



WILLARD PTG

Communication | Enrichment | Community

Willard PTG Meeting

January 6, 2020

Attendance

Susan Wagner, Liz Nadzo, Alexa Anderson, Liz Colgan, Colleen Currier, Rebecca Lamaitre, Matt Lucey, Tracy DeTora, Peony Keve, Janet King

Welcome (Susan Wagner)

- Susan Wagner welcomes everyone to PTG board meeting. Mentions it may be a shorter meeting due to small attendance.

Approve Minutes (Alexa Anderson)

- November minutes approved via email due to cancellation of December Board Meeting (snow day).
- Moving forward minutes will be approved via email and sent out in two emails: first email to all in attendance of the meeting for edits and additions, second to all board members who have authority to vote on minutes approval.

Principal Update

- Matt brought in Sherry Loiselle to discuss upcoming dates for events as she maintains the calendar
 - Math Night: March 13 (likely date, to be confirmed)
 - Family Game Night (new TBD name: Beach Blanket Bingo): January 24, 630-830
 - Science Fair: February 9, 2-3 (checking times to confirm)
 - Family Reading Night: February 27 (Changed from 26th due to Ash Wednesday). Janet will get in touch with Sam to update website
 - Principal Coffee: January 24
 - Bubble Mania: January 16
 - Kindergarten Registration: TBD
 - Bike Party: May 6 – Have to check to ensure still viable
 - Spring Fling: May 17
- Arrival and Dismissal
 - Matt sent a letter (and brought copy to meeting) via email to all parents detailing arrival and dismissal policies
 - Email was opened by 95% of recipients
 - Sending out the email was driven by the concern for the safety of the kids

- A few notes as to things that need to change: Ensuring parents wait for kids at the correct pick up spot at end of day, dogs coming on site – confusing to kids and unfortunately very risk, parents arriving at school in morning at accelerated speed
 - Matt asked if anyone on PTG heard feedback on the letter sent out last Friday. People said no, but expressed approval at the letter he sent and mentioned that its always good to have reminders.
- Willard is currently conducting a review of its safety plan across the board – Team looking soup to nuts at all of our processes. Updating as they go. Matt will communicate results and any changes that result.
- School Committee is currently finalizing the 2020-21 school calendar this week, and it should be released shortly.
- Middle School Project moving swiftly. Architects coming to Willard to discuss what works about this building.

Recap of the Month (Susan Wagner)

- Spelling Bee is April 3. Looking for a new MC.
- Family Game Night is January 24. Using old carnival prizes for the evening. Considering a name change to Beach Blanket Bingo. Positive response to name change at meeting.
- Talent Show (March 29) requires new committee chairs for next year – new chairs should shadow members this year, so they need to be selected soon.
- Spare Change: Janet is having a meeting tomorrow. Thinking about doing jugs in classrooms and will have an update next month
- Geography Quest: Program cancelled. At all schools.
- Family Math Night. Date being set by committee this week.
- Spring Event on May 17 (TBD name: Spring Fling) to replace Carnival. We need to approve an \$800 budget, which is significantly less than was spent on Carnival. Must do email vote due to small attendance at this meeting. This free event will have a DJ and a food truck (inexpensive). Money will be raised through Raffle Baskets made by each classroom. Past raffles have profited in the ballpark of \$3000. Susan Wagner will send an email to approve the budget.
- Last week, Janet sent an email to committee chairs to encourage everyone to be on the same page with respect to planning and promoting their events. Committee chairs should reference this email and plan accordingly.
- Gave Center for Teachers and Parents \$1000 donation. We are rethinking the contribution as events are not well attended.

Choir (Mr. Piper)

- Due some challenges with insurance and the inability of Concord Recreation to properly support the Choir program, the program has not yet launched during this school year, despite its success last year.
- As such, Mr. Piper submitted a proposal to Laurie Hunter for how to structure and support the Choir program at Willard, and it was approved.
- Choir will begin enrolling, and Mr. Piper requests PTG help in promoting the program.
- Rehearsals start January 27 – May 18
- Mr. Piper also made the request to allow choir to sing in talent show.
*This will need to be approved by Talent Show Committee Chair: Alex Ruhmann.
- Additional concert for choir to take place on 5th grade Willard Arts Night. Wednesday May 20

International Festival (Rebecca)

- 300 people attended
- New layout was extremely successful:
 - Food in cafeteria
 - Displays in hallways
 - Performances in auditorium.
- Main expenses were custodial fees (approx. \$650). Total Budget: \$1000

Fundraising (Keve)

- \$32K raised so far
- Represents approximately 50% of families
- Goal is \$34K and we're not through the year – Holiday Bonuses and Tax Day are another two pushes when people donate
- Corporate matching dates vary

Willard Wear (Nadzo)

- Our holiday promotion was successful: 30 people ordered Willard Wear in the holiday promotion, which included some very large orders

Treasurers Report (Nadzo)

- Taxes are completed – extension for Massachusetts filing
- Getting letter that denotes we are a tax exempt organization
- Regarding Book Fair profits, which totaled \$2300
 - 900 from Book Fair profits back to the library budget – mostly purchasing books for library that were not purchased by parents at the Book Fair Night
 - 1400 remains and we need to determine the best way to allocate that money. Historically, it all goes back to the library budget

- Liz tries to keep the Statement of Activity as simple as possible – only checks that have been distributed as reimbursements are on the report. Some reimbursements are included on the current Statement of Activity.

Next meeting: February 3, 915 a.m.