

## **Annual Report**

### **Hopkinton Parent Teacher Association**

**2008 - 2009**

#### **The HPTA Mission**

**To support the enrichment and betterment of the Hopkinton Public Schools through direct volunteers and donations and by providing a forum of communication between parents, teachers, administrators and community.**

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**2008 – 2009  
Hopkinton Parent Teacher Association  
Town-Wide Board Members**

<b>HPTA Town Board Positions</b>	<b>Name</b>
<b>Co-President</b>	<b>Patty Doshier</b>
<b>Co-President</b>	<b>Judy Lankford</b>
<b>Treasurer</b>	<b>Vicki Holt</b>
<b>Assistant Treasurers</b>	<b>Ding Ping Chen and Lisa Yaggy</b>
<b>Secretary</b>	<b>Adrienne McKenna</b>
<b>Corresponding Secretary</b>	<b>Lisa Simi</b>
<b>Communications</b>	<b>Jane Wojcik and Sue O'Keefe</b>
<b>Membership</b>	<b>Sue Lallier</b>
<b>School Council Coordinator</b>	<b>Diane Bird</b>
<b>Preschool Liasion</b>	<b>Liz Leighton</b>
<b>Scholarships</b>	<b>Maureen Belger</b>
<b>Hospitality</b>	<b>Nancy Cavanaugh and Patti Staubs</b>
<b>Parent Programs</b>	<b>Deb Dionne and Lisa Simi</b>
<b>Grant Writing</b>	<b>Nancy Burdick</b>
<b>Source Book</b>	<b>Madelyn Joyce</b>
<b>Runner Co-Editors</b>	<b>Heather Kelley, Karen Umans and Jill Delasco</b>
<b>Runner Distribution</b>	<b>Nia Gallagher</b>
<b>HPTA Photographers</b>	<b>Karen Ford and Bernadette Markey</b>
<b>Reflections</b>	<b>Selina Paolucci and Deb Kelly</b>
<b>Hopkinton Heroes</b>	<b>Suzanne Gallo</b>
<b>Webmaster</b>	<b>Amy Ritterbusch</b>
<b>Community Bulletin Boards</b>	<b>Jodi Furlong</b>
<b>Wish List Coordinator</b>	<b>Susan O'Keefe</b>
<b>Fundraising Co-Chairs</b>	<b>Sarah Donnelly and Liz Murchie</b>

## The Hopkinton PTA: An Overview of the Organization and Its Role

The goals of the Hopkinton Parent Teacher Association (HPTA) are to support the enrichment and betterment of the Hopkinton public schools through direct service volunteer work, advocacy and donations. The HPTA also provides a forum for communication among parents, teachers, administrators and the community. For the 2008/2009 school year, the HPTA plans to directly contribute over \$135,000 to education in Hopkinton. In addition, HPTA members will complete hundreds of volunteer hours assisting with a variety of education-related needs.

The HPTA is a town-wide organization of parents, teachers and other community members. Our HPTA has a Town-wide Board, which focuses on system-wide fundraising, parent education, communication (such as *The Runner* newsletter and emails to HPTA members), and teacher support (i.e., classroom materials and special event planning). Specific needs of each school are addressed via school-based co-Vice Presidents who lead a school-based board and represent their school on the Town-wide Board. These school-based boards focus on their school's activities and needs such as enrichment programs, extracurricular activities and volunteer help. Each board recruits volunteers as needed and determines how their HPTA school budget should be allocated.

Volunteers are the heart and soul of the HPTA. Their energy and talent know no limits! Each year new members add to the creativity and direction of the organization. The HPTA is an ever-changing organization – one that adapts to the evolving needs of the school system and one that welcomes fresh perspectives and ideas.

Fundraising enables the HPTA to fully carry out its mission. Proceeds go into the general HPTA budget, from which funds are then allocated based upon input from the HPTA Board, the Superintendent of Schools, and the School Principals. An underlying philosophy is that the funds be used to support ALL Hopkinton students. The individual HPTA school-based boards receive 65% of the budget and, with the approval of the town-wide board, allocate the funds as needed. The remaining 35% of the HPTA funds are used for system-wide activities such as production of newsletters, professional support and parent programs.

This structure has been in place since the early 90's but parental involvement in Hopkinton schools goes back even further. Prior to the formation of the HPTA, the Hopkinton Home School Association (HHSA) served students at Center and Elmwood schools (at that time, Kindergarten through sixth grade) and later a separate Parent Support Organization (PSO) evolved to serve middle and high school. As the town grew, individuals active in school-related affairs devoted time and energy to determine how to best meet the needs of a changing town. In the early 90s, it was decided to merge the HHSA and the PSO and form a town-wide PTA. The national PTA viewed a town-wide PTA as somewhat unusual but town activists stressed the desire to keep cohesiveness to our school system. It was also felt that a PTA membership would help our schools be aligned with a national organization that provides greater access to resources and materials. Since that time, the HPTA has been able to budget over **\$1,984,031** for the Hopkinton School System.

## ***The Year in Review***

Dear Hopkinton School Families,

It has been a pleasure to work as the HPTA Co-Presidents this year. We have learned a lot about the School District and have enjoyed meeting and getting to know the Superintendent, Principals, Teachers, Students and Parents. Thank you for the privilege.

This year we identified the theme for the year as "The Spirit of Hopkinton-Go Green!" Being presented with the communication change initiated by the School District of eliminating paper flyers and creating the E-flyer process, we decided to embrace the change and that lead us to the theme. We identified 3 components to focus on in the theme: Reduce, Reuse, Recycle; Healthy Lifestyles; and Community/School Spirit. In addition to the theme, we identified 3 goals to work towards: increase membership and improve participation, consistency between schools and effective, value added communication.

Some of the ways we reinforced the Recycling Theme:

1. Reduction of paper usage by delivering e-flyers – 92 E-flyers sent
2. Participating on the School District Recycling Committee and initiating a plan to improve school recycling performance.
3. Participated in the Women's Club "Going Green" event.
4. Participated in the Sustainable Green Committee's Green Up Day.
5. Partnered with Moms Club to create the first Hop Swap.
6. Sold reusable water bottles.

The HPTA increased membership 29% to 529 members, a 46% increase in teacher membership and a 27% increase in family membership. Creating awareness of membership renewal, reaching out to new and old teachers/staff and clearly stating the benefits to membership aided in this improvement.

We worked throughout the year creating cross school HPTA board meetings to identify inconsistencies in our enrichment and extracurricular policies and procedures; and the communication message to the parents. Our goal was to deliver clear, consistent communication through all channels and improve the flow of work. We succeeded this year with 5 editions of the award winning "The Runner" Newsletter; HPTA weekly email correspondence to membership, the 92 HPTA e-flyers sent through the district, HPTA website: [hptaonline.com](http://hptaonline.com); 46 slides communicating our events on the town wide electronic bulletin boards, and regularly updating the HPTA bulletin boards at Center School, Elmwood School, Hopkins School, and the Middle School. In addition, changes have been made to how the Communication Team will be structured next year to improve on delivering the HPTA message to our parent community.

Three HPTA General Meetings were delivered to the parent community this year as well as the State of the Schools. We began the school year in October by introducing the HPS Administration and delivering a parent focused presentation on 21st Century Technology Usage by Kathy Dooley, District Technology Director and the School Curriculum Leaders. In February, we held the Opportunity Fair and Social to introduce the parent community to volunteer opportunities in the schools. The May General Meeting was a huge success as we

recognized 9 Hopkinton Heroes, PTA Reflection participants and winners, corporate partners and the Leo Club members that have supported our events all year.

The State of the Schools General Meeting took place on April 1 with a full audience at the HCAM Studios. We had 10-15 questions presented to Dr. Phelan, Nancy Burdick, School Committee Chair and Representative Carolyn Dykema. It was a great opportunity to hear about the state of the schools during this uncertain economic time.

Projected income from all fundraising sources, including membership, extracurricular activities and donations is \$119,000. These revenues will be used next year to fund all the wonderful school based enrichments, classroom materials, professional development for staff, parent support programs, teacher appreciation events, High School Scholarships and Hopkinton School district technology. Thank You for participating in our events and supporting our value-added fundraising efforts.

Other HPTA Board accomplishments:

1. Redefining the Executive Board to improve decision making and leadership.
2. Updating HPTA Bylaws to allow on-line voting and clearly defining participants on the Executive Board.
3. Creating surveys to help identify parent feedback on online registration and taking the Runner on-line.
4. Continuous process improvement on policies and procedures.

Thank you to all for your support this year. As Mr. Evren Gunduz, Eighth Grade Science Teacher and Hopkinton Hero recently said about the HPTA, "You rock! Thanks so much for ALL you do to support our schools. We are lucky teachers to be working in this Classy District filled with great parents, and great students."

Sincerely,  
Judy Lankford and Patty Doshier  
HPTA Co-Presidents

# 2008-09 Budget Report

## **SCHOOL BUILDING BASED EXPENSES**

	<b>Pre-school</b>	<b>Center</b>	<b>Elmwood</b>	<b>Hopkins</b>	<b>Middle</b>	<b>High School</b>	<b>Total</b>
Enrichment	--	7,000	10,000	18,500	16,800	10,275	<b>62,575</b>
Technology Fund	--	1,000	1,750	1,000	1,500	--	<b>5,250</b>
Appreciation and Hospitality	--	1,200	1,200	1,200	1,700	2,800	<b>8,100</b>
Grade Level Activities	--	1,000	500	500	1,000	4,750	<b>7,750</b>
Science Fairs	--	--	--	--	--	1,250	<b>1,250</b>
Miscellaneous	<u>1,000</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	--	<b>3,000</b>
<b>Total</b>	<b>\$1,000</b>	<b>\$10,700</b>	<b>\$13,950</b>	<b>\$21,700</b>	<b>\$21,500</b>	<b>\$19,075</b>	<b>\$87,925</b>

## **OTHER EXPENSES**

Runner	8,500	
Classroom Materials*	11,400	
Professional Development	11,500	
Parent Education/Support	600	
Reflections	300	
Operating Expenses	7,500	
Appreciation/Hospitality	750	
Hopkinton Heroes	500	
Professional fees	2,000	
Advocacy	1,000	
Scholarships	4,000	
Subtotal	<b>\$48,050</b>	<b>\$87,925</b>
		<b>\$48,050</b>
<b>GRAND TOTAL</b>		<b>\$135,975</b>

- 5 \* Classroom Materials refers to monies budgeted for the Teacher Reimbursement Program. Teachers, teaching assistants and specialists are invited to submit a request for a \$40 Staples gift card to purchase classroom materials.

# **Hopkinton Parent Teacher Association**

## **Secretary Report**

### **2008-09**

This year the Secretary position was modified to reflect the organizational re-structure of the HPTA.

The Secretary is responsible to maintain notebook with all pertinent information regarding the position.

The Secretary is responsible for securing locations for the following years meetings; usually end of current school year.

The Secretary is responsible for contacting the Correspondence Secretary and Webmaster regarding the Staples Reimbursement Offer in September. A letter, found on Google Docs, will be sent via Listserv to all teachers. The letter will also post on the HPTA website. A link will be provided for those who wish to participate in this offer.

The Secretary is the responsible party for ordering all supplies needed by Board Members; now using an online Staples account. The Secretary is also responsible for maintaining the HPTA supply closet located in the Middle School.

The Secretary is responsible for ordering name plaques for all new administrators.

The Secretary is responsible for ordering all letterhead, envelopes and notecards displaying the Hopkinton School Logo. As the HPTA has adopted a "green" approach to communication, less paper will be used and a new account has been established with Action Copy of Hopkinton to provide this service. Action copy will also be used for their coping services.

The Secretary will be responsible for maintaining name tags for all HPTA members, School District Administrators and Town Officials for meetings and special events.

The Secretary will be responsible for contacting Correspondence Secretary and Webmaster to send invitation to meetings. The invitation should be sent one week prior to scheduled meeting and include the meeting agenda provided by President. Secretary will receive all RSVPs.

The Secretary will be responsible for contacting the Executive Board to post all reports on Google docs one week prior to scheduled meeting.

The Secretary will be responsible for maintaining record of those in attendance at meetings and General meetings.

The Secretary will be responsible for minutes of each meeting. The minutes should include President report, Vice Presidents Reports, Treasurer Report, Fundraising Report and any hand outs given at the meeting. These documents should be posted on Google Docs by each reported member, compiled by Secretary and re-posted as final minutes on Google Docs. A hard copy of the minutes are to be kept in Secretary notebook.

The Secretary, with the assistance of President, will submit annual year end report.

As the HPTA moves forward with changes in communication and technology, the Secretary will work with the President and Webmaster to ensure members have access to information needed. The Secretary will continue working with successor of position to ensure a smooth transition.

Respectfully Submitted  
Adrienne McKenna  
HPTA Secretary

## Teacher Reimbursement Letter

Dear Faculty and Staff,

On behalf of the HPTA, we are pleased to announce that we will once again be able to offer a \$40.00 stipend for items purchased for classroom, office or library use. This year, we will be able to offer it to you in the form of a Staples gift card.

Last year, approximately 300 faculty and staff members participated in this program. Because the money spent goes towards the betterment of the school environment for our children, we were happy to exceed our budget for this particular line item. With respect to your purchases, you simply select and purchase what you need; you do not need to submit a receipt. These items might include but are not limited to stationary items, books, science project supplies, art materiel, etc.

To expedite receiving this stipend, please log onto the HPTA website at [www.hptaonline.com](http://www.hptaonline.com), click the link for Staples Reimbursement, complete the request and submit. That was easy!

Your Staples gift card will be sent to you.

Enjoy your purchases!

Patty Doshier  
Co-President

Jean Bertschmann  
Hopkins School Co-Vice President

Judy Lankford  
Co-President

Amy Holler  
Hopkins School Co-Vice President

Allison Murphy  
Center School Co-Vice President

Leda Arakelian  
Middle School Vice President

Carol Quinlan  
Center School Co-Vice President

Barb Henise  
High School Vice President

Lynne Auslander  
Elmwood School Co-Vice President

Michelle Weilding  
Elmwood School Co-Vice President



**Hopkinton Parent Teacher Association  
Fundraising  
2008-2009 Annual Report**

Fundraising Event	Goal	Actual Profit	Event Chair(s)
Book Fair by Book Ends	\$9,800	\$7,312	Judy Lankford, Amy Satterfield, Tanya Abbott, Brigid MacDonald, Susie Estella
Book Fair By Barnes and Noble	\$100	\$137	Judy Lankford
Fall Purchase	\$13,000	\$10,782	Michelle Weilding, Sheri Cesnek, Karen Sylvester, Niki Battikha, Eileen Warren
No Bake Sale	\$8,500	\$3,148	Laurie Fromer and Beth Marques
Halloween Costume Sale	\$500	\$405	Cindy Bernardo and Patti McCrossan
Drop n Shop	\$200	\$201	Mary Pawela
NSTAR Lightbulbs	\$3,000	\$5,559	Sarah Donnelly
Water bottles/Notes from Home/ Cookbooks	\$1,200	Not available at Print	Elizabeth Spar and Judy Lankford
Perfect Dress	\$2,500	\$1,942	Jane Wojcik and Sue O'Keefe
Family Portrait Day	\$500	\$329	Sarah Donnelly
Silent Auction	\$40,000	\$41,557	Cindy Bernardo
School Kidz	\$1,700	Not available at print	Karen Sylvester and Ashley McNamara
Square One Art	\$5,600	\$6,905	Diana Lindon

<b>Fundraising Event</b>	<b>Goal</b>	<b>Actual Profit</b>	<b>Event Chair(s)</b>
Hop Swap**	\$300	\$1,400	Jill Delasco
<b>Corporate Events</b>			
Colella / Guida	\$2,500	\$2,208	
BJ's Membership	\$200	\$415	Michelle Weilding
Uno's	\$500	\$377	Amy Ritterbusch
Coldstone Creamery	\$500	Not available at print	Cindy Bernardo
<b>Family Fun Events</b>			
Kids Night Out - 6th Grade	\$2,400	\$2,731	Kelly Burke and Jennifer Blake
Movie Night	\$500	\$8	Mary Pawela
Spelling Bee	\$3,200	\$3,345	Jean Bertschmann
Karaoke Night	\$500	\$597	Allison Cofone and Jenni Schroeder
Hypnotist	\$500	\$1,141	Joanne Lucas
Mini Marathon	\$2,600	\$1,102	Liz Pomeroy
<b>Totals</b>	<b>\$100,300</b>	<b>\$89,226+</b>	

\*\*Hop Swap funds went directly to Hopkinton Public Schools to pay for future recycling efforts.

The information presented above shows our conservative goals and our profits for our Fundraising and Family Fun Events during the 2008-2009 school year. New this year, were the NSTAR lightbulb sale, Barnes and Noble Book Fair and our online version of the Silent Auction. We also added Stainless steel water bottles to our product sales. To go along with our Green Theme this year we promoted green Fundraisers such as: The Perfect Dress, Halloween Costume Sale, NSTAR lightbulbs, HopSwap and the Stainless water bottles. While we do not have a confirmed total for our Net Fundraising profit at the time of printing we are projecting a profit of \$119,000 which includes all of our fundraising efforts; Membership, Extracurricular, Earned Interest, Corporate donations and miscellaneous income.

Sarah Donnelly, Liz Murchie and their Event Chairs did an excellent job this year, especially faced with the challenges of the economy and our new paperless advertising. In addition to the thousands of dollars they helped raise we'd also like to recognize them and the Volunteers for the thousand's of hours of conceiving, planning and manning these events that they donated to the HPTA this year. We'd like to thank our Community Partners; without their support we wouldn't be nearly as successful as we are; and to the Administrators, Teachers and School staff that helped promote and support our events. THANK YOU!

Respectfully submitted by: Judy Lankford

## **Hopkinton Parent Teacher Association Silent Auction Report 2008/2009**

We held our 26<sup>th</sup> Annual Silent Auction and Children's Gallery preview this year on March 7<sup>th</sup> at the Doubletree Hotel, which is our largest single fundraiser, generated close to \$50,000 to help support betterment of our Schools.

We had our 1st Online Auction, available through cMarket, which raised over \$13,000 alone. The online component allowed bidding on select items prior to the event. The Online Auction provided an opportunity for people who live outside of Hopkinton to support our schools. Due to its success, a second post-auction online auction was available which generated an additional \$1,800.

Hundreds of families enjoyed the afternoon Children's Gallery Preview. In keeping with the school's "Go Green" campaign, the "Great Green Ambulance" greeted attendees at the entrance. Children were able to climb aboard the unusual vehicle, fueled by waste vegetable oil. Inside families were awed by the amazing display of themed baskets that were made with donations collected from each grade.

Hand-made totes signed by each kindergartener, hand-made pillows signed by the second graders, and fantastic slates signed by the third graders were displayed for raffle. "Blinkee" the Clown created balloon sculptures to the delight of many, while dozens indulged in the complimentary ice cream sundae bar.

The main event attracted a crowd of over 350 who enjoyed an evening of socializing with neighbors, sampling hors d'oeuvres, cocktails and a chocolate fountain, and browsing the more than 500 items available for bid at the silent auction. Items included something for everyone -- fabulous jewelry items, Red Sox tickets, Boston Bruins tickets, a Bose radio, Blue Ray DVD player, a hand-crafted wooden jewelry box, a hand blown glass vase, museum passes, home services, salon certificates, and much, much more.

Respectfully submitted,  
Cindy Bernardo  
Silent Auction Chair

# Hopkinton Parent Teacher Association Membership Report 2008 - 2009

Total Membership -- increased 29% this school year

Current membership stands at 529 paid members this year as compared to 410 in the prior year. The significant increase in membership can be attributed to a more rigorous membership drive and the implementation of iContact.

## Family Memberships

We had a total 469 family memberships in 2008-2009, including 132 new members. This represents a 27% increase over prior year.

## Teacher Memberships

Teacher memberships totaled 60 this year, an increase of 19 members (or 46%) from prior year total of 41. As in previous years, we sent membership requests to all faculty and staff. These letters included what the HPTA is able to accomplish annually and a membership form to fill in and send back to us. Additionally, postcards were made and distributed to teachers at HPTA sponsored events. The postcards solicited membership and surveyed teachers on how the HPTA could further assist them.

## iContact

The HPTA implemented iContact this year. iContact is utilized as a membership database as well as the mechanism for sending out communications and surveys. The database allows the HPTA membership chair to send out renewal reminders, which has helped retain members. iContact also gives the HPTA the ability to have its members sign up on-line via the internet. A substantial number of memberships were initiated or renewed on-line this year.

## September Raffle

In order to create excitement and get members to sign up early in the school year, the HPTA implemented a raffle. All members that had signed up by the September General meeting were eligible. The winners received gift certificates to the HPTA sponsored Spring Book Fair.

## Going Forward

It is expected that, by utilizing iContact, membership numbers will further increase. The ability to retain members through iContact will be a great benefit; as many members are not consistent in renewing their membership from year to year. The system will also allow the membership chair to more easily run contests and membership drives.

Respectfully submitted,  
Sue Lallier  
HPTA Membership Chair

## **Hopkinton Parent Teacher Association Parent Programs Annual Report 2008/2009**

This year, the HPTA Parent Programs hosted six events, in addition to our annual New Parent Orientation. Two of these events were coordinated with SPEAC to maximize resources, talent and audiences. We brought about a brand new, and very well-received, summer initiative with the Center School for families of incoming Kindergarten students, as well as a successful second year program -- Step-Up-to-Kindergarten Day at EMC Park.

On August 27<sup>th</sup>, Parent Programs hosted a playground social for families of incoming Kindergarten students in conjunction with the Center School Administration. The event was a casual gathering for children and parents on the back playground of Center School – complete with a visit from the ice cream truck.

In September, the annual HPTA New Parent Orientation program was offered prior to the HPTA General Meeting. For a second year, we used the DVD format -- highlighting the many organizations that support the education of our Hopkinton students. We invited each organization to reuse or re-tape their segment as they determined appropriate. We then aired the presentation during the month of October on our local cable access, HCAM-TV. The DVD was a success and we anticipate that organizations will update their taped segment for use at the 2009 General Meeting and New Parent Orientation.

On Tuesday, October 21<sup>st</sup>, HPTA Parent Programs partnered with SPEAC to present “Let’s Talk About It: Keeping Communication Open”. The program, facilitated by Families First, was designed to help parents learn how to increase communication between themselves and their pre-teens. It also provided parents with tools to help gauge when to react and when to listen more and how to do both of these with the sensitivity adolescents require.

The discussion centered on barriers to communication that arise in the pre-teen and teen years such as adolescents' mood swings, their desire for increased control in their lives, their reliance on their peers and their questioning of family values. The program drew approximately 35 attendees to the Middle School Lecture Hall – despite the Red Sox playoffs!

On Tuesday, January 20<sup>th</sup>, 2009, we brought Ron Foisy back by popular demand to present his College Funding Workshop for a **third** year, and to a **full** house of approximately 70 attendees in the Middle School Lecture Hall. His program was full of practical information on how to navigate the college funding system, including tips like:

- Ways to get thousands of dollars for the college of your choice, even if you make a good living.
- How to double or even triple your eligibility for financial aid.
- How to pick colleges that give the best financial aid packages.
- The 5 greatest myths about college funding, and many other inside college funding secrets.

Even though this is Ron’s line of business, he did not try to sell anything during the presentation. He provided a very informative and energetic presentation. He encouraged the participants to sign up for one free consultation meeting during the week following the program. We got some very positive feedback from many of those who came that night. We are planning to schedule another College Funding Workshop with Ron Foisy for the same time frame next year.

On Saturday, March 14, 2009, the HPTA participated in the fifth annual Family Fun Day, a Health and Fitness Fair run by the Wellness Department of the Hopkinton Public Schools. HPTA Parent Programs staffed two tables at the fair. One table offered information on general membership and flyers on upcoming fundraising

events. The other table offered information on fit families, and featured special guest Brian Day of FitnessByDay, a Hopkinton-based personal trainer, who provided a handout for families on exercising together. We also showcased maps from the Hopkinton Area Land Trust and Hopkinton Trails Club as a precursor to a proposed program "Hike Hopkinton".

The Parent Program Committee has been asked many times to provide programming relating to food allergies. On March 18<sup>th</sup>, Parent Programs partnered with SPEAC to offer a nutrition workshop entitled "Students with Food Allergies and/or Intolerances".

The event was a panel discussion on understanding and accommodating students with food allergies and/or food intolerances. Panelists included: Dr. Mary Colombo, Assistant Superintendent of Schools for the Town of Hopkinton; Kathy Bain, Nurse Leader of the Hopkinton Public School nurses; two parent panelists; and a Lynn Tougas, a Registered Dietitian. The discussion covered safety, inclusion and special health plans for these students. Approximately 35 parents attended this event in the Middle School Auditorium.

On April 28<sup>th</sup>, Parent Programs hosted the second annual Step-Up-To-Kindergarten Park Outing at EMC Park, in conjunction with the Hopkinton Moms Group. Families with children who are entering Hopkinton Kindergarten next fall were invited to a casual gathering at EMC Park.

HPTA President Patty Doshier and members of the HPTA Nominating Committee were on hand to tell incoming parents about the HPTA, to encourage membership, and to describe volunteer opportunities with the HPTA for the upcoming year. Refreshments were provided for both adults and children, including coffee, pretzels, bottled water and juice boxes.

To keep with the family fitness theme, Brian Day of FitnessByDay joined us to give interested parents a demonstration of exercises they can perform at the park while their children are playing.

It was a busy and successful year. We have enjoyed our three years on the Parent Program Committee.

Respectfully Submitted by the Parent Program Co-Chairs,

Deb Dionne  
Lisa Simi

# **Hopkinton Parent Teacher Association School Council Coordinator Annual Report 2008-09**

The 1993 Mass Ed Reform Act mandated the creation of a School Council for each school. The School Councils are comprised of the school principal, a parent and a teacher representative for each grade level, a member of the community who does not have a child in that school and at the secondary level, a student. The School Councils are not a sub group or attached to the HPTA in ANY way. The term for each member is 2 years. Parent members progress with their children, so the Kindergarten representative parent becomes a First grade parent representative and so on through the schools. Vacancies were advertised in the local newspapers, on Hopnews, on school websites/listservs and by word of mouth. Elections were conducted at each school's back-to-school night. Candidates biographies were sent to parents form the school listserv and were available at the election. Principals of each school mentioned that voting would take place that evening. This process seemed to be well received by all parties.

## **TIMELINE:**

### ***April***

- The HPTA School Council Coordinator should send a reminder to each building principal to determine what positions will be open for the following school year.
- During the April meeting of the School Council, the principal should ask each member if they are eligible and/or willing to return the following year.
- During the April meeting of the School Council, the principal should ask each member for suggestions of potential candidates to contact regarding the following year's School Council. The list of names should be forwarded to the HPTA School Council Coordinator.
- A listing of all vacancies should be sent to the HPTA School Council Coordinator.

### ***May***

- A description of the School Council, together with a listing of vacancies for the next school year, will be included in The Runner, Postscripts, and all school newsletters and websites. Interested candidates should be directed to forward their name and contact information to the HPTA School Council Coordinator.

### ***June***

- The School Council Coordinator should send an e-mail reminder to all school principals to include School Council information, vacancies, and application details in any summer correspondence with parents.
- A description of the School Council, together with a listing of vacancies for the next school year, will be included in The Runner, Postscripts, and all school newsletters and websites. Interested candidates should be directed to forward their name and contact information to the HPTA School Council Coordinator.

### ***July***

- The School Council Coordinator should send an e-mail reminder to all school principals to include School Council information, vacancies, and application details in any summer correspondence with parents.
- Each principal currently sends at least one letter home to incoming students for their respective schools. School Council information, vacancies, and application details should be included in these letters.

### ***August***

- A description of the School Council, together with a listing of vacancies for the next school year, will be sent to all local papers. Interested candidates should be directed to forward their name and contact information to the HPTA School Council Coordinator.
- The School Council Coordinator should send an e-mail reminder to all school principals to include School Council information, vacancies, and application details in any summer correspondence with parents.
- Each principal currently sends at least one letter home to incoming students for their respective schools. School Council information, vacancies, and application details should be included in these letters.
- The HPTA School Council Coordinator will contact all candidates with deadline information regarding Candidate Statements.

### ***September***

- The HPTA School Council Coordinator will prepare ballots, compile and copy candidate statements, and arrange with each principal the location and details of voting. Voting will take place at each school's Back to School or Curriculum night.
- Voting will be done by grade at the elementary level, and by school at the Middle and High School.
- If only one candidate is running for an open position, a vote is not necessary.
- The HPTA School Council Coordinator will tally all votes and report results to the school principal.
- The school principal or School Council Coordinator will inform the candidates regarding the outcome of the elections.
- The school principal will identify the teacher representatives for the School Council.
- The school principal will coordinate the first meeting of the School Council, not more than 40 days after the beginning of school.
- Any vacant positions will be the responsibility of the School Council to fill.

Respectfully submitted,  
Diane Bird  
HPTA School Council Coordinator

## **Hopkinton Parent Teacher Association Scholarship Committee Annual Report 2008-2009**

The Scholarship Committee consisted of 9 members this year.

We chose to use the same application as last year. The application stresses that the HPTA is looking to recognize and reward the "spirit of volunteerism" in the students' high school activities. The applications were publicized in the Crier, Independent, Hopnews, and HCAM in February and in the Independent again as well as the Runner in March. The application was distributed to the High School Guidance Office on January 9th. The application deadline was March 27<sup>th</sup>.

The Committee received fourteen strong applications, same as last year. We met on May 7<sup>th</sup> to select the recipients. We were able to select "up to three" recipients this year, since the HPTA board had funded for that amount, if applications merited it, volunteer activities, many as the initiator. The committee reviewed and discussed each of the candidates' applications: essays, letters of recommendation, listing of volunteer activities and any additional information provided. After discussion it was clear that the pool of candidates fell into two groups. We then reviewed in more details the "stronger" group and from that selected three to be this year's recipients. The other candidates will be sent a note thanking them for their application and their time, immediately after Senior Recognition Night.

The recipients for this year's HPTA Scholarship are James Paras, Hope Hellberg, and Lindsay Kramer. They will be notified of their awards on June 4<sup>th</sup> at the High School's Senior Recognition Night and were invited to attend the school committee meeting on June 11th.

Last year's recipients were Luke Fraser, Alexandra Panetta, Lauren Blake and Carly Boyce. They are currently attending Tufts University, Holy Cross College, Duke University and Brigham Young University, respectively.

This year's committee has recommended some changes to the application. These changes clarify the intent of the scholarships and request more detailed information on community service activities. I have attached an updated application with the changes in bold.

Submitted on behalf of the Committee by Maureen W. Belger, chair.

Committee members:

Liz Abernathy

Jennifer Blake

Patty Doshier

Kathie Hebden –guidance counselor

Amy Holler

Peg Lindquist

Martha Olney

Michelle Weilding

# Hopkinton Parent Teacher Association Communications Report 2008/2009

Communication is key to the success of the HPTA and part of our mission. Our goal this year was to provide clear, consistent communication to the parent community through all communication channels; member e-mail, e-flyers, the Runner, meetings, bulletin boards, community bulletin boards, website, HCAM TV and newspaper outlets. We advertise upcoming events/ activities and provide a recap following the HPTA sponsored events/activities.

## Communication within the HPTA

### HPTA Member E-mail Correspondence

Lisa Simi was a tremendous help to the co-presidents in preparing and publishing member email correspondence weekly. The need for an improved delivery system was identified in the Spring of '08. I-contact program was purchased to aid in the delivery of member correspondence as well as a member management system. The formatting was similar to the look of the website which supported message consistency. The i-contact program allows us to send messages to the HPTA board and/or whole member community. Reporting is a key benefit of the system.

### HPTA Website

Amy Ritterbusch, HPTA Webmaster, has worked closely throughout the year with Communications Chairs, Jane Wojcik and Sue O'Keefe, Community Bulletin Boards Chair, Jodi Furlong, Corresponding Secretary, Lisa Simi, Membership Chair, Sue Lallier and Silent Auction Chair, Cindy Bernardo. Amy is responsible for updating HPTA information on our website, [www.hptaonline.com](http://www.hptaonline.com). The home page includes a sidebar calendar as well as short blurbs and graphics about upcoming events and deadlines. Website content includes General Info (Annual Report, Board List, Budget, Job Descriptions, Meetings, Learn about the HPTA powerpoint, Membership, President's Letters, Town Budget Info, Where to go for School Info, link to Mass PTA and link to National PTA), HPTA @ Your School (Integrated Preschool, Center, Elmwood, Hopkins, MS and HS), Fundraising and Family Fun Events, Making A Difference (Enrichment, Gifts of Hope, Hopkinton Heroes, Parent Programs, Reflections, *The Runner*, Scholarships and Staples Teacher Reimbursement), Go Green (E-Flyers link, Membership Sign-Up, Green Events, Listserv Sign-Up link, Sourcebook online link, Wish List) and a link to the Hopkinton School District home page. This year we had so much traffic to our website (during the Silent Auction time period in March) that we had to upgrade our web hosting package. The new cost is approximately \$119/year for domain registration and web hosting.

Amy helped Lisa Simi and Sue Lallier transition to using [www.icontact.com](http://www.icontact.com) for our membership database and mass email system. The cost of [www.icontact.com](http://www.icontact.com) is approximately \$164/year for a non-profit group of 1000 members or less. Amy provided technical assistance with icontact when needed. She helped event chairs, the Treasurer and the President use forms and surveys on icontact. Members may now sign-up online for HPTA membership, although we do not accept payment of dues online because of credit card fees. Members still send in a check for dues.

For the first time we held an online auction in conjunction with our annual Silent Auction. The online auction was produced using [www.cmarket.com](http://www.cmarket.com) (aka [www.biddingforgood.com](http://www.biddingforgood.com)). Amy attended Silent Auction meetings and worked closely with Cindy to coordinate the online portion of the auction.

This year we continued to post electronic .pdf versions of *The Runner* newsletter on the website and also left last year's newsletters online for reference. Starting with the April 2009 issue, Amy and volunteer Jim Montalto posted *The Runner* in blog format to <http://hptaonline.blogspot.com/>. We surveyed HPTA members about *The Runner* in May 2009. 135 people filled out the survey. An overwhelming majority of respondents, 91% were in favor of going online-only with *The Runner* for next year as a cost-saving and green initiative. To ease the

transition we will publish the final two issues (June 2009 and September 2009) of *The Runner* both online and will still mail a paper copy to each HPS family.

We also surveyed HPTA members about their interest in online registration for membership and extracurricular classes. 121 people filled out the survey. A majority of respondents, 82% were in favor of offering online registration next year even with the slight fee increases (due to credit card and transaction fees). In addition 83% said they would be in favor of accepting advertisements on the HPTA website to help pay for the cost of online registration. The HPTA will pursue online registration for next year with the intent of increasing fees as little as possible.

Amy helped Co-President, Patty Doshier and Secretary, Adrienne McKenna set-up a Google for Non-profits group for board member use. We can post documents there for everyone to access and it may eventually replace our old "boardpage". For example before each board meeting we can post all the reports there (Treasurer, President, VP's, etc.) to be read ahead of time and to be stored for future use. There is also a calendar function that can be used to post board meetings and VP's meetings. Google Groups has other functions that we may use in the future too. Each executive board position has its own google login. General board members may login as **boardmember** with password **hptaboard**.

Amy worked with Patty Doshier and the HPS Administration to discuss the implementation of a dynamic web-based calendar for the 2009-10 Sourcebook. We have chosen the freeware brand "WebCalendar" and hope that it will meet our needs for next year.

### **Communication with the Parent Community**

#### The Runner Newsletter

5 Editions of the Mass PTA Award winning Runner Newsletter were produced this year to include: Year Preview, a very nice Silent Auction Edition and a Year in Review. Many people contribute to the articles throughout the HPTA, Co-Presidents, School VPs, School Reporters, Enrichment Chairs, Extracurricular, Fundraising Chairs, Event/program coordinators. The Editorial Staff of Heather Kelly, Karen Umans and Jill Delasco, all recognized by the Mass PTA with Helping Hand awards, did a terrific job of pulling it all together. The Runner looks great. Judy Lankford and Nia Gallagher make the distribution to all school families seem seamless and Amy Ritterbusch gets the Runner posted to the Website. Truly, this is a team effort. Next year, we look forward to having the Runner Blog posted monthly; to have more timely information and the availability of posting more photographs.

#### E-Flyers Communication

E-flyers replaced the paper backpack flyer we had previously used as a means to save cost and "go green". 92 E-flyers were approved through the Superintendent's office and set to the parent community through the E-flyer email.

#### Community Bulletin Boards

Jodi Furlong did an outstanding job creating attractive slides advertising HPTA sponsored events shown on the "Community Bulletin Boards" at Hopkinton Drug, Colella's and posted to HCAM.TV. 46 slides were delivered.

#### HPTA Sandwich Boards and Banners

Usage of the HPTA Sandwich Board and Banners at the HPS tennis courts were suspended in October by the enforcement of the Sign Bylaws in town. Sandwich board messaging was returned in late March and used effectively to advertise HPTA fundraising events and General Meetings in the spring.

## HCAM TV

Our membership with HCAM TV has allowed us to use their message boards to advertise our events to the whole community. The HCAM staff has helped the HPTA by facilitating/airing the State of the Schools Forum and providing taping services for Hopkinton Heroes DVD and The New Parent Orientation DVD.

## School Bulletin Boards

School Bulletin Boards were more effectively utilized by the bulletin board teams at each school. A monthly schedule of events and news were offered at the beginning of the year to aid in the updating process. Creative displays using recycled materials, minimal cost items and lots of pictures proved to be very successful. Thank you to all the Bulletin Board Teams!

## Newspaper Coverage

Newspaper coverage spearheaded by Jane Wojcik and Sue O'Keefe as Communication Co-Chairs did a fantastic job getting the HPTA message out to the local papers and Hop News. Both articles highlighting upcoming events and those spotlighting past events were carried. Also, contributing to our coverage were staff writers for the Hopkinton Independent and HPTA members Nancy Cavanaugh, Jean Cann and Christy Mahoney.

Other: Facebook, Hop News, Globe Calendar

Respectfully submitted,  
Patty Doshier, Co-President

## **HPTA Board - Center School**

<b>VP</b>	Allison Murphy	435-2399	akamurph@yahoo.com
<b>VP</b>	Carol Quinlan	544-9842	jcquinlan@comcast.net
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	Becky Hakansson	435-0558	beckjay@comcast.net
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<b>Extracurricular</b>	Cathy Schaefer	435-5548	catsch2@gmail.com
	Holly DiNicola	497-3487	hdinicola@gmail.com
<b>Publicity</b>	Courtney Zaharis	435-7688	c.zaharis@comcast.net
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<b>Appreciation</b>	Laura Barry	435-0087	lbarry112@yahoo.com
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	Kim Cooper	625-1480	kimberlylcooper@verizon.net
<b>Library Coordinator</b>	Donna Orellana	435-2145	donna83o@msn.com
<b>Box Tops</b>	Jean Cann	435-0328	jeancann@comcast.net
	Christy Mahoney	686-8520	christymahoney@verizon.net
<b>Funding Factory</b>	Margaret Hebert	625-1448	heberts4@yahoo.com

# **Center School Annual Report Hopkinton Parent Teacher Association Vice President's Report 2008– 2009**

The Hopkinton Parent Teacher Association for the 2008-2009 school year was represented at Center School by a dedicated and enthusiastic group of parents. There were sixteen new volunteers on this year's Board and six returning members. The Board was able to utilize the experience and assistance of current and former board members to put forth another successful year of HPTA involvement at Center School.

The HPTA provided financial assistance in support of the students and administration. The majority of its funding was spent on enrichment programs and technology. Additionally, funds were spent on teacher appreciation events and grade level activities.

Over the course of the 2008 – 2009 school year, the Center School HPTA was instrumental not only in providing financial support for the many Center School programs and events, but in providing the manpower to help coordinate and staff those events. Hundreds of volunteer hours were spent in coordinating and staffing enrichment programs, coordinating the extra-curricular programs after school, coordinating and staffing the library, coordinating and managing the Box Tops program and coordinating and staffing the many grade level activities including: Field Days, Bedtime Story Hour, Literacy Fun Fest and Walk-a-mile. Some new programs introduced this year was the Incoming Kindergartener Ice Cream Social, and Johnny the K which was a family night opened to all students and family members. The program promoted core values.

The Center School Board provided support in many capacities within the school. Listed below are the major items that the Board contributed to:

## **Enrichment Programs**

The team of Nancy Lagasse and Ellen Mace provided the administration of six outstanding enrichment programs over the course of the year, all of which were closely correlated with the Center School curriculum. Beginning in November and running through April, the programs offered both kindergarteners and first graders the opportunity to learn and be entertained by incorporating a wide variety of presentation styles and formats. The children were entertained by writer and marine biologist, Michael Glaser, who introduced a variety of sea creatures to the children by allowing them to touch and hold snakes, reptiles, crabs, etc. while learning about the animals' lifestyles and habitats. Storyteller, Len Cabral, a perennial favorite, regaled the children with his colorful stories while carefully incorporating appropriate morals or words of wisdom. Historical Perspectives presented the children with a reenactment of the struggles and triumph's of Helen Keller. Other enrichment programs included: Native Americans, Black Snake Woman and traveling Medicine Dog, who shared stories about Native Americans while showing the children a wide array of genuine Indian artifacts; Animal Adventures and Bugworks.

## **Appreciation**

The Appreciation team of Laura Barry, Kim Cooper, Colleen Souza & Heather York artfully conveyed to the Center School teachers and staff, how much the students and parents truly value and appreciate them. The appreciation team started off the school year with a terrific back-to-school luncheon complete with gifts for the teachers. They continued to coordinate and host events throughout the year including a wonderful holiday luncheon, a teacher appreciation luncheon held during teacher appreciation week and several coffees/breakfasts. The appreciation team also recognized various special holidays such as Nurses Day, Administrative Assistant's Day and Principal's Day, by presenting creative and unique gifts to administration and staff.

### **Box Tops/Campbell's' Soup Fundraising Programs**

Jean Cann and Christy Mahoney did a terrific job coordinating the Box Tops for Education and Campbell Soup fundraising programs at Center School raising over \$2,090.00. The classrooms collecting the most Box Tops during the school year were treated to ice cream sundae parties at year end.

### **Funding Factory**

Margaret Hebert coordinated the Funding Factory recycling effort. Funding Factory is a program where empty printer cartridges and used cell phones are traded in for new equipment or cash.

### **Extra-curricular Programs**

Holly DiNicola and Cathy Schaefer did an outstanding job this year coordinating the ever-popular extra-curricular programs at Center School. The HPTA offered two sessions for First graders during the school year. Karate, Sports classes by F.A.S.T., Dodgeball, and a theatre class from Enter Stage left were programs enjoyed by the students.

### **Volunteer Coordinators**

The volunteer coordinators worked very hard this year to plan, staff and coordinate the many grade level activities at Center School. The Kindergarten volunteer coordinators, Jayashree Dattar and Becky Hakansson did a terrific job coordinating both the classroom volunteers and the grade-wide events. The Bedtime Story Hour continues to be a huge success. The children and parents enjoyed the stories and a sing-a-long. Kindergarten Field Day, which uses relay races and games encouraging the use of both fine and gross motor skills, continues to be a highlight of the Kindergarten year.

The First Grade volunteer coordinators, Cheryl McIntire and Laura Schnur also did a terrific job coordinating all the first grade activities including the First Grade Family Event "Seussapalooza", where some classes performed plays and other classes played bingo. They also coordinated Walk-A-Mile and First Grade Field Day. In the spring, the First Graders participated in the Walk-A-Mile Program during their physical education classes. The children experienced what it is like to walk a mile in someone else's shoes. All the parents that volunteered found the Walk-A-Mile program to be a very worthwhile activity for the children.

### **Library**

Donna Orellana coordinated the library volunteers this year and, did an excellent job ensuring that the library was well-staffed, well-organized and well-supplied. The adopt-a-book program was successful this year; meeting its goal of adding new books to the Library.

### **Publicity**

Patty Hood and Courtney Zaharis were the Publicity co-chairs this year. Their talented writing skills were displayed in their enrichment write-ups and contributions to the Runner and town papers. They wrote articles keeping parents informed about the enrichment programs, Principal Coffee discussion highlights, and other school news. They were also wonderful at keeping the Center School bulletin board located in the main lobby updated for all to see.

As Vice Presidents of the Center School HPTA, we supported the mission and goals of the HPTA. We discovered how we, as parents, can truly make a difference in our children's education. This year we continued the school wide Cubby Wear clothing sale for both the children and the staff. Each was able to purchase clothing with the Center School logo on it. It was a tremendous success; both with seeing so many children showing their school spirit in their Center School clothing and in fact that some of the money spent on the clothing was given back to the school. As always, it was a pleasure to work with Jen Parson and her assistant Janeen Sheelen.

Thanks to the enthusiasm, energy and support of Jen Parson, her teachers and staff and to the dedication, endless hours of hard work and tireless efforts of the Center School board, 2008 - 2009 was a very successful and memorable year.

Respectfully submitted,  
Allison Murphy and Carol Quinlan  
HPTA Co-Vice Presidents, Center School

**2008-2009**  
**HPTA Board - Elmwood School**

<b>VP</b>	Michelle Weilding	435-8112	mweilding@comcast.net
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<b>Volunteer Coor. (3)</b>	Karen Umans	435-9956	jkumans@comcast.net
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	Jen Hamil	435-5306	jlhamil@comcast.net
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	Open		
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	Jenni Schroeder	497-0063	jimjenni@comcast.net
	Stephanie Whelan	497-9455	stephaniewhelan@msn.com
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<b>Funding Factory</b>	Denise Sullivan	625-1092	cdsullivan22@comcast.net
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# Elmwood School Annual Report Hopkinton Parent Teacher Association Vice President's Report 2008-2009

The Hopkinton Parent Teacher Association for the 2008-2009 school year was represented at Elmwood School by a dedicated and committed group of volunteers. Each performed their roles with professionalism while putting in countless hours of hard work. As Vice Presidents, we were extremely fortunate to have been given this talented, enthusiastic board.

The Elmwood Board provided support in many capacities within the school. The HPTA provided financial assistance in support of the students and administration. The majority of its funding was spent on enrichment programs. Additionally, funds were spent on teacher appreciation events and grade level activities.

Over the course of the 2008 – 2009 school year, the Elmwood School HPTA was instrumental not only in providing financial support for the many programs and events, but in providing the manpower to help coordinate and staff those events. Hundreds of volunteer hours were spent in coordinating and staffing enrichment programs, coordinating the extra-curricular programs after school, coordinating and staffing the library and the art room, coordinating and managing the Box Tops program and coordinating and staffing the many grade level activities.

Listed below are the major items that the Elmwood Board contributed to:

## **Enrichment:**

2nd Grade:	
High Touch-High Tech	\$ 3017.00
Joel Warren Concert	\$ 450.00

3rd Grade:	
Techsploration	\$ 1,388.50
Plimoth Plantation	\$ 1,400.00
David Coffin	\$ 930.00
Bee Man	\$ 100.00
Paul Revere House	\$ 2,100.00

The Enrichment Committee distributed an Enrichment Program Survey to all Elmwood teachers immediately following each program. The results of these surveys were used for future planning and to confirm that each program continued to have a connection to the curriculum. We were able to determine the programs the teachers would like to have eliminated to protect expenditures or teaching time. This survey will continue to be used annually.

**Publicity:** The board cooperated in communicating the many events at Elmwood. This team attended all major events and celebrations held throughout the year resulting in world-class communication on the content of the various enrichment programs to the Elmwood parents and the Editor of the Runner.

**Appreciation:** Through the coordination of the Appreciation Committee, we provided three luncheons for faculty and staff throughout the year - one lunch prior to the start of school, one during the holidays (December), and one during Staff Appreciation week. In addition, we recognized the Custodians and Cafeteria workers with small gifts at Thanksgiving time. We also honored the Secretaries, Nurse and Principals

with gifts and a special lunch on their "appreciation days" in April and May.

**Extracurricular:** We offered a wide variety of extracurricular activities to the children at Elmwood School. All of these activities were held after school and required a fee for participation. Attempts were made to keep the fees for each program reasonable and fair for all children. Programs offered this year included: Karate, Track and Field, Science – Spy Tek, Basketball, Clay Creations, Flag Football and Amazing Actors.

**Volunteer Coordinators:** The volunteer coordinators developed a form and compiled lists of the various parent volunteers. These volunteers were called upon during the school year in many capacities. Our volunteer coordinators provided parents for Elmwood Election Day, Colonial Craft Day, and 2nd and 3rd Grade Field Days.

**Box Tops:** The Box Tops Coordinators did a great job communicating the importance of saving Box Tops for Elmwood. The Box Tops Coordinators sent in the box tops and collected checks for Elmwood School, advertising to the community how much money we had collected.

**Funding Factory Coordinator:** The Funding Factory Coordinator did a great job communicating the importance of sending in used ink-cartridges and old cell phones for Elmwood. She sent out e-flyers asking parents to send in their used ink-jet cartridges/cell phones. She was then responsible for sending in the used ink-jet cartridges and cell phones and collected checks for Elmwood School, advertising to the community how much money we had collected.

**Art Room Coordinator:** The Art Room Coordinator was instrumental in soliciting volunteers in the Art Room through the school year. She also sent out numerous communications requesting recycling supplies for the Art Room. The Art Room is in constant need of materials, and parents were extremely responsive to all recycling requests.

**WEE Deliver Coordinators:** The Wee Deliver Coordinators coordinated this activity where a small group of children are sworn in and deliver the mail after school. They did a fantastic job of engaging the children and gathering volunteers. This is always an extremely popular activity for the children that could not take place without the commitment from volunteers.

**Square One Art Coordinator and Fall Purchase Program Coordinator:** These coordinators were the Elmwood point people for each of the two fundraising programs. They were responsible for all the Elmwood orders for, making sure that orders were complete and paid for. And, finally, they had to ensure that all students received the correct order.

**Book Fair Rep** The Book Fair Representative was the point person organizing the Book Fair held at Elmwood in the fall. She was responsible for recruiting volunteers and successfully managing the overall logistics of the fair at Elmwood School.

Everything we accomplished this year could not have taken place without the unending support of Ilene Silver, Principal of Elmwood School. We would like to acknowledge and thank her, along with Michael Giurlando, Assistant Principal, and Jessica McPhail and Susan Napolitano, for their commitment to the HPTA. Their collective efforts, dedication, and support helped us to accomplish our goals this year.

Respectfully submitted:

Lynne Auslander  
Michelle Weilding  
HPTA Co-Vice Presidents, Elmwood School

**2008-2009**  
**HPTA Board - Hopkins School**

<b>VP</b>	Jean Bertschmann	435-5195	jeanber65@hotmail.com
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	Kathleen Karpe	497-8046	karpes@comcast.net
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<b>Funding Factory</b>	Barb Ludorf	435-9937	bubsie@aol.com
<b>Memory Book</b>	Marilyn Dumas	435-4945	mjdumas6@gmail.com
	Kathleen Dustin	435-8744	thedustin4@comcast.net
	Diana Lindon	435-8275	murphy26@verizon.net
	Maureen Morse	435-9935	maureenmorse@comcast.net

# **Hopkins School Annual Report Hopkinton Parent Teacher Association Vice President's Report 2008-2009**

The Hopkinton Parent Teacher Association for the 2008-2009 school year was represented at Hopkins School by a dedicated and committed group of women. Each performed their roles with professionalism while putting in countless hours of hard work. As Vice Presidents, we were extremely fortunate to have been given this talented, enthusiastic team of women. We are also grateful to the HPTA for the budget of \$21,700 to be spent on programs at Hopkins School in the 2008-2009 school year.

The Hopkins Board provided support in many capacities within the school. Listed below are the major items that the Hopkins Board contributed to:

**Enrichment:** Budget - \$18,500

Allison Cofone and Lee Kellett worked hard this year to provide quality programs to the Hopkins students in support of their curriculum. Our enrichment offerings included: High Touch/High Tech; Techsploration; and Art Quest. Due to a scheduling conflict, James Gelsey had to cancel this year. The VPs distributed an Enrichment Program Survey to all Hopkins teachers in April with a goal of determining which programs were closely tied to the curriculum, which programs were liked by the teachers, and which programs were liked by the students. We also were able to determine the programs the teachers would like to have eliminated to protect expenditures or teaching time. This survey will continue to be used annually. Based upon the results of last year's survey, a change was made in the High Touch – High Tech program offerings, to bring in a program more aligned with the science curriculum. With the support of the HPTA townwide board, the Hopkins VPs were able to re-direct unspent enrichment money, in combination with other savings and technology support, to purchase a Smartboard for the 5<sup>th</sup> grade and additional laptops for the mobile laptop station it purchased last year for Hopkins.

**Publicity:**

Heidi Krapf, Marilee Mackertich, and Meghan McSkimming were very busy documenting and communicating the Hopkins "happenings". They attended and photographed events, communicated the content of the various enrichment programs to the parents of Hopkins students and the Editor of the Runner, and did a wonderful job of keeping us all up to date on the busy year at Hopkins.

**Bulletin Boards:**

Gabriella Dunn and Patti Durr kept the lobby bulletin board fresh and up-to-date with information regarding various HPTA programs, as well as information relevant to Hopkins parents.

**Appreciation:** Budget - \$1200

Through wonderful talents of Ann Andrews, Lorri Carbone, and Lisa Guarino, we provided three luncheons for faculty and staff throughout the year - one lunch prior to the start of school, one during the holidays (December), and one during Staff Appreciation week. In addition, we recognized the Custodians and Cafeteria workers with a small gift at Thanksgiving time. We honored the Principals and Administrative Assistants with beautiful hydrangeas at the end of April. We also honored Jean Alexander on the occasion of her retirement.

## **Extra-Curricular:**

Julie Day and Mary Rooney were extremely busy providing a wide variety of extra curricular activities to the children at Hopkins School. These classes were held after school and required a fee for participation. The HPTA works hard to keep fees reasonable to make them affordable across the school and encouraged parents to join the HPTA for further fee reductions. Mary and Julie also worked with the extracurricular volunteers at all schools to develop a common session schedule and registration process to streamline and synchronize programs to make it easier for parents with children in multiple Hopkinton schools. Program leaders and Hopkins staff ran traditional sports classes such as Dodgeball; Flag Football; Soccer; and Basketball. There were a variety of craft programs like Drawing and Painting; Sewing; and Jewelry Making. New programs in Vinyasa Yoga, Robotics; Lego; and TV Production were also offered. The HOPE Environmental Club also ran for two terms. There were several different activities provided for each day of the week at Hopkins. Over the course of the three sessions, 21 classes were attended by 315 students!

## **Volunteer Coordinators:** Grade Level Activities Budget - \$500

Kathleen Karpe, Ellen Mace, Sue Lallier, and Brenda Mirabile coordinated all the volunteers at Hopkins for the year. The volunteer coordinators developed a form and compiled lists of the various parent volunteers. These volunteers were called upon during the school year in many capacities. Our volunteer coordinators provided parents for the Nurse's vision and hearing screenings and 4<sup>th</sup> and 5<sup>th</sup> Grade Field Days. Volunteers also assisted with copying bus notes and classroom coverage during Math Zone planning. Many parents contributed to baking for the various appreciation events. Kathleen Karpe and Ellen Mace played key roles in the planning and execution of Ellis Island reenactment for all of the 4<sup>th</sup> grade students. They coordinated and trained a group of 50+ parent volunteers that assembled carpetbags, quilts and helped with the actual event held in March.

## **Memory Book:**

The team of Marilyn Dumas, Kathleen Dustin, Diana Lindon, and Maureen Morse did a wonderful job of compiling the Hopkins Memory Book. This included working with the selected publishing company to meet all deadlines; taking and compiling photographs of the classes/clubs and activities; arranging a cover contest; selling and distributing the books; and numerous other tasks associated with the publication of this book. This is an annual favorite for the students and a wonderful memory-keeper for Hopkins families.

## **Library:**

Maria Karlis did an excellent job training and scheduling the Library volunteers. These volunteers worked in the Hopkins Library each week, assisting the Librarian with various projects and tasks.

## **Funding Factory:**

Barb Ludorf coordinated this fund raising program with the Funding Factory, which pays the school for used ink cartridges and cell phones. Collecting over 496 points this year, we were able to raise \$198.40 for Hopkins School. The lifetime total for Hopkins since the program's inception in December, 2005 is \$418.80, so almost half came from just this year!

## **Box Tops:**

Robin Bloomer and Nancy Cavanaugh did a great job communicating the importance of saving Box Tops for Hopkins. They issued several notes to parents asking them to save box tops from various manufacturers. Through their efforts, we collected over \$1400 in box tops, all of which goes directly to Hopkins School.

**Book Fairs:**

Tanya Abbott coordinated two book fairs at Hopkins during the 2008-2009 school year. The fall book fair raised money for the HPTA, and the spring book fair raised money for Hopkins. This year, some of the previous book fair proceeds were used by Mrs. Starr and several teachers to purchase critical supplemental reading materials which were cut from the Hopkins school budget.

**Square One:**

Christine Salois worked with the Hopkins art teacher, Emily Edwards, and other HPTA volunteers to coordinate the Square One Art program for Hopkins School.

As Vice Presidents, we supported the mission and goals of the HPTA while guiding and supporting our Board. Other accomplishments this year included:

- Held a successful new parent orientation prior to the start of school
- Brought Spirit Wear to the Hopkins students and staff
- Facilitated the transfer of unspent enrichment funds to fund much needed technology purchases of a SmartBoard and laptops to complete the mobile laptop station at Hopkins

Everything we accomplished this year could not have taken place without the unending support of Principal Martha Starr and Assistant Principal Carol Costa. We would like to acknowledge and thank them, along with Hopkins School Secretaries Sharon Burdzel and Linda Lee for their commitment to the HPTA. Their collective efforts, dedication, and support helped us to accomplish our goals this year.

Respectfully submitted:

Jean Bertschmann  
Amy Holler  
HPTA Co-Vice Presidents, Hopkins School

## **HPTA Board - Hopkinton Middle School 2008/2009**

<b>VP</b>	Leda Arakelian	497-9181	thearakelians@comcast.net
<b>VP</b>	Michelle Cohan	497-0102	chelcohan@verizon.net
<b>Volunteer Coor. (6)</b>	Jennifer Blake	435-7903	ewjfblake@aol.com
	Kelly Burke	259-5760	kburke@hopkinton.k12.ma.us
<b>Volunteer Coor. (7)</b>	Theresa Brossi	435-8241	jtbsi@comcast.net
	Tammy Nadeau	435-8320	tbnadeau@comcast.net
	Donna Plunkett	435-0388	dplunk81@aol.com
<b>Volunteer Coor. (8)</b>	Cathy Cameron	497-3677	cacameron@comcast.net
	Marilyn Dumas	435-4945	mjdumas6@gmail.com
<b>Enrichment (6)</b>	Kathleen Karpe	497-8046	karpes@comcast.net
	Liz Pomeroy	435-5017	pomeroy@comcast.net
<b>Enrichment (7)</b>	Patti Durr	497-2562	pattidurr@aol.com
	Kit Werner	435-4034	rjw12@aol.com
<b>Enrichment (8)</b>	Melissa Abate	435-6327	mmmcabate@aol.com
	Chrystie Ballantyne	497-0020	eballan@comcast.net
<b>Extracurricular</b>	Nancy Lagasse	435-9823	nancylagasse@verizon.net
	Ellen Mace	497-2521	ellen@maceplace.com
<b>Publicity</b>	Heidi Krapf	435-2667	hkrapf2002@yahoo.com
	Cathy McCrorey	435-9256	mccrorey@comcast.net
	Maura McNamara	497-3455	paljjlcm1@aol.com
<b>Appreciation</b>	Lisa Cole	435-3470	send2cole@verizon.net
	Amy Holler	435-1074	tholler@comcast.net
	Grace Roche	625-1648	m.roche@comcast.net
<b>Bulletin Boards</b>	Allison Brookes	435-7708	aaabrookes@aol.com
	Beth Feather	435-6105	bethFeather@comcast.net
<b>Library/Book Fair Coor.</b>	Judy Lankford	497-2548	judy.lankford@verizon.net
<b>8<sup>th</sup> Grade Celebration</b>	Nancy Barron	625-1542	njabarron@yahoo.com
	Marilyn Dumas	435-4945	mjdumas6@gmail.com
	Barb Ludorf	435-9937	bubsie@aol.com
	Cathy McCrorey	435-9256	mccrorey@comcast.net

# Hopkinton Middle School Annual Report Hopkinton Parent Teacher Association Vice President's Report 2008-2009

## OVERVIEW

The Middle School board members, as well as many volunteers, put forth a tremendous amount of their time and effort in order to make the many events and programs a success. We would like to extend a sincere thanks to all our committees and parent volunteers for making our job as Co-VPs much easier.

The Middle School Board provided countless hours of support in many capacities within the school. The many hours of service and dedication were greatly appreciated by the entire Middle School staff. Major contributions by the Board are listed below:

### Communications and Publicity:

Communication efforts with staff/administrators included:

- Monthly meetings with the Principal.
- Attended Dr. Lynch's team leader meetings.
- Back to school welcome letter to staff.
- Calendar and all other bulletin boards updated by HPTA.
- Ongoing coordination with staff about specific activities, such as enrichment programs, and about volunteer needs for events such as back-to-school cook out, team nights, ice cream parties, Elder Tea, field days, etc...

Communication efforts with parents and the community included:

- An orientation for parents new to the District and for 6<sup>th</sup> grade parents new to the Middle School during the IGNITE orientation in August:
  - Both these orientations welcomed parents of students new to the District and new to the Middle school. We provided an overview of the District, the Middle School, ways to stay informed, and key events to watch for. The going green campaign was highlighted. With this, we provided several handouts with information regarding signing up for Listserv, e-flyers and ipass as well as the school website and HPTA website.
- Publicity in the press:
  - The HPTA effectively communicated to parents and the Hopkinton community about the various events at the Middle School via *the Runner* and other media outlets.
  - A special thank you to our Publicity Coordinators Maura McNamara, Heidi Krapf and Cathy McCrorey for taking pictures and writing the various articles pertaining to the Middle School events.
- Bulletin boards and literature racks:
  - We continued to maintain the bulletin boards and literature racks at the two entrances of the building which are very useful for parents. The bulletin boards were updated with recycled materials and photos. The racks contain flyers and notices of interest to the Middle School community.

- Thank you to Allison Brookes and Beth Feather, Bulletin Boards Coordinators, for keeping the boards updated and interesting all year long.
- Direct mailings home and e-flyers:
  - Fall mailings to all Middle School families, containing Volunteer Forms, Extracurricular flyers and other notices such as signup information for listserv and e-flyers.
  - Winter and spring Extracurricular flyers were sent via listserv and e-flyers.

Volunteer Coordination:

Thank you to the Volunteers Coordinators for all their hard work efficiently organizing, managing, and successfully marshalling volunteers for all the Middle School programs and events. Volunteer Coordinators sent out updated Volunteer Forms in the fall and organized hundreds of parents to support the Middle School in a variety of ways, including: chaperoning; managing cash boxes; scooping ice cream; flipping burgers; filling special staff requests; coordinating the 6<sup>th</sup> grade Kids Night Out; organizing a bottle and can drive to benefit Project Bread and Elder Tea; shopping for 7<sup>th</sup> and 8<sup>th</sup> grade dances; providing names of volunteers to assist with Computer Lab, Team Nights, Field Days, etc...

Great thanks go to our outstanding Volunteer Coordinators:

- 6<sup>th</sup> grade – Jennifer Blake, Kelly Burke
- 7<sup>th</sup> grade – Donna Plunkett, Theresa Brossi, Tammy Nadeau
- 8<sup>th</sup> grade – Cathy Cameron, Marilyn Dumas

Volunteers also helped plan and host the year-end 8<sup>th</sup> Grade Celebration. Nancy Barron, Marilyn Dumas, Barb Ludorf and Cathy McCrorey led a team of many other parents to work with staff and students to make this event a success. The team planned decorations, food, and entertainment and coordinated chaperones.

Enrichment Program:

The HPTA contributed \$13,015.44 towards Middle School enrichment programs that enhanced curriculum in all grades. The HPTA coordinators scheduled and facilitated the programs presented, worked with the teachers to coordinate each program, and obtained teacher feedback via brief evaluation forms.

Thank you to our Enrichment Coordinators:

- 6<sup>th</sup> grade – Kathleen Karpe and Liz Pomeroy
- 7<sup>th</sup> grade – Patti Durr and Kit Werner
- 8<sup>th</sup> grade – Melissa Abate and Chrystie Ballantyne

**2008-2009 Middle School Enrichment Programs**

Program	Month Held	Cost
<b>6<sup>th</sup> GRADE</b>		
Pyramids & Pharaohs	January	\$775
Odds Bodkin	March	\$1271
ArtQuest	April	\$1800
		Total = \$3846
<b>7<sup>th</sup> GRADE</b>		
Yoko Watkins	October	\$4327.44
Grupo Fantasia	May	\$1600
Tim Tingle	June	\$1100

		Total= \$7027.44
<b>8<sup>th</sup> GRADE</b>		
Myth Masters	January	\$642
		Total = \$642
<b>6<sup>th</sup> to 8<sup>th</sup> GRADE</b>		
Rachel's Challenge	October	\$1500
		Total = <b>\$1500</b>

Extracurricular Activities and Programs:

There were some great Extracurricular programs offered to the Middle Schools students. Thank you to Nancy Lagasse and Ellen Mace, Extracurricular Coordinators, for making this a very successful year.

Appreciation:

We are very grateful to the Appreciation Team, Lisa Cole, Amy Holler and Grace Roche for their creativity, coordination and money management of the many appreciation events. Appreciation volunteers hosted the following special events for the staff:

- Welcome Back luncheon
- Parents of New Students breakfast
- Pizza Supper for the staff on Open House/Curriculum Night
- Custodian/Cafeteria appreciation gift certificates
- Holiday luncheon
- Principal's Day gifts
- Secretaries' Day gifts
- Teacher Appreciation luncheon

Also, we are extremely grateful to the many volunteers that responded to the Appreciation team's requests for food donations.

Library Support and Book Fairs:

Thank you to Judy Lankford and Amy Satterfield, Book Fair and Library Coordinators, who supported the library providing volunteers as needed and organized/ran the book fair with a new vendor this year.

Financial contributions:

The HPTA donated \$21,500 for ongoing support to the Middle School. These funds were used towards enrichment programs, student support, faculty support and purchases of special equipment for the Technology group and Phys. Ed. Department.

We have enjoyed our time representing the HPTA and supporting the Middle School's efforts. We would like to thank Dr. Lynch, the school administrative staff, and faculty for their feedback, guidance and support throughout the year. Also, we would like to thank the Student Council and Communitien for their contributions during the various events.

Sincerely,  
Leda Arakelian and Michelle Cohan  
Co-VP's Hopkinton Middle School

**2008-2009**  
**HPTA Board - Hopkinton High School**

<b>VP Appreciation</b>	Barbara Henise	497-2580	bhenise@comcast.net
	Jen Blake	435-7903	ewjfblake@aol.com
	Ann Bettina	435-9688	norway058@yahoo.com
<b>Enrichment Freshman/New Student Coordinators</b>	Michelle Mangano	435-9855	michellemangano@hotmail.com
	Lynn Bono	544-9845	mlnbabono@yahoo.com
	Jean Bertschmann	435-5195	jeanber65@hotmail.com
	Jeanne Rodeck	497-5140	luckycanuks@verizon.net

**Hopkinton High School Annual Report**  
**Hopkinton Parent Teacher Association**  
**Vice President's Report**  
**2008-2009**

Freshmen Orientation, on August 26<sup>th</sup>, was the official kick-off to the school year for over 200 freshmen. It is also the start of the numerous donations parent volunteers provide.

The Freshmen Orientation actually started several weeks prior to the event. HPTA Freshmen Coordinators, Jeanne Rodeck and Jeanne Bertschmann obtained volunteers to help on the day of the event and volunteers to contribute beverages and desserts. The day starts with placing "Class of 2012" water bottles in each freshman's locker and ends with serving a pizza lunch and, of course, the Class of 2012 picture.

Our HPTA Appreciation chairpersons organized several well-received events over the course of the year. These included the Back-to-School, Holiday, and End of the Year luncheons. Additionally, they coordinated the High School reaccreditation reception and visit, with rave reviews. Thank you to Ann Bettina, Jennifer Blake, Michelle Mangano, and Jeanne Rodeck for all of their efforts.

The HPTA funded over \$14,000 in student activities and enrichment programs such as; Boys' and Girls' State, Foreign Language lecture series, Scholastic Art Awards, Visiting Artists, Student Government Breakfast, the Post-Prom party, Art All-State, Model United Nations who for the second year won Best Small Delegation as well as many individual awards, and Science Fair competitions. This year, Hopkinton students took both first and second place awards at the Regional Science Fair! These students received an all-expense paid trip to the International Fair in Reno Nevada, where they competed (and met) 1500 students from 55 countries around the world. Thank you to Lynn Bono our HPTA Enrichment coordinator.

The HPTA also recognized three graduating seniors who demonstrated the spirit of volunteerism. They each were awarded a \$1000 scholarship.

In addition to providing food and drink for various student and school activities, parent volunteers have assisted with MCAS testing, served as guides for college fairs, and helped monitor the American Mathematics Competition testing.

The HPTA is honored to help fund the various programs the High School offers its students and to be a small part of their achievements.

Sincerely,  
Barbara Henise  
HPTA High School Vice President