

## Academy Parent Council (APC) Meeting Notes: September 29, 2014

Meeting held at home of Rebekah Boyd-Owens

Present: Phoebe Walker, Diane Bigelow, Monica Pulci, Bettie Zakon-Anderson, Rebekah Boyd-Owens, Polly Byers, Sara Wein, Thea Hardigg Brian Bloomfield, Martha Tirk and lots of delectable treats and delicious tea and cider.

- I. Introductions and general reflections of the first month of school by parents and staff
- II. Review of Draft Spending Policy
  - A. Add to "Priority setting",
    1. "and decide what percent of the balance to retain in the account".
    2. "General spending priorities will be set by October of a given school year"
  - B. Add to "Spending Requests"
    1. Include the "optional addition" without the title
    2. Add, "Once a vote has been taken to allocate funds for a particular request/need", the Co-chairs will inform the Head of School to allocate these designated funds.
  - C. For 2014/2015
    1. Phoebe Walker, Diane Bigelow & Sara Wein will be the subcommittee of parents to address "Small time sensitive requests" that may occur prior to the next meeting if the meeting is scheduled for more than one month away from the request.
- III. Review Draft Operating Procedures
  - A. Add under "Meetings"-Meeting notes will be sent to Class Parents and be posted on the Website".
    1. Announcements for the Weekly on-line Bulletin must be submitted to the Development Office (?) by the end of the school day on Wednesday.
- IV. Review APC Tasks for the year and needs for staffing
  - A. Grandparents Day
    1. Monica Pulci & Rebekah Boyd-Owens are the contact parents for 2014.
  - B. Pie Sale
    1. Diane Bigelow & Phoebe Walker will coordinate for 2014.
  - C. Work Bees
    1. Spring Date, Saturday May 23, 2015
    2. Discussion of a Fall Date. Martha will speak with Mr. White to determine if there is a need this Fall; tentative date, November 15<sup>th</sup>. Perhaps too intense of a schedule given the auction Nov. 8<sup>th</sup> & our finite pool of volunteers.
    3. Burrington Clean Sweep
      - a. Parent Volunteer (s) needed to help catalog, list (i.e. Craigslist/ebay) and transport designated items off campus this Fall. Dr. Bloomfield & Mr. White will photograph.

#### D. Auction

1. Bettie Zakon-Anderson update and request for support on front (computer end). Will follow up with John Baldwin.
2. Suggestion to send new parents an email with a link to the website for examples of auction donation ideas.
3. Reminder that donations can be personal or solicited.

#### E. Concert Receptions

1. Monica Pulci to coordinate
2. Idea suggested for Parent Council Representative to contact Mr. Chalfant prior to the concert date to communicate prospective plans for the time between the end of rehearsal and the curtain call for the Concert. Information would be shared with Class Parents.

#### F. Staff Appreciation Lunch (1<sup>st</sup> week in June)

1. Volunteer needed to coordinate; will discuss at next meeting.

#### G. Drama Production support

1. Will discuss at January meeting
2. Key players, Neale Gay, Christie Knox

#### V Other New Business

##### A. Non-Musical Studio Block Celebration Ideas

1. It is a great idea!
2. 2014-2015
  - a. Parents: Phoebe Walker, Marie Westbrook, Cynthia Poirier, Rebekah Boyd-Owens to brainstorm ideas with Neale Gay (online)
  - b. cc. Martha Tirk on correspondences please

##### B. Parent Liaisons to Student Councils

1. Accepted by Staff
2. Dr. Bloomfield to draft a short summary to describe the role of a Parent Support figure to use to solicit volunteers.
  - a. Students come up with the plans; parent's role is to help facilitate their mission.

##### C. Lunch Discussion

1. Lunch is delicious and plentiful
2. Need more people to take part to sustain the program
3. General discussion to address #2

#### VI. Next Meeting

- A. Tentatively Wednesday January 7, 2015
- B. Check for availability of GCC Conference Room.