

## **Willard Middle School PTA Meeting August 21, 2007**

### **Upcoming Events:**

August 25 – School Clean-up and BBQ  
August 27 – Pick up schedules  
August 29 – First day of school  
Dance

September 13 – Next PTA Meeting  
September 20 – Back to School Night  
September 28 – 7<sup>th</sup>/8<sup>th</sup> Grade

**Welcome and Introductions:** A gathering for new parents and guardians prior to the regular meeting was well attended and helpful, with Principal Ithurburn welcoming us and answering many questions. A number of people remained for the regular meeting, and all grades were represented.

### **Upcoming Events:**

#### **August 25 Clean-up & Picnic/BBQ**

Dori Schmidt kindly agreed to be point person for these events. Gardening gloves and tools are helpful, including rakes, brooms, and weeding tools. We are planning to use green bins at the school and nearby neighbors will bring theirs as well. We have a \$100 budget but hope not to spend that much. About 20 people are anticipated to attend based on last year's event.

**August 27 Registration:** We need parents to staff tables to: distribute schedules for the three grades, sell PE uniforms, hand out information/answer questions about the PTA, After School Program, Band/Orchestra classes, and hand out Free Lunch forms and Emergency Cards to be filled out/turned in before schedules can be picked up. Registration is planned for 11:30 to 3:30, and two shifts are planned. Approximately 8-10 parents per shift would be ideal.

**August 29 Coffee Chat:** A welcome back to school coffee chat is planned for the first day of school. Cindy Romick will be point person and several people are planning to attend and bring refreshments.

**Fall Meeting Dates:** It was decided to hold PTA meetings on the second Thursday of the month, with exceptions as needed. The next PTA meeting will be September 13 at 6:30 pm.

**Date for Election & Interim Leadership:** An election for President is planned for the Sept. 13 meeting. In the meantime, Board Officers Secretary Cindy Romick, Treasurer Jay Kalekian and Members at Large Hilary Kitka, Fred Huxley, Susan Butler and Thania Marin will work as a committee, with help from other PTA members.

**Website:** Jerry Berkman is our new Webmaster in charge of the PTA website. Jerry noted he is interested in expanding what we post on our site and hearing what would be useful to see there. Jerry's email is [jerry@berkeley.edu](mailto:jerry@berkeley.edu). Suggestions of useful content were: minutes of meetings, Board officer contact information, the Willard Word, the year's calendar and bell schedule, and newsletters.

**Spanish Translation:** It was suggested that offering Spanish translation at the meetings and of written PTA communications (and key school communications like the Handbook) would be helpful to the community. The PTA Council has resources we could explore and Celia Helfer offered to help with translations. Interest was expressed in exploring this further and coming up with a budget figure for expenses.

**Meeting adjourned at 8:00 p.m.**  
Minutes by Secretary Cindy Romick