**Willard PTG Meeting**

**October 17, 2022**

**Attendance**

Elizabeth More, Robin Baughman, Jamie Ring, Amy Casher, Yumi Suarez, Janet King, Colleen Currier, Miriam Crowley, Jeanne Fahey, Kristen Lester, Liz Colgan, Matt Lucey, Laura Bulino, Sam Jaddou, Tracy DeTora, Diana Abata, Susannah Benner, Erinn Prebil, Chelsea Chaudhary

**Presidents' Welcome and Recap** – Robin Baughman and Kristen Lester

Directories went home with children last week- Big thank you to Candace Root! And thanks to Susannah Benner and her team who obtained the many sponsorships/advertisements!

Staff Appreciation- Last week the team held a custodian appreciation day for the first time which was very well received. A fall themed luncheon is upcoming for the staff.

Picture day was a great success- Many thanks to Meagan MacNutt and Cecilia Carr for their efforts.

Colleen Currier and Tracy DeTora held a room parents meeting this morning (10/17)- first time in years to gather to talk about room parent responsibilities.

Thanks to Amy Casher, Liz Nazdo, and Danielle McKenna for the assemblies and author visits- so great to be having these events again.

DEI and belonging director Andrew Nyamekye is looking for a representative from Willard to participate in a monthly meeting- DEI updates are available in the Willard Weekly.

**Principal and Teacher Update**- Matt Lucey

Matt joined from the Steam lab where a visioning session was held around the distric’s Strategic Plan- approximately 45 attendees including the Willard representatives. Visioning session is focused on thinking ahead 5 years from now.

School Advisory council will be meeting next week- responsible for creating a Willard school improvement plan. This plan is viewable on the Willard website. Focus will be on assessing progress towards existing goals and creating new goals.

Alice training update- Concord Police were in the building doing a walk through. Next steps are creating an all-school drill. More details on the ALICE training philosophy and plans are available in the September PTG minutes.

Book Fair – students are excited to have the book fair in person this week.

**Website/Google Drive-**Sam Jaddou

Review of the current PTG website and content areas including funding request forms, reimbursement for PTG expenses and other useful links. Event section lists all upcoming events. You can leverage the site and search to find past postings to help with planning new events.

We have a google drive for the PTG. Each Board member has an email account associated with their role.

Calendar helps to visually show when events are planned to avoid planning conflicts and you can subscribe to this calendar and the Willard school calendar.

**Committee Guidelines and Event Planning Resources**

We review these guidelines annually and all committee chairs received these guidelines. As a nonprofit, we are tax exempt so when printing, purchasing, etc, keep in mind we don’t need to pay taxes if we show the tax exempt paperwork. Any vendor coming in or parents volunteering need to have a CORI on file with the school. PTG supply area is filled with supplies- office supplies, bins, prizes, tablecloths, etc. Event planning guide is a great tool to assist planners with the process. There’s also a reservation system for use of school rooms and information on how to promote your event.

**PTG Committee Updates**

**Treasurer’s Report-** Colleen Currier

We are off to a great start. The annual appeal contributions are coming in nicely. The directories are on track re: purchases and the sponsorships of the directories more than doubled from last year. Parent social ticket sales are picking up and with event first weekend in November still time to purchase.

Expenses paid out this month include assemblies, teacher reimbursements, reimbursement for supplies for events, printing costs, ice cream social, and math olympiad

**Annual Appeal update** –Yumi Suarez

Annual Appeal is currently at $20,000 with 27% of families participating (which is 60% of goal). Last year at this same time we had raised $15,000 with 24% family participation. As a reminder, this is the PTG's principal fundraiser, and offsets the need for smaller fundraisers that require more participation from families (i.e. selling cookie dough/wrapping paper etc.).

**Fundraising/Sponsorship** - Susannah Benner

We have 25 items so far for the silent auction. Will be put online so that people can bid from the event or at home on their phone.

**Parent Social**- Kristen Lester

Will be held November 4th at Nashawtuc Country Club from 7:30-10:30pm. Attendees will receive 2 drink tickets for wine/beer and there will be a small food offering (apps or desserts).

**Book Fair-** Jamie Ring

Book fair is back to in-person! As you can see in cafeteria it is all set up. Many thanks to the volunteers who will help with this 2 day event. Classrooms will have 25-minute blocks of time to browse/purchase books- parents are welcome to join during class visit times or on Tuesday evening. Hosting a session Tuesday am for teachers to browse and select wish list items before school. Team worked with Tracy Breen to provide funds to any families needing assistance to ensure all Willard students can participate in the book fair.

**Charity and Service**- Janet King

Chelsea Chaudhary will be helping coordinate some of this year’s activities- especially the 5th grade events.

Coat drive (for all ages) is coming up and will be held in partnership with the middle school.

First week of November we will do Treats for Troops and collect Halloween candy.

5th grade service project will include an Open Table project around Thanksgiving.

Next meeting:

November 14 @ 9:30am