

Willard PTG Meeting  
October 1, 2018

### Attendance

Denise Carleton, Elizabeth Colgan, Kristen Dahlmann, Juli Davenport, Jennie Garofalo, Samantha Jaddou, Peony Keve, Janet King, Matthew Lucey, Kristin Martines, Liz Nadzo, Madeleine Pooler, Candace Root, Alex Ruhmann, Carolyn Schweitzer, Susan Wagner, Kathryn Watson, Erika Woodhouse

- Approved minutes from September 17<sup>th</sup> PTG meeting.

### Principal's Report (Matt Lucey)

- A new septic system is being installed this month. A fence will go up at the end of this week; the work should be concluded by Halloween. This will hopefully correct the issue of the freezing of the perc.
- Great news about MCAS performance – Willard was recognized as a school of recognition. The main takeaways are 1) that we have met the needs of the kids (only 1-2 kids per grade did not meet the standards vs. scores of kids around the Commonwealth), and 2) we are not teaching to the test.
- School Improvement Plan will be presented to the School Committee on October 23. The plan was built off the master plan proposed last year. It will also look at how we are targeting things here at Willard, such as curriculum, social/emotional development, facilities, community, diversity within our school, etc.
- Working on cultural proficiency through Dr. Tatum by welcoming children every day in their home language. Students are now looking forward to saying hello in their home language; it fosters a sense of community. This effort will be incorporated into the International Fair. Approximately 15 languages are represented at Willard.
- School Advisory Council -- Hollie Triconi has volunteered as the representative for one year, then Kim Walker will be in the position for two 2 years. 5 other people expressed an interest.

### Recap of the Month (Alex Ruhmann & Susan Wagner)

- September was very busy. Since our last meeting, thanks goes to Kristin Martines and Meagan MacNutt for Picture Day. Also, Liz Nadzo has been busy working on Willard Wear.
- Erika Woodhouse has expressed an interest in volunteering to develop the “Quiet Space” effort – we will continue to work on building out a committee.
- Made introductions around the table.
- Reviewed Committee Chair Guidelines
  - Board is seeking feedback on changes/edits to the guidelines because things have likely changed, i.e. Talent Show Committee no longer has a binder, but uses a google drive instead.
  - Important to note that copies should be done through Ripley.
  - Willard Weekly updates must be submitted by end of day Tuesday.
  - Committee Chairs should take a look at their committee's page on the website and make sure it's all up-to-date, linking properly, etc.
  - Every committee has received an email with their budget; if the budget is going to be exceeded by more than \$250, it must be run by the Board for a vote.
  - Jennifer Desrochers is compiling a vendor list
  - In addition to submitting space requests through School Dude, it is also a good idea to contact Mr. Sweeney directly to loop him in.
- Parent Social was well-attended. 75-80 people attended, which is lower than usual for Willard, but we were up against Kicks for Cancer.

- Alex and Susan met with the room parents over coffee last Friday. They asked room parents to be very clear about which grades each Staff Appreciation Lunches is for. They also emphasized that committees need to use room parents for communications to specific grades/classrooms. Committees should email Room Parent Coordinators, Jenny Perrotta & Tracy DeTora, who will disseminate the message to the appropriate room parents.

#### Social Committee (presented by Alex Ruhmann on behalf of Rory Fivek & Meagan MacNutt)

- It was hard to have the Parent Social on the same weekend as Kicks for Cancer.
- We may want to consider bringing the taco truck back.

#### Book Fair (Kathryn Watson)

- Book Fair is scheduled for the end of the month. Book Fair hours are as per usual – Monday school hours, then a couple of hours Monday evening, and Tuesday school hours. Fair is broken down after school on Tuesday.
- Sent out the sign-up genius to teachers last week to create the classroom visit schedule; only waiting to hear back from one teacher.
- Sent the book list to teachers to solicit feedback for teacher wishlists.
- Should have enough parent volunteers for the event.
- Rebecca Comjean, Lisa Turvey, Mary Chopas and possibly one other are sort of acting as the committee; no one has stepped up to volunteer as Chair for next year. Committee is meeting this week, and Kathryn is hoping to come away with a future committee chair.

#### Communications (Kathryn Watson & Samantha Jaddou)

- Samantha added an Annual Appeal section to the website. Board discussed what the progress bar should reflect, our annual appeal goal or our fundraising goal. Board agreed it should reflect overall fundraising goal of \$60,000.
- Addition of “Donate” button to Willard Weekly was a great idea; it can remain even after the Annual Appeal blurb eventually goes away.
- Majority of the Willard Weekly is viewed on a mobile device, so the key is to have the information be short and sweet. Samantha is trying to make the Weekly a bit more scannable by putting dates, times, locations, etc. in a different color. Samantha is trying to teach committee chairs "best practices" for their submissions.
- Candace left out the alphabetical index from the directory, but plans to send out an additional blast with the attachment plus any updates that she has received.

#### Before and After School (Denise Carleton)

- Chess is underway. Registration was full in 14 minutes.
- Dungeons and Dragons is starting on October 10<sup>th</sup>.
- Lego Club and its spontaneous creativity lab is underway.
- Yoga started last week.
- Italian has been put off to next session; Maria has too much on her plate this fall.
- Chorus Club (4<sup>th</sup> & 5<sup>th</sup> grades) – David Piper has agreed to Mondays 3:30-4pm, from now until Christmas. Denise will consult David about opening it up to younger grades.
- Julie Vitello sent an email regarding a family who was seeking financial assistance for Chess Club, and was worried that's the reason the child didn't get in this session. Denise confirmed that families can

complete registration regardless of request for financial assistance. There are always complaints about how quickly it fills up.

#### Fundraising (Peony Keve)

- As of September 30<sup>th</sup> we have raised \$9,233.50, which puts us \$415 behind this point last year.
- Question asked about whether there is a way to determine the percentage of older families vs. younger families who have contributed thus far to determine whether there's a correlation from previous Back-to-School Nights. One thought is to have PTG representatives in the Kindergarten classrooms on future Back-to-School Nights.
- 94% PayPal vs. 5.5% checks for Annual Appeal contributions.
- Should we consider using Venmo in addition to or instead of PayPal? Kristin Martines confirmed that the fundraising branch of Venmo is not up and running yet.

#### Treasurer's Report (Kristin Martines)

- Nothing new to report.

#### Other

- Service Day Update (Carolyn Schweitzer)
  - Two afternoons – October 18 & 25 – one group is going to Gaining Ground farming project while the other makes snack bags for Open Table, then vice versa. Service Day is in the fall this year so it can be part of the school day, plus it spreads out the 5<sup>th</sup> grade celebration events so there aren't as many in the spring.
  - Feedback from the 5<sup>th</sup> grade teachers has been very positive – they are excited to be a bigger part of it, and have less going on in the spring.
- Feedback on Back-to-School Night was that everyone appreciated just one night, BUT they missed hearing some of the "other" announcements, i.e. PTG
- One idea for next year is to host the K-1 block, then hold a group presentation (to cover the most desired ten topics, including PTG), then Grades 2-3, and lastly Grades 4-5.
- Sherry has added all events to the calendar; she will indicate which are PTG events.
- Principal Coffee is coming up on October 26<sup>th</sup> at 9am – Matt will be discussing curriculum, social/emotional programming, and can also mention PTG.
- Garden Club has a bunch of bulbs that need to be planted ASAP.

#### Upcoming Events

- October 4<sup>th</sup> – Grade 2 Author Visit with Suzy Kline
- October 11<sup>th</sup> – Grade 4 Author Visit with Gregory Mone
- October 19<sup>th</sup> – Blacksnake Woman, Grade 3 Enrichment Program
- October 25<sup>th</sup> – Grade 3 Author Visit with Jacqueline Davies
- October 26<sup>th</sup> – Principal Coffee
- October 29<sup>th</sup> & 30<sup>th</sup> – Willard Book Fair
- Next PTG meeting – November 5<sup>th</sup> at 9:15am