



WILLARD PTG

Communication | Enrichment | Community

Willard PTG meeting

Willard PTG Meeting
October 7, 2019

Attendance

Alexa Anderson, Robin Baughman, Liz Colgan, Colleen Currier, Samantha Jaddou, Hannah Jones, Joli Jones, Peony Keve, Janet King, Karisa Lorenz, Matthew Lucey, Meagan MacNutt, Motoko Mitarai, Liz Nadzo, Hilary Pizardi, Sydney Pressley, Jennifer Reis, Alex Ruhmann, Susan Wagner, Courtney Whalen

Welcome (Susan Wagner)

- Susan Wagner welcomes everyone to PTG board meeting

Approve Minutes (Anderson)

- Minutes for approval. Susan Wagner makes motion to approve September board meeting minutes. Minutes approved.

Principal's Report (Matt Lucey)

- We have two candidates for the School Advisory Council, so there is no need for a ballot.
- We will continue our Treats for Troops program, and will partner with Wellseley Dental Practice. If Willard collects most candy, we win \$1000.
- Principal's coffee small but strong, with only one parent attending. The next Principal's coffee will focus on social emotional learning.
- The School Improvement Plan created and finalized last year (2018-19) presented to school committee at the most recent school committee meeting.
- Mr. Lucey has been conducting staff meetings, and solicits feedback about the PTG and PTG programs from staff members. Feedback has been largely positive and role of the PTG is appreciated.
- MindSpot – continuing to set up – so that someone can take over. Coming up with descriptions of each event from a sensory point of view so that parents can manage expectations. “Advertise” the quiet spot so more people know about it. Get feedback and hopefully the descriptions can be integrated into event listings.
- MCAS results have been mailed to parents of 3rd, 4th and 5th graders (2018-19). Willard School did very well. Mr. Lucey mentions, however, it's a one day assessment and we should not get too crazy about the

individual results of our kids. The results, however, are very useful analytical tool for administrators and staff. Ways that MCAS results are analyzed include: Did we teach this material? When did we teach it? How did we teach it? Is our alignment with the state off or in sync? Teachers can contrast and compare how curriculum is taught: for example, one teacher may teach a poetry unit by acting out the poem, another teacher may lecture about the poem. MCAS allows us to assess the effectiveness of different approaches to curriculum.

- At faculty meetings, staff is analyzing academic supports available to students. Things considered: frequency and intensity of intervention, are supports aligned with student needs, how are supports applied, etc. Willard is committed to continue to embrace innovative practices.
- Dr. Price will help evaluate professional staff.
- Willard will pilot a program whereby Concord Recreation will manage our before and after school programs. This pilot program already exists at Thoreau. The idea is that it removes the PTG's liability.

Faculty Representative Update (Sydney Pressley)

- Ms. Pressley discussed the Silent Auction at this year's Parent Social with staff, and has solicited a few donations, which include: a pizza party with Ms. Reed and Ms. Alex, 'Snack and a Story' with the Kindergarten teachers, lunch with Ms. James and 2 friends. Additional solicitations must be in by this Friday, October 11.
- Teacher feedback on the all school History of Hip Hop assembly was overwhelmingly positive. Teachers viewed it as highly engaging.
- Teachers provided feedback on Picture Day. Most prominent feedback was that there was insufficient time for each class. Requests were made to arrange picture day by grade level. However, Meagan MacNutt responded with a few explanations: 1. We allow teachers to sign up for time slots on picture day, so that the time allotted works well with their schedules and provides the least amount of disruption, and 2. The first classes scheduled (at 9 a.m.) were 15 minutes late, which caused the rushed timing this year. To combat this problem, we will schedule the first classes at 9:15 a.m. instead of 9 a.m. which will allow teachers a few minutes to acclimate their classrooms to school.

Before and After School (Denise Carleton)

- Denise updated which programs will launch soon (Yoga, Chess). Lego Club underway.

Recap of the Month (Susan Wagner)

- BTS Night was a big success, especially with respect to fundraising. The ability to set up at the Willard School entry lobby helped a lot. We are hoping to get a banner with new logo to further complement the set up.

- PTG Coffee was unfortunately not well attended. Next year, we could consider moving coffee to earlier time during the 8 -9 during drop off. Another idea would be to host a wine and cheese at someone's house during the evening. We want to ensure that we're providing adequate access for working parents to attend these events.
- Susan thanked Alex and Candace for their work on the Directory in general, and with its recent distribution. Further, the ad space turned out great and we raised \$2K. Alex Ruhmann pointed out that soliciting advertisements was completed in only 5 days, and that she's optimistic that with more time next year, those numbers will go up. She also explained that for PTG initiatives that need to be explained in print, it could make sense to provide a half page "advertisement" that would be used to communicate critical information. For example, this could be a good way to promote quiet space. Mr. Lucey piggy backed on this idea with the suggestions of synopses of the different events throughout the year perhaps included in the Directory. PTG Chairs are currently working on descriptions for each event.
- The Parent Social is October 19. With the addition of the Silent Auction as (hopefully) a strong source of fundraising, we need to get as many people to come to the event as possible. The \$35 ticket includes all food and beverages. (Tickets \$40 at door). To further entice parents to attend, the following adjustments have been made: 1. Adding second bartender and specialty cocktails (in addition to beer and wine). We will also heavily promote the event with the following: 1. Backpack flyer, 2. Blasts via email. We will use these avenues to promote the auction, which includes some of the following items: Okemo condo, Tukka Bruins jersey, foursome at Westford Golf Club, skip the line for Musical Theater, teacher events (Principal for a day). Our hope is that the auction will entice people to go so that our fundraising doesn't have to come at end of year. Can we sell tickets to the auction ahead of time? Fees too expensive. Could we do low tech. Another fundraising initiative will be Spring Raffle. Tickets for a specific thing. Make sure to tell people to bring checkbooks.
- The pod clean out is underway, but we still need to determine what to do with contents: auction, give away, etc.
- Susan has sent out via email a sign up genius for Parent Social, the two main tasks being collecting tickets at the door and cashing out the silent auction. Please make sure to participate.

Committee Chair Guidelines (Susan Wagner)

- Revised packets were distributed to attendees, and reviewed section by section.
- It was pointed out that the vendor list may not be complete, and as such the suggestion was made that committee heads should reach out directly to the PTG president if a vendor is needed, but not listed.

- A few general notes that were highlighted:
 - § Sherry Loiselle manages space and event planning expertly (reserving space at Willard)
 - § Tuesday is the date before which you must submit your WW posts. If afterwards, your post will appear in the following week's newsletter.
 - § Both Bev and Sherry can check CORIs for your committee.

Social Committee (Meagan MacNutt and Tricia Brusio)

- See Above.

Assemblies (Jenny Reis)

- Author visits highlights:
 - Steve Krasner, author for 3rd grade. (He's less expensive than last year's author and was universally liked by all. General consensus is that he is a better fit for Willard).
 - Susie Klein for 2nd grade. Long established author. She's been coming a long time. Kids seem to like her.
 - 5th Grade author comes October 24th, which coincides with 5th grade service day. So, the author has offered to visit additional classrooms beyond 5th grade that day if possible.
- Kindergarteners don't have an author visit until April.
- The Bookfair is coming up. Teachers have completed sign ups for times to visit book fair. Using same vendor as last year. Everything looks good.

International Festival (Motoko Mitarai)

- Planning is underway for this year's International Festival.
- The main goal is to make the space feel less crowded than last year, so expanding to the hallways, specifically in front of the auditorium, gymnasium and in the foyer adjacent to the playground doors, is the likely solution.
- However, this new plan brings additional considerations, namely the likely need to rent tables due to the separation of food tables and 'presentation' tables.
- The committee has yet to determine whether the chorus will perform again at this year's Festival.
- The committee wants to determine whether every person who volunteers at a table needs to be CORI'd. Last year, grandparents participated. Answer TBD.

Communication (Samantha Jaddou)

- Samantha presented metrics for all of our communication avenues:
 - Website hits were up with 538 unique visitors.
 - Willard Weekly averages a 45-50% open rate

- Targeted email blasts jump up to 75% open rate
- The silent auction page is live and includes pictures and descriptions. Committee would love to add the teacher items as they come in.
- Minutes will be uploaded to website now that they're approved. Send to Samantha in PDF form.

Fundraising (Peony Keve)

- Currently fundraising via annual appeal, which stands at \$18K raised to date. Back to School Night proved effective for fundraising and we received many donations as a result.
- Fundraising committee additionally made a presentation at Back to School Night, which was a departure from last year when a presentation detailing how fundraising dollars are used was not made.

Treasurer Report (Liz Nadzo)

- Budget reports for each committee have been run and Liz will send to each of the committee chairs.
- Additionally, the Excel budget document for each committee can be added to the Google Drive.
- Reimbursement checks that have been requested should come out this week. If checks don't arrive by end of week.
- Directory orders are trickling in. Making sure that late orders are sent to families.

Next meeting: November 4 at 9:15 a.m.