

**FRANCIS W. PARKER CHARTER ESSENTIAL SCHOOL**  
**& THEODORE R. SIZER TEACHERS CENTER**  
49 ANTIETAM ST DEVENS, MA 01434  
TELEPHONE (978) 772-3293 FAX (978) 772-3295 [www.parker.org](http://www.parker.org)

## Friday Announcements

**Date: September 23, 2005**

Dear Parker Families,

On Wednesday, September 14, 2005, a small group gathered during lunch to coordinate the numerous projects being organized to help those affected by hurricane Katrina. We went around the table sharing ideas, offering suggestions, making plans. As we did, several principles seemed to surface. We wanted Parker's efforts to be coordinated and varied. We wanted to connect directly to another school similar in some way to our own. We wanted students to take ownership of each project. We wanted our commitment to helping to be long-lasting. And we wanted to stay mindful of needs in our own community that might be overshadowed right now by seemingly more pressing needs elsewhere.

As of today, students are reaching out and connecting to schools in the affected areas, and in total, there are six projects in the process of being developed. Over the next several months, we invite you to participate in one or more of these efforts as we come together as a community to offer our help.

- Collection of supplies to fill backpacks as part of Kids helping Katrina to be distributed to children in affected areas (Mit and Laura B's advisory).
- Disaster Response Educator training by the American Red Cross through which our students become trained to educate other students about fire safety, weather disasters, and family response plans (Deborah's advisory)
- ***Loaves and Fishes Food Drive in late September, early October to restock the shelves of our local food pantry (Jim's advisory)***
- School dance on October 28<sup>th</sup>, the proceeds of which will be used to purchase gift cards to major retailers and distributed to those in affected areas so they can buy clothing (Ruth's advisory).
- Blood Drive through the American Red Cross where we will reach out to the larger Devens community for blood donors (Deb and March's advisory, Alyssa's advisory).
- "How would you spend your tax dollars" fund drive in January/February. Donate a \$1 and receive 20 "chips" to spend on government programming. See how our school's priorities match up with our governments. (Community Congress)

More details about each of these projects will be forthcoming and more project ideas are sure to be generated. We encourage everyone to participate in some way whether you are able to donate money, needed goods, or your time. As another storm threatens residents on the Gulf Coast, we as a school community will continue our efforts to be mindful of the kinds of conversations we must have with students and actions we are compelled to take to both better understand the conditions that conspire for natural disasters like the current hurricane season presents, and our reactions and responses to those in need.

Sincerely,

Teri Schrader

**Francis W. Parker Charter Essential School  
& Theodore R. Sizer Teachers Center**

**AGENDA: BOARD OF TRUSTEES REGULAR MEETING**  
*September 26, 2005, 7:00 p.m., Room 27, Parker School*

- 7:00 Greetings, introductions, approval of minutes
- 7:10 Election of Parent, Teacher, and Student Trustees  
*Nominations will be presented for one student trustee, one parent trustee, and two teacher trustees.*
- 7:15 Audit and Reserve Fund Policy: Heads up for 10/24 meeting
- 7:20 **MEETING FOCUS: 2005-06 GOALS**  

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*8/29/05 Trustee Goals discussion*  
*Working draft of 2005-06 leadership goals*
- 8:20 Building Project: charge to coordinating group
- 8:30 Community Trustee vacancy
- 8:40 **2005-06 Parker Curriculum**  
*One of the Ten Common Principles of Essential Schools is that "Decisions about the details of the course of study, the use of students' and teachers' time, and the choice of teaching materials and specific pedagogies must be placed in the hands of the principal and staff." State law does require charter school trustees to approve the school's curriculum.*
- 8:50 Request for Faculty Leave of Absence
- 8:55 Tasks to accomplish before October 24 Board Meeting
- 9:00 Meeting adjourned

***REMINDER: GENEVIEVE'S FUNDRAISER ORDERS  
DUE MONDAY, SEPTEMBER 26***

**Monday, September 26 is the final day of the Genevieve's fundraiser. Please send in your orders. 50% of all sales from the main catalog and 40% of all candle and calendar sales go to Parker.**

## COMING SOON

### September, 2005

Monday, 26 - Trustees Meeting at 7:00 p.m.  
Monday, 26 - Last day for the Genevieve wrapping paper Fund Raiser  
Wednesday, 28 - Becket Trip for Division I back on Friday, September 30  
Wednesday, 28 - PEF Annual Meeting at 7:30 p.m.

## CALENDAR

**PLEASE MARK THESE DATES! (Subject to change)**

### October, 2005

Wednesday, 5 - 11th Annual Road Race and Springfest meeting at 7:30 p.m. in Room 1  
Saturday, 8 - SAT testing (NOT administered at Parker)  
Monday, 10 - Columbus Day (no school)  
Saturday, 15 - PSAT's at Parker 8:00 a.m. – 12:00 noon  
Wednesday, 19 - Picture Retake day  
Thursday, 20 - PLP Conference Day (no classes)  
Saturday, 22 - ACT testing (NOT administered at Parker)  
Monday, 24 - Trustees Meeting at 7:00 p.m.  
Thursday, 27 - Division 2 trip back on Friday, October 28

### November, 2005

Friday, 4 - Fall Forum (no school)  
Friday, 11 - Veterans' Day (no school)  
Wednesday, 23 - Early Release (noon dismissal)  
Thursday, 24 - Friday, 25 - Thanksgiving Break

### December, 2005

Monday, 5 - Trustees Meeting at 7:00 p.m.  
Friday, 23 - Early Release (noon dismissal)  
Monday, 26 - Friday, 30 - Holiday Recess

## Subscribe to Parker community email lists!

Subscribe for late breaking news and weather cancellations which will be delivered by email list as well as other media. Returning families, if you're already subscribed, no need to renew!

FWPaaa is the Parker community email list for general announcements.

FWPsports is Parker's email list for sports-related announcements.

Subscribe at <http://lists.parker.org/mailman/listinfo/>

# Thank you!

Thanks to the wonderful Parker community for providing a delightful smorgasborg that you should all be very proud of. Your contributions to the teacher's kitchen at "Back to School Night" were greatly appreciated for more than just their culinary appeal. 'You done good!!' - Cheryl Lekstrom

The faculty at Parker would like to thank Cheryl very much for organizing supper on Back to School Night.

Many thanks to the family of Nick, Grace and Sarah Losso for their donation of several reference books with regards to English and Science, also to the family of Hannah, Jocelyne and Nathaniel MacDonald for some very useful pads of paper that were left in the office on Tuesday night and to the family of Matthew Hotaling for boxes of tissues.

**From the Nurse's Office:** Thank you all for your donations. Due to the lack of storage I am going to put a hold on Health Office donations of dry goods. I will love to have them again in November.

Jewelry Choice Block wants to thank the Poole Family for their generous donation of a silver bead assortment and a variety of toggle clasps. It will be well used and is greatly appreciated.

## CAN YOU HELP?

Members of the Parker Community,

We need your help! As you might know, Parker recently teamed up with United Way of North Central Massachusetts and Youth Venture, a national not-for-profit that supports young people (ages 12-20) as they create, lead, and launch their own "Youth Ventures" – organizations, businesses, or clubs that make a difference to Parker and its communities.

This new program is founded on the premise that youth can and should make a difference as leaders in our community – but, as with all leaders, they need help and support as they implement and develop their ideas. As a result, we are turning to the Parker community to bolster our "Ally" base—adult mentors who help these venture teams through the process of building a venture.

Allies work with a venture team on an ongoing basis, providing the necessary support and assistance they need to succeed. We are currently seeking Parker community members with all types of experiences to work with starting teams. The level and type of commitment an Ally can make can be tailored to your individual needs and interests.

If this program sounds like something you or someone you know might be interested in, please email the school's two faculty Youth Venture advisors—Janice Gallagher and Matt Underwood to find out more information or to ask questions. We appreciate your time and consideration in helping Parker students set goals, create a team, take action, and improve their communities.

Many thanks for your support, Janice Gallagher ([janiceg@parker.org](mailto:janiceg@parker.org)) & Matt Underwood ([munderwood@parker.org](mailto:munderwood@parker.org))



United Way of  
North Central Massachusetts



## **ALSO LOOKING FOR...**

Donations of triple AAA batteries for calculators!

**Jewelry Choice Block** will be starting up in a couple of weeks and is looking for any and all donations of beads, wire, tools, or findings. All donations are greatly appreciated and no donation is too small!

**Student Services** has had a busy start this year helping students get their backpacks and papers in order. We've used most of our supply of binders and slash folders (3-hole punch folders which fit into binders) and we are looking for any donations to replenish our stock. Thanks!

### **Division III Speakers Needed:**

For those of you who do not know what the speaker series is, it is a Wednesday speaker program where Division 3 students get exposed to new information that they may not get exposed to otherwise. The format of the program is "lecture style" where community members come in and share their expertise or experiences for roughly 45 minutes give or take and then entertain questions from the students for 10 minutes.

If you would like to be a speaker or have a suggestion for a speaker, please email Clay Hobart at [claytonh@parker.org](mailto:claytonh@parker.org). Thank you very much. Clay Hobart

## ***DIVISION III***

**Senior Projects due on Friday.** These will get informal feedback from the Senior Seminar teachers and other seniors and be turned in formally on Monday, October 3 for formal review.

This week's class updates are from Deb Merriam's A/H class, 'Character and Personality.' This class explores literature and creative writing. As the semester begins, we have been reading some short stories and practicing with initial writing prompts and activities. So far, we have read and discussed "Silver Water" (by Amy Bloom), "Waiting" (by Ann Beattie) and "Hands" (by Sherwood Anderson). In the weeks ahead, we will be reading short stories by Hawthorne, followed by "The Scarlet Letter." The class will also begin creating characters and compiling a creative writing portfolio.

## ***DIVISION II***

### **ATTENTION DIVISION II PARENTS**

The final budget for the fall trip has been approved for \$200. For those of you who have turned in your deposit of \$50 your remaining fee is \$150. If you do not remember, check with your child's advisor.  
FINAL PAYMENTS ARE DUE FRIDAY, SEPTEMBER 30.

## ***ARTS AND HUMANITIES***

### **Arts and Humanities – Division I**

This week we continued to explore "The Outsiders" and our observation skills through writing, discussion and activities. Ask your students to talk to you about what the "Poem" by Robert Frost means to them and to the book. Students continue to build vocabulary through a class nomination and elimination process. Ask them for details about this. Each week students are responsible for knowing the words in a quiz. Look to the class pages on the website to help your students learn these words.

### **Arts and Humanities – Division II**

This week in Division 2 A/H we began reading "The Scarlet Letter." If students would like to purchase the book it is \$5.00. Our first OP assessment is due September 29 and 30. We are continuing to work on memoirs in writing workshop.

## ***MATH, SCIENCE AND TECHNOLOGY***

### **Math, Science and Technology – Division I**

C.O.W. #1 was due today and C.O.W. #2 has been handed out. It will be due Friday, October 7th as we will be at Becket and students need additional time to build their models. We enjoyed seeing so many Division 1 parents at Back to School Night! In class, we have been using topographic maps and clay to look at mountains both in 2D and 3D; spatial visualization is challenging! Math activities have been in direct support of COW #1, "GEAP." Students have been trying to find the smallest counting number that can't be represented in GEAP and they have been challenged to support their thinking with evidence. Just a reminder that after school help/work time is available every Monday from 3:30 p.m. to 4:15 p.m.

#### **Helpful Hints for your "Big Mountain" (C.O.W. #2):**

1. Buy materials over the first weekend (October 1 and 2) and start building soon!
2. Choose a material that is easily worked. Ex: Sheets of craft foam are easily cut with scissors. ex: Modeling clay is quite plastic and can be worked by hand.
3. Each student will receive two photocopies of Mt. Watatic. Use one map to cut out contours for the stack-method of constructing your model. Use the other copy of the map to double check your accuracy of construction, to show the placement of various details, and to show the trails and places you are discussing.

Have fun with this hands-on project and Good Luck!

### **Math, Science and Technology – Division II**

This week in Division 2 MST we are finishing our opening measurement unit. Students took a lab practical early this week and ended the week designing and performing experiments to determine how much Alka Seltzer is needed to produce 175 mL of Carbon Dioxide to make a dog burp. Lab Write-ups are due Thursday, September 29. Students should get a good jump on this assessment this weekend and come to class early in the week with any questions. Next week we begin new units on Chemistry and Transformational Geometry.

We could use donations of AAA batteries to replace the dead ones in student calculators during class.

## ***WELLNESS***

### **Alan's Wellness class**

In Alan's classes, students played Capture the Flag, floor hockey, and walked around Robbins Pond. We continue to consider what is working well in terms of "playing well together" and what is not working well. Students have been asked to think about the group's participation, effort and collaboration as well as their own work in these areas. We started First Aid in Health class with students taking a pre-test to determine what knowledge they already have. We also spent a little time reviewing Parker's harassment policy.

### **Deborah's Wellness class**

This week in Deborah's Wellness classes, we got down to business! In Health classes we started our First Aid unit. Students are excited to gain the knowledge and skills of First Aid. They will become an added resource to our community. Next week in First Aid we will focus on the patient assessment system. In physical activity classes, we enjoyed a mix of Capture the Flag, volley ball and hide and seek. Next week, we will move into kick ball. It was great to see everyone here on Back to School Night. If I can answer any more questions, please email me at [dchamberlain@parker.org](mailto:dchamberlain@parker.org)

### **Laura's Wellness class**

This week in Laura's classes, students played a variety of activities such as Piggy Baseball, Prisoner Dodgeball, Capture the Flag and an initiative called "The Maze." In Health class, we learned about harassment and bullying and discussed our responsibility to take action when we witness something that we know is not okay. Next week, we will begin First Aid, and will have a class on Friday that focuses on how students can care for each other during the transition period

while we are hiring an interim Wellness Teacher. My last day will be Tuesday, September 27th and after that I will be on active duty for the military. If you have questions, please email Laura [Rogers--laura@parker.org](mailto:Rogers--laura@parker.org).

## ***SPANISH***

### **Division I – Year Uno - Spanish**

We are learning basic salutations by asking and answering key questions in pairs.

Estamos aprendiendo saludos basicos atraves de practicar en pareja preguntas claves.

### **Division I -Year Dos - Spanish**

We completed our second PODER activity in which we formed questions spontaneously from affirmative statements. To prepare for the assessment, we learned strategies for asking questions, we practiced forming sentences, and we played Marco Polo using pertinent verbs.

**Nosotros completamos PODER II.** Nosotros formamos preguntas espontaneamente para contestar frases afirmativas. Hicimos actividades para practicar.

For PODER #3, we need to complete La Familia collage activity which is due Monday, September 26.

Para lunes necesitamos completar la actividad visual.

### **Division I – Year Tres - Spanish**

We are preparing for our first speaking assessment in which we will be immigrants in a Spanish speaking country of our choice. This week, we practiced core questions which students will be asked to respond to for their upcoming assessment.

Esta semana, nos estamos preparando para el primer proyecto de hablar; "Soy Un Inmigrante." Hemos practicado las cuatro preguntas principales que van a tener que responder.

**This week in Division II Spanish**, students have been continuing their introduction to the drug war by reading a second news article in Spanish evaluating the status of the War on Drugs as of 2003. Students have been reading without dictionaries, using active reading strategies to infer meaning as they go and building vocabulary lists of words to learn. Students should be studying the vocabulary they have learned so far for a quiz on Monday.

## ***FROM THE NURSE'S OFFICE***

The Fernau Family had a great idea, and brought in fresh picked apples. The word is out and the students are running in for these fresh treats. If anyone has the opportunity to enjoy our Fall Harvest in New England and bring us a bag it is **extremely appreciated** for our Health office.

### **For Your Information:**

Don't let Germs Hitch a Ride. **Wash your hands.** Germs accumulate on your hands as you perform daily activities and can be transmitted through contact of door knobs, desks, keyboards, cell phones any public surface where you are. Starting good hand washing habits in school now will help reduce the incidents of seasonal colds and get us ready for flu season. Washing your hands is the first line of defense to keep you, your family and our school community healthy.

I am happy to inform you that the 'Well Child Program' will be offered and available to students at Parker. It is free via a voucher that you can obtain from me at the Health Office. Local pediatricians are available for well visits but do not hesitate if your child is ill.

I enjoyed meeting you on Back to School Night. Thank you for bringing in your forms. If I missed any who needed to talk please feel free to call me at school.  
 Lisa Binder RN BSN

## ***SPORTS UPDATE***

### **Schedule for the week of September 26, 2005**

<b><u>Date</u></b>	<b><u>Parker Team</u></b>	<b><u>Practice/Game</u></b>	<b><u>Location</u></b>	<b><u>Dismissal from class</u></b>	<b><u>Bus Leaves</u></b>	<b><u>Game Time</u></b>	<b><u>Pick-up</u></b>
Mon., 9/26	Boys Varsity	Away vs. Littleton	See website	2:20	2:30	3:30	5:45 at school
	Girls Varsity	Practice	Antietam			3:30	5:30 at field
	Boys MS/JV	Home vs. Carlisle	Rogers	2:45		3:30	5:00 at field
	Girls JV	Away vs. Shawsheen	See website	2:20	2:30	3:30	6:00 at school
	Girls MS	Home vs. Carlisle	Rogers	2:45		3:30	5:00 at field
	Cross Country	Practice	School			3:30	4:45 at school
Tues., 9/27	Boys Varsity	Home vs. St. Bernards	Rogers	2:45		3:30	5:15 at field
	Girls Varsity	Away vs. St. Bernards	See website	2:20	2:30	3:30	6:00 at school
	Boys MS/JV	Home vs. St. Bernards	Rogers	2:45		3:30	5:15 at field
	Girls JV	Away vs. St. Bernards	See website	2:20	2:30	3:30	6:00 at school
	Girls MS	Practice	P5			3:30	5:00 at field
	Cross Country	Away vs. Blackstone	See website	2:05	2:15	3:30	5:45 at school
Weds., 9/28	Boys Varsity	No practice					
	Girls Varsity	No practice					
	Boys MS/JV	No practice					
	Girls JV	No practice					
	Girls MS	No practice					
	Cross Country	No practice					
Thurs., 9/29	Boys Varsity	Practice	Antietam			3:30	5:30 at field
	Girls Varsity	Practice	Antietam			3:30	5:30 at field
	Boys MS/JV	No practice					
	Girls JV	Away vs. Ayer	See website	2:35	2:45	3:30	5:30 at school
	Girls MS	No practice					
	Cross Country	Practice	School			3:30	4:45 at school
Fri., 9/30	Boys Varsity	Home vs. St. Mary's	Rogers	2:45		3:30	5:15 at field
	Girls Varsity	Away vs. St. Mary's	See website	2:20	2:30	3:30	6:00 at school
	Boys MS/JV	No practice					
	Girls JV	Practice	School			3:30	5:00 at school
	Girls MS	No practice					
	Cross Country	Practice	School			3:30	4:45 at school

### **Fall Sports**

Fall Game Schedules have been distributed but please be aware that there are likely to be some scheduling changes throughout the season. Please check the Friday Announcements as well as the Parker website for updated information.

Please note that colored mouth-guards, shin guards and soccer cleats are required for participation by MIAA regulations for all student athletes during both practices and games. This rule is strictly enforced. A water bottle and sunscreen are also highly recommended for all practices and games.

Please contact Ben Benoit, Parker School Athletic Director, with any questions at (978) 772-3293 Ext. 114 or at [bbenoit@parker.org](mailto:bbenoit@parker.org).

***FROM THE LIBRARY***

**WE ARE IN NEED OF VOLUNTEERS TO HELP PROCESS  
THE NEWLY CATALOGUED BOOKS!**

The requirements for the job are: good attention to detail, basic knowledge of the Dewey decimal system, and a weekly or bi-weekly commitment of 1-3 hours.

We will be holding training sessions on the following days (choose one):

Thursday, September 29	8:30-9:45
Friday, September 30	2:15-3:30

If you are interested or have any questions, please email Maura at [maurab@parker.org](mailto:maurab@parker.org), or call the school. Gracias.

Many thanks to Parker parents Stacey Lanier, Lori McDermott, Art Stoumbelis, and Ann Wilson, for the many summer hours spent cataloging books in the school library. Over two thousand books were cataloged during those steamy summer days - the entire non-fiction collection has now joined the electronic age!

*Thank you* also to the following families for donations of new books and/or educational software to the Parker School Library. Donations of new books are always appreciated!

**Judy Eriksson, Beth Graham and Fred McMillan.**

***NEWS FROM FRANK'S CAFE***

Lunch will still cost \$3.50, but you will have a choice of the hot lunch, a salad alternate (we have a variety of salads every day) and a sandwich lunch alternate (with a choice of several different sandwiches). The only "a la carte" we will have will be peanut butter sandwiches for \$.75, and ham and cheese or turkey and cheese sandwiches for \$1.50, plus snacks. Milk will still be \$.50, and will come with the full meals.

On Wednesday, we will serve pizza both as a full meal, with a side salad, fruit and milk, or by the slice for \$1.50. Lunch tickets will be available again this year, sold in strips of 5 for \$17.50. Thanks for patronizing Frank's! Karen

**Menu for the week of September 26, 2005**

<b>Monday, Sept 26</b>	<b>Tuesday, Sept. 27</b> (Remember to also do Pizza count today)	<b>Weds. Sept. 28</b> Do on Tuesday for Weds. Pizza	<b>Thursday, Sept 29</b>	<b>Friday, Sept. 30</b>
Taco Pockets	Grilled Hot Dogs on Bun	<b>PIZZA</b>	Baked Herbed Chicken	Meatball Sub
#	#	# slices	#	#
	Veggie Burgers			Eggplant Sub
#			#	#

## ***2006 PARKER ROAD RACE AND SPRINGFEST PLANNING MEETING***

Our kickoff meeting for the 2006 Road Race and Springfest is Wednesday, October 5th at 7:30 p.m. in Room 1. Please join us as we brainstorm new ideas to make this race fun and successful. Last year we raised almost \$11,000 for the Parker Essential Fund.

The race is scheduled for Sunday, May 21, 2006.

We are looking for volunteers for all aspects of the race from sponsorship, to promotion, to set-up. Our goals this year are to double the number of runners and create a fun destination for runners, families, and community members.

If you can't attend Wednesday's meeting but would like to share your ideas and expertise about making this a fun and profitable day, please contact Mary Feeley at [mefeelev@charter.net](mailto:mefeelev@charter.net) or Lori Wilkins at [ldwilkins@charter.net](mailto:ldwilkins@charter.net).

## ***IMPORTANT INFORMATION***

### **Parker Model Rocket Club**

Interested in aerodynamics? physics? electronics? competition? smoke, flame, and the smell of burnt gunpowder? Check out the Parker Model Rocket Club. Our introductory meeting will be on Thursday, October 6 from 3:45 to 4:45 p.m. We hope to conclude the meeting by demonstrating the launch of a few model rockets.

If you can't make the meeting, please contact Steve Byan <[stevebyan@mac.com](mailto:stevebyan@mac.com)> and let him know your preferences between Wednesday, Thursday, or Friday for a meeting day.

### **The Parker School needs a Choral Director**

The Parker Chorus is looking for a choral director. Do you know of anyone who would be interested in this position? If so, please see Nicky Dudensing or email her at [nicola@parker.org](mailto:nicola@parker.org).

## ***FOR THE COMMUNITY***

The lecture, **WEAVING: A STORY OF SURVIVAL IN LAOS**, will be presented on Friday, October 14 at 8:00 p.m. at Fruitlands Museum in Harvard, MA. ([www.fruitlands.org](http://www.fruitlands.org)). Light refreshments will follow. All are invited.

"Laos may be one of Asia's least developed countries, but one of the richest in textile diversity and traditions. Many weavers and treasured cloth disappeared during the disruption of the Vietnam War. Karen will recount her rewarding experiences working with a Lao cottage industry of dedicated weavers and dyers working hard to keep weaving vital and a viable vocation. She invites you to share her respect and fondness for a gentle people and culture during a journey of slides and cloth into villages and the workshops she has attended.

**Groton Center for the Arts** presents a new fall community arts program, "Artworks for Everyone." This 8-week class offers a variety of courses for adults and children. "Three Rivers Youth Theater" for children from age 3 through Grade 8, will have its debut. In addition, classes in beading, drawing (for those who think they can't draw), One-Stroke decorative painting and home decoration workshops are planned for all ages. Two sessions by "Abrakadoodle," a children's art education curriculum, are scheduled. For those who are interested in pursuing music study, there are beginning classes in voice training, keyboard, and guitar. Check out details at [www.grotoncenterforthearts.org](http://www.grotoncenterforthearts.org), to download a brochure and registration form or call (978) 448-3001.

**AGENDA**  
**PEF ANNUAL MEETING**  
**Wednesday, September 28, 2005, 7:30 pm**

2004-2005 PEF BOARD MEMBERS			
	Joan Shankle, Chairperson		Phil Holman
	Nancy Rines, Treasurer		Frank Honts
	Maura Barstow, Clerk/Secretary		Jane Matson
	Tony Dolph		Martha McLure
	Susan Farr		Fran Purcell
	Mary Feeley		Lori Purcell
	Mary Ann Gapinski		Martha Shethar
	Mary Ellen Gordon		Pat Tuzzolo
	Maryellen Grady		Lori Wilkins
	Carole Helwig		Fred Wilkins

- **Call to Order**
- **PEF Board Job Descriptions** – discussion and sign up (attached draft descriptions)
- **Annual PEF Board Election for 2005-2006** (separate ballot)
- **Review and Approve Minutes from May 31, 2005 meeting**
- **Treasurer’s Report**
- **Fall Fundraising Pledge Drive** – update and discussion
- **PEF Road Race and Springfest** – **Date set for May 21, 2006** update and discussion
- **Grant review and approval**
- **2005-2006 Meeting Calendar** – set meeting dates and times, and grant cycles
- **Other business**

**DRAFT ELECTION BALLOT FOR 2005-2006 PEF BOARD AND OFFICERS**

Candidate	Vote √ for yes	Candidate	Vote √ for yes
Mary Feeley, Chairperson		Frank Honts	
Phil Holman, Vice Chairperson		Jane Matson	
Nancy Rines, Treasurer		Martha McLure	
Martha Shethar, Clerk/Secretary		Fran Purcell	
Maura Barstow		Lori Purcell	
Tony Dolph		Joan Shankle	
Susan Farr		Katrina Shankle (student)	
Mary Ann Gapinski		Lori Wilkins	
Maryellen Grady		Fred Wilkins	
<b>We need another STUDENT</b>		<b>Your name here</b>	
<b>Write your name in</b>		<b>Write your friends name in</b>	
<b>Plenty of space</b>		<b>Come and get involved</b>	



**Rise to the Occasion!**

## **PARKER ESSENTIAL FUND**

Hello Parker Community,

The members of the **Parker Essential Fund** want to welcome all new families to Parker and give a warm hello to veteran Parker families. It is vital that you know that **your participation is needed and wanted** to help Parker be the best that it can be.

The **Parker Essential Fund** is the Parker School's independent fund raising organization. This fund supports educational, enriching activities and equipment that the regular school budget can't cover. Your support and involvement will translate into positive school experiences for Parker students and help keep the Francis W. Parker Charter Essential School the exciting, special school that it is.

Part of what makes Parker so unique is the contribution each family makes in helping to enrich the Parker educational experience. We all share the common agenda of wanting the best for our students and we have the opportunity to come together as a community to make it happen. We have a tradition of being "a hands on and get it done community" – a tradition that needs to continue. There is no PTA at Parker or boosters club or Support the Arts, or Music Moms -- we do all our fundraising through PEF.

Join the PEF Board and become involved at Parker. PEF Board Members represent the Parker Community including (current and former) parents, teachers, staff members, and students.

Please come to the **ANNUAL PEF MEETING on Wednesday, September, 28, 2005**. We will elect the 2005-2006 officers and PEF board members. All in the Parker community are welcomed at this meeting. See the attached information with job descriptions for PEF Board positions and this year's annual meeting agenda. You can add your name to the ballot for PEF Board by emailing [jfshankle@aol.com](mailto:jfshankle@aol.com) or by coming to the meeting.

Sincerely,

Joan M. Shankle  
Chairperson (Outgoing)  
Board of Directors  
Parker Essential Fund

## PEF Board Member Job Descriptions

**Chairperson** - is responsible for ensuring that PEF succeeds in its mission of raising and distributing funds to support Parker educational enrichment. Primary responsibility is ensuring that the PEF Board has active Board members who manage the fundraising activities, grants and recordkeeping required by law for charitable (501C3) organizations. Chair sets meeting schedule for the academic year, creates meeting agenda, chairs meetings and serves as PEF spokesperson in the school. Chair ensures that information is disseminated to other board members via email, phone, on issues outside of meetings. Has signing power of the checkbook.

**Vice chairperson** – assists with all of the above (in the past has focused as publicity coordinator).

**Treasurer** – has charge of the financial affairs of the Corporation and shall cause to be kept full and accurate books of account. The Treasurer shall have custody of all funds, securities and valuable documents of the Corporation, except as the Board of Directors may otherwise provide. Treasurer completes IRS tax forms and files annual tax reports. Treasurer shall present statements to the Board at their regular meeting and an annual report to the members at the Annual Meeting. Treasurer serves as a liaison with school business manager.

**Clerk/Secretary** - record in books kept for the purpose all votes and proceedings of the members and the meetings of the Directors. The clerk shall perform such duties and have such powers additional to the foregoing, as the Directors shall designate. Takes minutes of Board meetings and distributes to Board members

**Treasurer assistant** - banking money from fundraisers, copying donation checks and associated forms for accounting purposes and preparing summary reports, as needed.

**P.A.R.K.E.R Award Coordinator** – prepares announcement and Award forms for publication in Friday Announcements twice a year (December holidays and June end of school year). Collects the award forms and prepares a P.A.R.K.E.R Award for each recipient.

**Publicity Coordinator** - Focus on publicity with responsibility for ensuring PEF message is consistent in all published materials including letters used for fundraising purposes, Friday Announcements, List serve and Website entries, and other publications associated with PEF. Coordinate with publicity volunteer on each of the fundraising committees.

**Fundraising Co-chairs** – leads a committee of volunteers to coordinate one of the PEF fundraising events. The two historic fundraisers for PEF have been the Fall Auction and the Spring Road Race. The co-chairs work with volunteers and the PEF Board.

**Contribution Acknowledgment** – sends out the contribution acknowledgment letters to individuals and corporate contributors for cash contributions to PEF. Also, assists fundraising committees with thank-you letters for goods and services in coordination with Treasurer, PEF officers and other Board members.

**Grant Award Coordinator** – coordinates the grant process 3-4 times in each school year. This involves updating the application and corresponding instructions, publishing application in Friday Announcements along with grant deadline, collecting grant applications, summarizing content and dollar amount for PEF Board, notifying grant recipients, and assisting in communications as needed.

**Board member** – attends Board meetings, makes mini-grant award decisions, and may research mini-grant applications. May help participate in fund raising.

**January, 2006**

Monday, 2 - Tuesday, 3 - Faculty Planning, no classes  
Wednesday, 4 - Classes resume  
Sunday, 8 - Enrollment Information Session (1:00 – 4:00 p.m.)  
Monday, 9 - Trustees Meeting at 7:00 p.m.  
Monday, 16 - Martin Luther King, Jr. Birthday (no school)  
Sunday, 22 - Enrollment Information Session (1:00 – 4:00 p.m.)  
Sunday, 29 - Snow date for Enrollment Information Session (1:00 – 4:00 p.m.)  
Monday, 30 – Faculty Planning , no classes  
Tuesday, 31 - New semester begins

**February, 2006**

Monday, 6 - Trustees Meeting at 7:00 p.m.  
Friday, 17 - Gateway Celebration - Early Release (noon dismissal)  
Monday, 20 - President's Day (no school)  
Tuesday, 21 - Friday, 24 - Winter Recess

**March, 2006**

Monday, 13 - Trustees Meeting at 7:00 p.m.  
Wednesday, 15 - Noon dismissal - Faculty Planning  
TBA - Spring Conference Day (no classes)

**April, 2006**

Monday, 10 - Trustees Meeting at 7:00 p.m.  
Friday, 14 - Early Release (noon dismissal)  
Monday, 17 - Patriot's Day (no school)  
Tuesday, 18 - Friday, 21- Spring Recess

**May, 2006**

Monday, 15 - Trustees Meeting at 7:00 p.m.  
Sunday, 21 – 11th Annual Parker Road Race and Springfest  
Friday, 26 - Early Release (noon dismissal)  
Monday, 29 - Memorial Day (no school)

**June, 2006**

**Wednesday, 7 - Noon dismissal - Graduation (6:00 p.m.)**  
Monday, 19 - Trustees Meeting at 7:00 p.m.  
Tuesday, 22 - Last Day of Classes (or earlier)  
Wednesday, 23, Monday, 26, Tuesday, 27 - Faculty Work Days (or earlier)

*August 30, 2005*