

**Willard PTG Board Meeting Minutes**  
**September 21, 2009**

**In attendance:** Debbie Osofsky, Kathi O'Neil, Kim Patenaude, Pam Reed, Polly Meyer, Christine Evans, Pat Fernandes, Aimee Cupp, Kate Olney, Amy Mueller, Sue Bumpus, Jennifer Waldron, Michelle Ernst, Louisa Paushter, Alex Kuchar, Grace Ryan, Kim Piculell

**Welcome and Introductions**—Kate welcomed everyone and introductions were made.

**Principal's Report (Pat)**

- Pat expressed her pleasure in being able to greet everyone in the conference room of the new building.
- She shared that there are 382 students this year and thanked the faculty and staff for getting the new building ready in such a short period of time.
- Phase 2 of construction is still underway. Initial paving of the bus loop is to begin shortly, hopefully all paving will be done over the Columbus Day weekend.
- New staff: Erica Chicco (librarian), Julee Vitello (social worker), Shirley Nazarro (secretary), Sherry Loiselle (Kindergarten assistant)
- First back to school night for Kindergarten families was held in the auditorium last Wednesday and was well attended.
- It was decided that dedication ceremony for the new school be postponed until Nov. 1<sup>st</sup> so that the school is better able to handle the traffic and so that the grounds will look better for ceremony.
- Punch list—no one knows when the list will be completed for sure, but work on these items will be done after school hours. Until that is completed, no community groups may use the building after hours.
- Preliminary MCAS results were sent out to the schools in August. Actual results arrived at the district office last week. Pat believes that they will be sent out within the week. Pat will provide summary of MCAS results at a variety of further meetings (SAC, PTG Board meetings, etc)
- School pictures will be taken Oct. 6<sup>th</sup>, rain or shine. In the event of rain, the school now has space to accommodate the taking of photos indoors.
- Pat asked for feedback on drop-off and pick-up. Students currently organize by bus in the cafeteria, though this may not continue once the bus loop is finished.
- Positive feedback on turtle and bunny sculptures. Although Pat reminded the artist the PTG needs to receive an invoice before he can be paid, the PTG has not yet received one.

**Grand Opening Celebration (Michelle and Louisa)**

- As noted above, the Grand Opening has been moved to November 1<sup>st</sup>
- The Committee needs volunteers from the Board for various tasks. A sign up sheet for set up/clean up, ushers, tour guides, etc was passed around. Earth Care Club students will be positioned around school to share information while tour guides will take small groups from area to area.

- Previous grand openings at the other elementary schools numbered 400 to 500 people. The committee doesn't know for sure how many to expect but believe it may be less than this because of time of year and because many families will already have seen the building with the start of school. Invitations to specific individuals and various town-related groups (e.g. State Reps, Board of Selectmen, School Committee, Police/Fire Departments, etc) will be sent electronically. The event will be publicized to general public in other ways (e.g. Concord Journal, banner across Main Street).
- As done with previous school projects, a gift to the town will be made from the PTG Board as a thank you for the new building. The Committee will spend \$3000 to buy six trees through the Memorial Tree planting program which is organized by Concord Public Works. The program offers virtual dedication plaques on the town's website that also allow visitors to see from whom the tree was donated and to link to other related information. Louisa stated that we would be the second group to use the virtual plaques and also expressed hope that the website would become more user friendly. The town will offer us choices as to where the trees will be planted and Concord Public Works will help publicize it.
- As for the timing of the gift, it is hoped that the gift can be given to the Board of Selectmen in October and that the trees will be planted in the Spring.
- The PTG originally allocated \$5000 for the gift to the town. With the tree purchase, this leaves \$2000 that could be used for other projects. Alex suggested that the Board consider supporting the "Desk Project". This project would involve helping to pay for the shipping of the old Willard school desks to our sister city in Nicaragua. Alex will find out more details.

### **Treasury Report (Kathi)**

- Kathi reported that approximately two thirds of PTG dues have been collected with 265 directories ordered (this number includes families ordering more than one directory)
- She paid \$8200 toward the new shade structure. Michelle announced we did not receive any funding for the structure through the dermatology grant as they had over 1200 applicants. The shade structure is due to arrive around October 15<sup>th</sup>, although the exact date has not yet been determined. We will still need to purchase benches and storage bin.
- Income/Expense YTD—Kathi reported all is as expected.
- Book Fair has a new vendor this year. We need to determine how the amount raised will be used. There is still \$300 from last year's book fair that can be used by the librarian to purchase books. Kathi will make the new librarian aware of this.
- Reimbursement procedures/Tax ID forms—Kathi reminded everyone that she needs receipts in order to provide reimbursements so she knows what the item is and where to classify the expense. Reimbursement forms are in the treasurer's box in the main office. Kathi also sent an electronic copy out via e-mail. Christine and Jen (Communications co-chairs) will put the reimbursement form up on the school website for easy access. Committee chairs are asked to ask Kathi directly for copies of the Tax ID form.

- Teacher classroom funds will go out next week (\$300 for full time, \$150 part time with prorated amounts for others). Pat pointed out that last year each of the three instrumental music teachers did receive a check. Pat suggested the amount this year should not exceed \$50 per instrumental music teacher if the Board chooses to provide them with a stipend. Kathi will look into what other schools' PTGs are giving to teachers that work in multiple buildings.

### **Presidents' Report (Kate and Aimee)**

- UNICEF Halloween Drive—A volunteer is needed to work with Suzanne Hogan on the UNICEF Halloween coin collection drive. This is Suzanne's last year at Willard, so she wants to find another volunteer to shadow her and take on the project. Requests for a volunteer will be put in the Weekly. If no new volunteer surfaces, Kim Patenaude offered to take on the role.
- PTG Green Committee—Sue received an e-mail from Linda Sweeney wondering if there was going to be a Green Committee this year. The Board felt it was important to determine if the committee is still needed, and if so, to figure out who the chair would be and how that committee would connect to the Earth Care Club. Previously the Green Committee sponsored the car free commute week which is something the Board would like to encourage again. Pat shared that a representative from a MA state program called Safe Routes is also interested in meeting with parents so this might make sense for the Green Committee.
- Recess Equipment Request—Mr. Germond is requesting a new recess pack for each grade to refill the carts purchased last year. He believes the equipment will last for the year. Cost is \$953.45. Sue made a motion to approve the expenditure; Kim Piculell seconded the motion. All Board members voted in favor.
- Related to recess, Debbie asked about the current play space at recess and for clarification as to when the field area will be ready. Pat explained that no one will be allowed on the grass area for the remainder of the school year. When additional hardscape and tennis areas are done, there will be some additional space for the kids to play on at recess.
- Calendar Dates—Dates for several PTG sponsored events were discussed.
  - Family Game Night—Suggested date is November 20<sup>th</sup> from 6-8 pm. If that date is booked, then we'll try for November 13<sup>th</sup>.
  - Family Math Night—to be held in March and to be coordinated with the other elementary schools.
  - Spelling Bee—tbd
  - Talent Show--March 19<sup>th</sup>
  - Science Fair—April 11<sup>th</sup> in the afternoon, to be chaired by Sara Laschever and Deanna Vincent.
- PTG Storage Area in cafeteria in far back right corner.
- Copier Use by PTG—Ask Bev or Shirley which copier to use. Remember that teachers have first use of the machines. Paper will be in the storage area.
- Update of PTG By-Laws—The Board needs to review and update the PTG by-laws. Sue will lead this effort with help from, Kathi, Aimee, Kim Patenaude, and Amy. They will look closely at our current By-Laws and report back to the Board on proposed changes.

## **Communications (Christine and Jennifer)**

- Willard Website
  - Welcome page of the website has been approved.
  - Christine and Jennifer asked the Board to review/update the list of Committees and Chairs so that accurate information can be put on the website.
  - Willard-specific calendar—Christine and Jennifer want the calendar to be updated and accurate. Kate will send all dates that she has (PTG events, PTG board meetings, meetings with Diana Rigby, Principal coffees, etc.) Long term, they hope to be able to allow ways for parents to sync the calendar information to various applications (iphone, google calendar). Christine and Jennifer will communicate with Bev to get district dates. Whenever new dates for events are determined, please send them to Christine for inclusion
  - Committee specific e-mail addresses (e.g. social@willardptg.org) will be created this year. E-mails sent to these addresses will be forwarded to the committee chair's personal e-mail each year. This way the addresses can stay consistent even when the chairperson changes. Christine and Jennifer did question how many/which committees should have this function.
  - More conversations about the website and how to make it more useful and helpful will be ongoing.
  
- PTG Board Minutes—The Minutes haven't been posted with regularity so many community members don't know what is going on and the timing of when they are approved and thus made available has made input from those outside the board difficult since they don't know what is being discussed when. Suggestions for improving this included: (1) creating a general agenda for each PTG Board Meeting and including it in the prior week's Weekly; (2) voting approval for the Minutes electronically which would allow for a quicker turn around time. The Board agreed to try both of these things.
  
- Willard Weekly—Christine and Jennifer would like help in defining a communications policy on what can/cannot be included in the Weekly. At the PTG presidents' meeting, Diana Rigby did share the district's policy which Aimee will pass on. Christine said there also needs to be a word limit for submissions to the weekly. She also shared that PDFs with a link from the Weekly are better than having her edit down the text. Christine also suggested creating links for documents like backpack flyers, early dismissal notes, etc. It was further suggested that when the PTG By-Laws are revised that this policy should be included.

- Bulletin Boards—Pat will show what the available space is. Alex asked if some of that space could also be used for Cultural Enrichment Committee and the answer was yes.
- Photos of Students—Before pictures of students are displayed in any format, we must let Pat or the office staff look through the photos to ensure that no photos of kids for whom we don't have permission are included.
- Control of Website Content—Ideal is that we have as much information as possible on the website but this raised the question of how do we get all of that information in (e.g. descriptions from committee chairs, links to necessary forms, etc.) Sue suggested the Communications committee reach out to CCHS students.

#### **Social Committee** (Kim Piculell)

- Welcome Back Coffee was very successful. Changing the date to the second week of school was definitely beneficial. It also helped that new families received a flyer and phone call. (On an aside, New Families Committee would like e-mails for new families next year).
- Parent Social update—Social is October 17<sup>th</sup> from 7-10 p.m. at the Evans' home. Flyers will go home in backpacks next week. There will be a box in the office for checks. \$25 ahead, \$30 at door.

#### **Tablecloths**

- Many committees need them. Jennifer offered to buy reusable, washable, long rectangular ones.

#### **Parent at Lunch** (Grace)

- Grace will be meeting with Pat soon to discuss process for this year given new cafeteria set up. The Board needs to find another person/committee to coordinate this program for next year as Grace will not be able to coordinate after this year.

#### **Fundraising** (Alex)

- Appeal Plans and Timeline—Kickoff is October 1<sup>st</sup> with mailing. Alex made presentation at Kindergarten Back to School Night and will do the 3<sup>rd</sup>-5<sup>th</sup> Back to School Night. Amy will present at the 1<sup>st</sup>-2<sup>nd</sup> Back to School Night. November 1<sup>st</sup> is the Appeal deadline with a \$250 Gift of Concord gift certificate serving as the raffle prize. Ambit Press (Pam and Pete Reed) is doing the whole mailing for us. We only pay for postage. The Board will recognize this generous donation in some way.

#### **Other**

None

Meeting adjourned at 2:15 p.m.

**Next Meeting: October 19<sup>th</sup> at 12:30 p.m.**