

Watertown Education Foundation  
Board of Directors Meeting Minutes  
December 09, 2010

Watertown Savings Bank

In Attendance: Kathleen Lockyer, David Downes, Linda Tracy, Tina Conlon, Anni Clark, Jean Fitzgerald, Meg Urquhart, Abby Cordell, Emily McMullin, Kelly Cronin, Elaina Griffith

1. Call to order: 6 PM
2. President's Report - Kathleen and David  
It's going to be a busy year
  - Welcome:
    - Abby Cordell, WEA Representative/Teacher at the Middle School
    - Elaina Griffith, Parent of student at the Cunniff
    - The Board was very happy to welcome Tina Conlon back and announce she has accepted the post of webmaster/recording secretary
  - WPS: Peaceful Schools ~ Peaceful Community - David and Jean  
Plan being drafted for the use of the anti-bullying grant in collaboration with Wayside which uses a Youth Risk Behavior Survey. This is a continuation of Caring Schools and various Middle School programs. Historically, the Ed. Foundation has helped to fund these programs.
  - Teacher Tribute flyer went out to all 5 schools
3. Treasurer's Report - Emily McMullin
  - 2 CD's were transferred to income
  - Grants were paid out for Caring school Communities (elementary schools) and "Lets Get Real" (Middle School)
  - Donations were received in memory of Dr. Koufman's mother-Acknowledgements will be sent
4. Superintendent's Report - Dr. Jean Fitzgerald  
See WPS: Peaceful Schools above
5. Old Business
  - Spelling Bee  
Amy and Abby - Spaces being looked at in Middle School, T-shirt submissions are coming in (sponsors will be listed on back of t-shirt)
  - Trivia Night - Dates are being considered
  - Other initiatives/ideas  
No action on other initiatives

- Strategic Planning Session - David and Kathleen
  - David will forward notes to the board from previous sessions
  - There will be a separate planning meeting with Ken Mirvis (facilitator)

Some ideas from meeting of Kathleen and Anni:

- 1) Developing common understanding of mission
- 2) What are the possibilities for the future?
- 3) Foundation is 20 years - what can be done in the future that may or may not be different from the way it was done in the past
- 4) Tackle financial planning - create a budget
- 5) Increase awareness of Foundation
- 6) What are the roles of schools and other organizations-such as PTO's and site councils, etc.
- 7) Create a Fundraising Plan
- 8) Commitments of action-steps to enhance organization effectiveness
- 9) Use Survey Monkey after Strategic Planning Meeting to get a sense of what is known and to gauge interest about the Foundation from Teachers, PTO's, Site Councils', etc.

#### 6. New Business - David

- Robotics group is requesting a donation, past donations will be looked at
- World in Watertown is requesting co-sponsorship of a meeting to discuss giving children of undocumented immigrants in-state tuition rates. After much discussion and after concerns were raised about the event being political in nature, it was decided to respectfully decline the invitation

#### 7. Adjournment 7PM

Respectively submitted by Tina Conlon