

**Minutes of the WEEFC Board Meeting
November 1, 2022, 9 a.m., Case House**

ATTENDEES

Board members	Kate Dickie (chair), Cassie Bordeau, Emily Golin, Taylor McIntire, Vidya Naru, Angela Rostami, Fang Wang, Laura Wilson
Administration	Kimo Carter (assistant superintendent for teaching and learning)
School Committee	Jeff Lucas
PTO	Gail Palmer (president), Stephanie Goldstein (vice president)

BUSINESS

1. Grant discussion by Dr. Kimo Carter

TO: School Committee		11/1/2022			
FROM: Kimo Carter, Assistant Superintendent for Teaching & Learning					
RE: Request for Approval of WEEFC Grants					
Account No.	Grants	Applicant(s)	Project Description	School	Amount
	823-806-23	Anne Isaacs	WHS Musical Production-Choreographer	High School	\$1,800.00
	823-807-23	Anne Isaacs	WHS Musical Production-Costume Designer	Country & Woodland	\$1,500.00
	823-808-23	Heidi Estrada	PTO Performing Artists K-8 for 2022-2023	Country, Woodland, Field & Middle	\$14,000.00
	822-809-23	Susan Bairstow	Gilder Lehrman-Travelling Exhibit, An American Story Inbox	High School	\$450.00
	823-810-23	Stephen Boardman	Pinewood Derby Competition Materials	Middle School	\$2,125.00
				Total Grants	\$19,875.00

- a. The committee discussed five grants totalling \$19,875.
 - i. Two grants related to the upcoming Addams Family musical production at the high school. WEEFC grants have supported the high school’s musical productions for the past several years, and it was agreed in the fall of 2021 that, beginning with this school year, the musical’s financial needs would be addressed through the district’s budget. These two requests did not make it into this year’s budget, but Dr. Carter confirmed that beginning with the 2023-2024 budget, the drama department’s needs would indeed be addressed by the district. He requested approval for this year’s request given the musical’s performance date was accelerated from the spring to the fall and because the production will be performed in a few weeks.
 - ii. One grant request from the PTO represented a consolidation of funding for 10 artistic performances at the elementary and middle schools. The

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grant supports all-school performances at the four schools and six performances for grades K-2 and 4-7; performances for grades 3 and 8 are not requested given the scope of external programming already available to students in those grades. The PTO has asked the committee to approve the consolidated grant, and it will then provide specific details on individual performances as they are booked. As part of the process, each school's principal signs off on individual performances.

- iii. Dr. Carter explained that the grant related to a traveling exhibit on immigration aligns well with the social studies department's focus on place-based learning and "understanding the tapestry of history" by seeing it through different points of view. The exhibit's audience is primarily 11th graders taking U.S. history courses.
- iv. The request for material to support a pinewood derby competition aligns with the eighth-grade engineering arts course.
- b. Laura Wilson moved to approve the five grants, and Emily Golin seconded it. The committee unanimously approved the grants.
- c. Dr. Carter also shared that a grant is being explored to support a maker space at the Middle School. It follows on from a grant last year that helped establish a maker space at Field School.
- d. Dr. Carter also provided feedback that the administrative team really enjoyed the fall fundraising event last month. He said the event "felt different, particularly because it was held outdoors under a tent" and "the energy was terrific." "Thank you for all of your hard work." Gail also mentioned that "it was great to see administration there. It was a powerful statement and a great opportunity to connect."

2. Chair Report, Kate Dickie

- a. Kate discussed the STAR (Staff, Teacher Appreciation Recognition) awards program for teachers
 - i. Kate confirmed the committee's perspective that STAR awards are indeed awards, not gifts, to teachers, so they don't run afoul of the School Committee's updated gift policy.
 - ii. Emily summarized the awards process as follows: Families can submit award requests through Google Forms at any time of the year, but the greatest volume occurs in the spring around Teacher Appreciation Week. When an award is received, WEEFC verifies the spelling of recipients' names and lightly edits thank-you notes, where necessary. Individual certificates are then created in Canva, posted in Dropbox, and delivered to teachers. A separate spreadsheet tracks delivery of the awards. The donations are added to the fund for the professional development of

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teachers; last year the program generated more than \$20,000, compared to previous years' totals of \$2,000 to \$3,000.

- iii. Kate and Emily solicited help from the committee on refining the process, potentially looking for different tools to support. Emily committed to providing the committee a copy of the STAR certificate.
- b. Kate mentioned that several of the events resulting from the fall fundraiser have occurred: the karaoke dance party at Woodland and Country Schools; the dodgeball party at Field School, the Halloween party and the dad's roast. Feedback for all events has been very positive. Kate and Emily requested photos. Additional events will occur in the next few weeks.
- c. Kate discussed plans for the 2023 fall fundraising event. The date has been set for Sat., Sept. 30. The setting will be similar to this year's event – outdoor under tent at Field School, with food trucks – and the focus will be on a silent auction and signups with more of a carnival atmosphere that delivers a variety of games. No live auction is planned.
 - i. Gail mentioned that the father of a new family in town has volunteered to serve as a complementary DJ for the event.
 - ii. Taylor suggested adding an evening-before event (e.g. a family movie night, perhaps in concert with WCCA) if the tent is set up in advance.
 - iii. Kate asked for a volunteer to run the auction portion of the event.
- d. Kate spoke about the winter appeal. It's typically held in December, but this year the appeal will occur in February. Kate and Emily will draft the communication to the community and work out timing. The committee hopes to tap into families who haven't already contributed to WEEFC. Taylor recommended that the appeal incorporate a competition among the schools, similar to last year's appeal. It was recommended that the appeal include the opportunity to opt into the Principal for a Day competition.

3. Approval of minutes from committee's October meeting

- a. Emily moved to approve the minutes from the committee's October 2022 meeting, and Laura seconded. The committee unanimously approved the minutes.

NEXT MEETING

December 6, 2022, 9 a.m. at Case House.

WEEFC supports innovative and creative grants that enrich the learning experience beyond the regular school budget.