.m.

In attendance: Kate Olney, Aimee Cupp, Alex Kuchar, Jen Waldron, Christine Evans, Pat Fernandes, Charlyn Bethell, Grace Ryan, Amy Mueller, Kathi O'Neil, Debbie Osofsky, Jean Webster, Pam Reed, Kim Patenaude, Sue Bumpus, Janice Shear

Board Meeting Minutes from September were approved via e-mail.

Welcome (Cupp/Olney)

Principal Report (Fernandes)

- Bus loop has been great to have for arrival and dismissal. Pat is asking for additional signage to clarify which areas are for one-way traffic only.
- Number of parking spots is similar to the old Willard parking lot. Preferred parking spaces are being reserved for folks who carpool or who have low-emission vehicles.
- Feedback on the grounds of the school are very positive. Architect really achieved the school in a park idea.
- At dismissal, parent pick up seems to be quicker. Buses usually leave school at 3:25 p.m. There are still some buses that get kids home very late. A different system of dismissing students will be used during the Book Fair, a system similar to what was done in the old building. Pat will see how the two different ways of dismissing students compare.
- Wednesday night, the 21st, is curriculum night for Specials Teachers (Music, Art, Gym, Library)
- Principal's coffee is at 6 p.m. that night also.
- Dedication ceremony, Nov. 1st, 1 p.m.
- Shade structure is supposed to be ready to be delivered at any time. Permit process for the installation has been started. Kathi said that total expense for shade structure may be over the original cost. Grace suggested we look at using spare change monies to cover the extras.
- Additional playground equipment has arrived and will be installed shortly. Kids will not be able to use playground during that time. Kids will be allowed limited use of the grass field instead.
- Punch list is still not complete so the use of the building by outside groups is still restricted.

Willard Wear Request (Webster)

- Current budget is zero. With the new products soon to be available, Willard Wear needs \$2000 to cover the initial bulk order (eg. must order 24 sweatshirts, but have fewer pre-orders than that at this point). Bulk order would include hooded sweatshirts, flannel pj bottoms, car magnets, water bottles, sport bags. It is estimated that all of this money will be made back through sales. Concern from previous years is that we have lots of leftover merchandise. Suggestion that Willard Wear attend

events like Book Fair, Game Night to promote more sales. Pat also suggested a display could be placed near the entryway. Deadline for ordering is Oct. 30. If more orders come in by that time, Willard Wear will need less money.

- Kate made a motion, Alex seconded it, to approve up to \$2000 for Willard Wear to purchase the initial bulk order of items listed above. All were in favor, none opposed. Motion approved.

Treasury Report (O'Neil)

- Kathi reported it has been a busy month. We've spent a lot, but all has been as expected and as budgeted.
- PTG Dues collection is less than in previous years. Unsure of why this is. Pat said there were more families than ever before who did not want their child's contact information listed in the directory. For next year, the dues table at the open house should have a rectangular table. It was suggested that an item be put in the Willard Weekly telling people that they can still pay PTG dues and get a directory.
- For Book Fair revenues, the PTG can receive a credit from the company or a check can be written to the school and the librarian can use her usual vendors. This will be determined shortly.
- Willard thank you gift expense, \$3000, for the dedicated trees will be going out today.

President Report (Cupp/Olney)

- Progress report on update of PTG By-Laws: Copies have been sent out to those who said they would be on the committee. The by-laws from other schools except Alcott have been received. The committee is still trying to get a meeting time on the calendar to review and update the by-laws.
- Request for PTG approval of a \$250 stipend to the individual who helped write the new school song: Charlyn Bethell asked that we approve this amount to support the individual who helped write the song. He will be at the Dedication ceremony playing the guitar for the 5th graders who will be singing. All agreed to the expense and it was determined that monies will come out of the SAC School Improvement line item.
- Book Fair is this week, October 19-20. Many board members noted the displays and selection of books are an improvement over previous years. Additional feedback will be gathered once the event is complete.
- Family Game Night is Friday December 4, from 6:30-8 p.m. Debbie and Kathi will be recruiting game gurus in the Weekly.
- Summary of PTG President's Meeting, 10/19/09: Biggest item is that all celebratory food is going to be eliminated (birthdays, Halloween, Valentine's Day, etc). District wellness policy has been in place since 2006, but not actually enforced. Pat has list of celebratory ideas to use in place of food and other ideas for alternatives are welcomed. Curriculum related events may still have food.

Communications (Evans/Waldron)

- Status update
 - ✓ Website (old and new): Deanna Vincent is helping with this. Looking for new content, so if you have something to share, please do so.
 - ✓ Bulletin board: Information is on board. Hope is to regularly update with pictures, club announcements, activities, etc.
 - ✓ PTG board/committee email addresses: These are being set up now. It will allow a PTG address to be forwarded to the current committee member.
- Communications policy
 - ✓ Article content/source: Christine expressed that we need to come up with some rules as to what to include.
 - ✓ E-mail blasts: There are concerns about inconsistencies and multiple blasts going out. It was suggested that all items go through Jennifer Waldron first because if too many e-mails go out, people will start to ignore them.
- Willard Weekly and repeated content: Christine is looking to reduce the redundancy of some content in the Weekly. She will notify people if what they have submitted is not being included because it is referenced elsewhere. She will also make sure that with thank yous/acknowledgments, all people sending the acknowledgments are included. Christine reminded everyone that additional content can be sent as a PDF file and that she can create a link to that file in the Weekly.

Social Committee (Olney)

- Parents Social Update: The event went very well. Thanks to the Evans' for hosting. Estimate is 110 attendees. Kim and Polly shared with Kate that next year we may want to have a clean up crew.

Fundraising (Kuchar/Mueller/Reed)

- Appeal Update: \$9,115 has been collected thus far with a 20% participation rate to date. Seems to be right on pace.
- Sue reminded the Board that it is important to add a Willard Weekly item stating that we hope for full participation even if all someone can give is \$1. It was suggested that an e-mail be sent to all families with a link to the Shop Willard site and that the use of a visual graphic would be helpful too.

Additional Items for Discussion

none

Meeting adjourned at 1:40 p.m.

Next meeting: November 23rd at 12:30 pm, Willard conference room.