



WILLARD PTG

Communication | Enrichment | Community

Willard PTG Meeting

September 16, 2019

Attendance

Susan Wagner, Janet King, Lisa Girolincetti, Amanda Matthews, Matthew Lucey, Samantha Jaddou, Courtney Whelan, Aaron Setinfirth, Peony Keve, Liz Colagn, Tricia Bruso, Liz Nadzo, Colleen Currier, Tracy DeTora, Wendy Krayner, Rebecca Lemaitre, Alexa Anderson, Jenny Reis, Sydney Pressley, Erika Woodhouse

- Susan Wagner welcomes new people to PTG board meeting. Several new K parents specifically ask about how to be more involved.

Principal Update (Matt Lucey)

- New faculty representative introduced as 5th grade teacher, Sydney Pressley
- Superintendent Hunter working with Concord Board of Health to address EEE (presently at level 3) concerns. Evening activities have been reduced and adjusted.
- Climate Strike in Boston (Friday, September 20) for middle and high school students. Students will be given an excused absence if parents phone in.
- BTS night has a different format this year. Police officer will be on duty at BTS night for 1st time.
- Staff updates: new assistant principal (Dr. Chris Price), 2 new K teachers, 1 new 1st grade, school adjustment counselor, new food service director and special ed coordinator. Suggestions that we could invite new staff to upcoming PTG meeting.
- YardSticks by Chip Wood is a new book that the faculty will consult that addresses seeing the big picture of developmental milestones in kids
- SAC needs 2 people to work with Principal Lucey

Faculty Representative Update (Sydney Pressley)

- Thanked room parents for reaching out regarding BTS night

Quiet Space Update (Erika Woodhouse)

- At Willard events, when possible, we will offer a Quiet Space that allows students to take a break from the activity
- Quiet Space staffed by Willard Parents and supplied with activities donated by Willard parents (ex. Magnatiles)

Recap of the Month (Susan Wagner)

- Center for Parents and Teachers has many offerings for parents, which will be advertised in the Willard weekly. One such example is the recent talk about middle school transitions.
- Ice Cream Social (last weekend) was well attended and successful. Susan thanked volunteers.
- Tomorrow night (Tuesday, September 17) is BTS night, where PTG will be positioned at the front of the school (per Susan Wagner's request) to set up table for Annual Appeal, with computers set up to take donations via credit card. If anyone can volunteer to staff them, it would be helpful.
- There will not be a Willard Carnival this year, per vote taken last Spring. Co-Chairs for a TBD Spring event have been put in place, and details will be forthcoming. In the meantime, the donated POD that houses 40 years of Carnival supplies must be emptied. Discussion about possibility of auctioning these 'vintage' items.
- Recommendation to all committees to include a backpack flyer to advertise events, especially ones affecting kids. Although we have a commitment to being 'green' kids do not always see the emailed messages to parents and we want to ensure that kids are enthusiastically participating in such events as the science fair.
- The implementation of the online school supplies ordering was very successful this year. Teachers were very appreciative and really liked it. We raised \$225 by adding the ability for parents to donate \$1 to PTG when ordering supplies. Suggestion made to advertise the online school supplies ordering earlier so that more parents participate.
- New program this year that allows business to advertise in Willard Directory. Made \$2150. Directory needs the room parent list – Tracey DT working on it.
- Bank account at Citizens Bank requires 2 signatures, Treasurer Liz Nadzo and VP Janet King. Susan made a motion to approve signatures. Liz Colgan seconded. Vote passed
- Logo for PTG new logo has been approved via email. Vote taken last week. Sam making template to have available for thank you notes, etc. with the new logo and graphics that were approved. Thank you to Samantha Jaddou.
- With respect to Volunteering and Volunteer Appreciation: each committee will receive a form at the end of the year with questions about how the year went with your committee, and a list of people who volunteered on your committee to ensure that every last person is included at the Volunteer Appreciation party

Social Committee (Meagan MacNutt and Tricia Bruso)

- Ice Cream Social. Well attended. Remaining tubs of ice cream donated to teachers, and in the teachers lounge.
- Parent Social. Parent Social will be postponed to October 19 due to EEE. Will remain at Engermann household. Changes will be blasted out

- via email, included in Willard Weekly, and a poster will be hung at BTS Night. *Remember to get word out to your friends about the parent Social.
- Auction. This year Parent Social will include an auction for the first time. Big ticket items include: condo at Okemo, round of golf at Weston CC, signed Tukka Rask Bruins jersey.
 - BTS Coffee. Takes place on Friday, September 27 at 9 a.m. in Willard Cafeteria. Will include food from Verill Farm.

Sponsorship Committee (Alex Ruhmann)

- Several New avenues for sponsorship including: Willard Directory, Talent Show Program (and possibly on-screen advertising during show), selling flowers at Talent Show

Assemblies (Liz Colgan)

- First all school assemblies on Thursday, which will be Philadelphia based History of Hip Hop. Might be loud so make sure to spread the word to teachers.

Communication (Samantha Jaddou)

- New more user friendly, information-packed website is live. Every page has been updated. The revisions to website were based on parent survey conducted last year that asked parents how they use the Willard website. We've sought to include as much information as possible, as we've found that many parents don't read the Willard Weekly in its entirety and therefore miss important information.

Before and After School (Denise Carleton)

- Fall offerings include: Lego Club (starts on 9/26), Chess Club (starts 10/1), Grade 3-5 Yoga (starts 10/1). All registrations currently open.

Fundraising (Peony Keve)

- Total PTG Budget \$60K, of which Assemblies (at \$22K) are largest line item. Other large line items include: Author visits, grade specific visits, supplementing field trips and expenses associated with buses, custodial costs associated with running events (Ice Cream Social, Science Fair), Teacher Appreciation, etc. Its important to communicate to parents what our budget funds, as it directly affects the kids.
- As such, our Annual Appeal has officially begun. Annual Appeal requests \$145.00 per child (not family) which amounts to .37 cents a day. First email blast sent on Friday as well as an announcement in the Willard Weekly. \$5700 - less PayPal fees - raised so far, which is tracking better than last year. We believe this could be due to early communications.
- We will be actively seeking donations to Annual Appeal at BTS Night. We will have computers available so parents can donate.
- We need to create instructions and an online form for businesses that donate so that they can file their 501c3 paperwork.

Treasurer Report (Liz Nadzo)

- In process of transferring to quick books online, which will make transitions easier between treasurers. Further, QB can support up to 5 users at a time, which will help if needed.
- We are currently collecting Willard Directory fees
- Checks and reimbursements can be requested via online form. However, if funds are needed quickly, you can email or even text Liz Nadzo for a quicker turnaround.

Willard Weekly (Samantha Jaddou)

- This week, send updates directly to Sam as having problem with general email. However we will fix process shortly. Email: Sjaddhou@me.com

Willard Wear (Liz Nadzo)

- Last year, we migrated to an online ordering system through AmeriSports. Revenues from 2018-19 came in at \$690.19 - which was successful for brand new program. Success last year
- To improve upon last years success, we plan to make a Holiday Push via a back pack flyer and other promotions. This would allow us to offer free shipping and pick up at Willard, as bulk order would be picked up by Liz Nadzo at local facility.
- Suggestion was made to have small sample of items available for sale at well attended Willard family events.
- Suggestion was made to show alternative colors available for various items. Currently, website shows only white, gray, green.

*Next meeting: October 7 at 7:00 p.m.