



September 2017 Meeting Minutes Bedford PTG Executive Board

September 20, 2017

Attendees: Superintendent Chip McGee, Sue Jennato (Co-President), Kim Beekman (Co-President), Beverly Yuksel (Secretary), Sally Thomas (Treasurer), Amy Dion (VP of Fundraising), Lynne Natale (VP of Publicity), Molly McCarthy (Administrative Liaison), Aneesa Al-Khalidi (Support Administrator), Jewel Fletcher (BHS Liaison), Amanda Underwood (RAL Liaison), Heather Noonan (MIS Liaison), Sally Kellar (MES Liaison), Kelly O'Donnell (PWS Liaison), Lauren Martin (RBS Liaison). Missing: Bob Domokos (Administrative Liaison)

BOARD INTRODUCTIONS

SCHOOL BOARD UPDATE - Bill Kassler

SUPERINTENDENT UPDATE – Chip McGee

- Thank you for keeping him on the agenda each month.
- Spoke with schools regarding volunteering, plans to put it in a video format
- Notice of Family Survey
 - o Emailed randomly selected families to request participation (approx.. 900)
 - o Approx. 300 responded that they would participate
 - o Ideally looking for about 450 families to participate
 - o Survey question will go out soon
- Chromebook and internet access at home – especially with chromebooks purchased by families
 - o Schools use a program/filter called “lightspeed” at the schools only, the filter isn’t available once the kids bring their chromebooks home
 - o Parental controls are set to a safe level, but not to the same level as when they are at school
 - o Personal accounts are wide open as to parental controls/safety and need to be monitored/set/reviewed by the family at home
 - Suggestions for home monitoring:
 - Computers need to be visible and in a public space/room in the home
 - Maybe use a different device at home for personal use
 - A more expensive option is to set up a program like the schools use (light speed)
 - o Please keep an ear out for concerns that may be circling in the community
 - o District is working on things on their end

APPROVE MAY MINUTES: Approved

MARKETING UPDATE - Trifold, pamphlet, business cards, bulldog, website...

- We now have a full color brochure, business cards and a bulldog!
- Website has been reviewed
 - o Updated old content
 - o Contacts are also posted on the website, emails only

CALENDAR UPDATE - PTG calendar, dates on district site, etc.

- Current calendar of all ptg events, plus getting a greater presence on the school calendars

COLOR BLAST FUN RUN

2017: Profit \$23,500, 895 registered runners, over \$10K in sponsorships

2018: Sunday, June 3rd 9am start; new, shorter route

- Very successful
- Next year will not travel through neighborhood, instead will u-turn at beginning of neighborhood
- Meetings will take place much earlier in the year
- Sponsorships much earlier in the year

BUDGET

Updated calculations for Welcome Back event and Staff Appreciation

Math Superstar change

- Bulk ordering to keep costs more manageable

Grandparents Day

- Costs will be offset by the district
- Must stay within budgets
- Must submit reimbursements in a timely fashion

Budget and deposit procedures

- Please label each deposit slip with SCHOOL NAME, EVENT & Name of the person who deposited

PTG Bank Stamps

Event budgets-must be shared with coordinators by liaisons

- Subtle Adjustments

PRIORITIES MONEY - (Sally)

- Can legally bank some. Plan is to bank Color Run money for LED Sign @ BHS
 - Review of LED Sign purchase decision was requested
 - Will investigate further as to why a sign was selected and obligations to stay with that decision or propose new ideas.
- After Working Capital, leftover is divided equally amongst all schools and distributed by the end of the year.
 - Waiting on final numbers from last year, then will close out.
 - Looks like about \$1500/School

MEADOW FARMS FUNDRAISER - Running 9/18-10/2. Packets went home in K-4. Online ordering code available for McK, RAL and BHS

SUPPORT DRIVE - (Aneesa)

- Seems to be receiving a greater response than last year

SCHOOL SUPPLY KITS

1004 kits purchases, 17 kits for kids in need...total of 1021 kits delivered

Donations received - \$130

Update on supply issues

- Missing supplies from kits
- Kits arrived very late

- Sue & Kim shopped for missing items and corrected
- Resolved with Corporate office however now still receiving school supplies
 - Does not want any of the supplies back; said we could donate/distribute as we see fit
- Was a huge problem at every school
 - What to do with surplus of supplies received
 - Donate to IAG & Guidance offices?
 - Donate to our schools that are fundraising for Hurricane Erma (Memorial)
 - Donate Locally?
 - Parkside Middle School is known to be in significant need
 - Resolution from SchoolKidz
 - Offering \$4000 back in rebate, this in addition to the money made on the kits themselves
 - Will roll into priorities
 - Future of the program-explore alternatives
 - Will need to discuss the future of the program itself
 - Are teachers getting more of what they ask for?
 - Meeting with the teachers/staff/offices is a good idea to make sure they know that we are sorry for what happened and want them to be satisfied

OLDE TOWNE DAY - PTG table at Olde Home Day on September 23rd from 10-3pm. Please volunteer to help out for a 2 hour shift.

COFFEE WITH PRINCIPALS - Wednesday, September 27th at BCTV; Need to decide on format

- Principals are ok with whatever format
- Go general the for this first one, then going forward more specific
- 1-2 representatives from each school in support of the principals would be appreciated

NEW FAMILY WELCOME - Wednesday, October 4th at Library; 9:30-10am and 6:30-7:30pm
 Reps from each school at both sessions
 Invite Principals
 Information folders for families

GIFT CARDS - First round starts 10/20

- Thanksgiving and Christmas distributions
- Incorporating Breathe NH Coupon books onto order form, not available until the second ordering round
- Sarah Lang new gift card coordinator

FRESH MARKET-offer for teachers

- Looking for school involvement/connection with PTG
- Offering Gift Cards to teachers for \$20 Little Big Meals
- First 6 months they'd like to offer 2 Gift Cards per month, then 1 per month after that
- Suggest that they be offered to the teachers through the principals at the school level, not PTG

PANERA-offer for schools/PTG

- Seems to be great deal
- 20% of proceeds back to PTG
- Everyone seems to favor this
- Shorty's is not a done deal for this year yet...

LIAISON TOPICS

BHS:

Hasn't met with principal yet this school year. His secretary is out on leave

Tracy Healy joining Jewel as Co-Liaison

Staff Breakfast/PTG Membership Drive

- 38 staff members joined because of request from Bill Hagen
 - o Molly suggested PTG maybe do a breakfast at each school during a staff meeting for membership

Issues:

- Parking was a disaster for the first few weeks of school
- Discovering parking pass forgeries
- No assigned spots
 - o Will tow cars
- Things may have improved some now that schedules have normalized, etc.

RAL:

Meeting with Ed Joyce 9/19

-successful Teacher/Staff Welcome Back breakfast - great feedback from staff

-ORK presentation by Ed Gerety - dynamic, inspiring, "Dream Boards"; will be meeting with Sue Jennato to discuss other speaker(s) possibilities

-Prep for Cardigan under way

-This Friday 9/22 - Harlem Wizards game - great for families; 300 tickets sold so far

-Witch Way to the 5K coming up 10/28; Ed ?s possibly making a series with Color Run and perhaps the Rotary Race; possible common design t-shirt if someone runs 2/3 races

-multiple new staff members - all going very well so far

MIS:

- Feedback on AIR/ORK is good but teachers may be looking for something more updated/current programs
- AIR – Mike Fournier already working on this – may be replacing mural in the 5th grade wing
- Move-A-Thon
 - o Money will be set aside to revamp the courtyard
 - o Drainage is the major hurdle
 - o Need to consult with engineers/architects – concerned that it may be cost prohibitive
 - o Goal of the space is an outdoor classroom space
 - o 10% Donation back to PTG
 - o 10% Donation toward community or hurricane relief

MES:

Memorial needs volunteers!

- Coordinators, room parents etc.
- Volunteer numbers have been declining the past few years. As of 9.12.17 we have less than 80 volunteers schoolwide.
- One pro comment: we are seeing some younger families interested.

Welcome back lunch for teachers was a success.

- The day before school started.
- Squeezed in between morning meetings and meet and greet.
- They ate everything!

ORK

- First ORK program is BATS for 3rd grade on October 2nd.

AROUND THE SCHOOL

- We have brightly colored pillars outside school
- The library was updated (paint, carpet, rearranged)
- We have live fish in the fish tank

UPCOMING DATES

- September 12th Open House
- September 15th 9:30am Volunteer Coffee

PWS:

Return to school went very well - Cheryl was pleased at how smoothly the students got settled in.

PWS has 1 new teacher this year and 4 new Paras.

1st PTG event was the Back to School luncheon for the PWS staff. Our Hospitality team is new this year but they did a great job and provided just enough food. Since this is a PTG budgeted event, I am planning on having a debrief with the team on how far the funding went for what they provided and what to consider going forward - switching to breakfast, changing what kind of food is provided, etc.

School Kids school supply kits - like the other schools in the district, PWS had its share of delivery issues. Fortunately, Staples was quick to resolve them. Staff & parents were very cooperative throughout the process.

Cheryl and Dan have visited each classroom to talk about the importance of making mistakes - everyone makes them, there are benefits from making mistakes & learning from them, and your brain grows when mistakes are made.

Cheryl recently attended a "Think Kids" workshop which focused on collaborative problem solving with students - involving students with their ideas on how to solve problems they encounter rather than just telling them how to solve them. The result is that the student would feel more empowered if they are part of the solution process.

I was able to attend the PWS staff meeting on 9/6 to give a pitch for PTG. In addition to plugging membership, I also talked a little about ORK encouraging the staff to try to submit their requests sooner than later. Last year, we implemented a spreadsheet to track ORK events & spending that worked well so we will continue using it this year.

PWS had its Volunteer Orientation breakfast on Friday, 9/8, and it was attended by about 40 volunteers, including several new parents. Volunteer Coordinators and teachers are finishing up the Room Parent selection process and we'll have classroom volunteers for Room Parent, MSS, It's a GAS & Box Tops identified by next week. Again, I will follow up with Hospitality on if their budget allocation was sufficient, etc.

For the first time, PWS held a fall Scholastic book fair this week. I don't have numbers at this point but probably will for next week's meeting. The fair was open during Open House on

Tuesday and I understand the registers were non-stop. Grateful for the handful of HS students helping during Open House while earning RWL hours. I imagine we would hold the fall fair going forward but will have a debrief with the coordinator in the coming weeks. We will also use that time to talk about lessons learned for the spring fair as our coordinator is brand new this year.

Upcoming school events - Picture Day is Sept 19th, 2nd Grade Scarecrow Jubilee is Oct 26th - we haven't in the past, but are leaning toward asking for volunteers to help at this event, including HS students looking for RWL hours.

RBS:

The year kicked off with the staff appreciation breakfast to welcome back our amazing staff.

We hosted our volunteer orientation and were thrilled with the turn out. We believe it is because of the packet that we put together for our parents that included the donation envelope, the invitation to the breakfast, a cover letter from our team and the volunteer opportunities.

We are also extremely excited to begin this year with an energetic dedicated volunteer team.

RBS had a successful Back to School Night. There was a table set up with information about the PTG that featured the Bulldog.

We had another successful book fair put on by an amazing group of women.

In October, we will be hosting the Bat Presentation in 3rd grade and the annual school-wide Harvest Fest will happen on the 14th. Below is the bulletin board my amazing team put together!



UPCOMING EVENTS:

September:

- Mon Sep 18 Gift Wrap Fundraiser Begins (K-6 Brochures, RAL/BHS online only)
- Sat Sep 23 PTG Table at Olde Home Day 10am-3pm
- Wed Sep 27 Coffee with Principals @ BCTV 9:30-10:30am

October:

Mon Oct 2 Gift Wrap Orders Due

Wed Oct 4 New Family Welcome @ Library 9:30-10:30am and 6:30-7:30pm

Thu Oct 5 PTG Shorty's Night??

Mon Oct 16 Gift Card Packet Delivered (K-8, BHS online)

Wed Oct 18 E-board Meeting (@ RBS) 9-11am

Upcoming topics-

Committee for LED sign

Staff Appreciation Week

Open Positions

Board/District:

Lower ORK Coordinator

Barnes and Noble Co-Coordinator

Ski and Skate Volunteer Coordinator

Webmaster

School level: (Liaisons)

PLACE ANY "TO BE DISCUSSED FURTHER" ITEMS ON PARKING LOT FOR NEXT MONTH

END OF MEETING