



November 2017 Meeting Minutes

Bedford PTG Executive Board

November 15, 2017

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

SCHOOL BOARD UPDATE - Cindy Chagnon (not available to attend on Wednesdays)

- Superintendent McGee will ask at the school board meeting if there is a school board member that is available to make it to the monthly PTG meetings on Wednesdays

SUPERINTENDENT UPDATE – Chip McGee

- Budget – in the heart of presenting the budget item by item
 - 11/27/17 – Finished with presentations
 - December Meeting – School Board feedback
 - January – Proposed budget presented to the community
 - February – Deliberative Session; where community can make changes to the budget
 - March – Vote on budget
- School Board Meeting – Report Card Discussion
 - Competency Based grading to comply with state law
 - PowerSchool Portal interface still a challenge

APPROVE OCTOBER MINUTES

- **October Minutes APPROVED by board WITH CHANGES**

ELECTRONIC SIGN-Memorandum of Understanding (review, finalize, and approve)

- Presidents will add a line in memorandum regarding no usage of the sign for financial gain
- Will send revised Memorandum of Understanding DRAFT to board members for approval
 - **If no further changes Draft APPROVED as final by board**
 - Final draft will be sent to Superintendent McGee for finalizing

BUDGET REVISION (new) (review and approve)

- Income and expenses added to budget. See below:
 - Add to Income:
 - \$12,000 Color Blast (total increase) \$12,000
 - Add to Expenses:
 - \$100 per school for Grandparent Day budget (total increase \$500)

- \$200 per school for Staff Appreciation (total increase \$1200)
- \$250 to PWRN budget (total increase \$250)
- \$800 to Communications printing (total increase \$800)
- \$500 to Stand By Me (total increase \$500)
- \$150 to Admin/Nurse Day (total increase \$150)
- \$600 per school to ORK (total increase \$3600)
- **Budget Revision: No objections, APPROVED by board**

PTG DOCUMENTATION (new)-Updates and revisions, target December for draft for review

- December: will present a set of PTG bylaws with suggested changes for board review
- January: Ideally approve revised set of PTG bylaws
- Offer extended to join revision meeting with Sue and Beverly on Friday 11/17/17

PTG AGENDA, MINUTES, ACTION ITEMS (new)

- Agenda to be sent to board prior to meeting
- Agenda and minutes (once approved by board) to be posted on PTG website
 - **Posting agenda and meeting minutes to PTG website: No objections, APPROVED by board**

PRINCIPAL NOTES

- Presidents will get PTG information for principal notes out to school liaisons by/on Wednesdays going forward giving liaisons to add in school specific items before passing on to the principal(s) for their weekly notes email to parents
- VP Publicity, Lynne Natale, will also receive this information for use with publicity duties

PTG Would like to make a donation in honor of Lee Webb

- Heather will touch base with Principal Fournier for ideas

Class of 2020 has made a request to sell wreaths at the Ski & Skate Sale for a class fundraiser

- **No objections, APPROVED by board**
- Will consider future requests on a case by case basis

FUNDRAISER UPDATE:

1. MEADOW FARMS FUNDRAISER

- Total Sales \$21,933; Total Profit \$9353 vs Budget \$11,000 (difference -\$1,647)
- Online Extension thru Dec 16, 2017
- Special Staff promo coming in early December

2. SUPPORT DRIVE - Budget \$10,000 vs. Actual to date \$7700 (as of 11/11)

- District Thank you letter sent to all who donated on 11/2/17

3. GIFT CARDS -

- First round due 11/1: total orders 933 vs LY 1,386; total profit \$1604 vs LY \$2262
- Final orders due 11/29
- Please turn in all deposit slips to treasurer as soon as possible

4. SKI & SKATE - Nov 17th (5-8pm equipment drop off) and 18th (9-2pm sale)

- Marketing update (Lynne)
 - Signs, flyers, sandwich boards, ads, radio spots
- Please volunteer to help support this event
 - Still in need of volunteers for Saturday (day of event)

5. PANERA PTG FUNDRAISER -

- 1st Thursday of every month 4-8pm, next date Dec 7th
- Updated flyer-make some copies and leave around your schools
- Jewel, BHS Liaison, will send an electric copy of the December flyer to Asst. Principal Jozokos to include in his weekly email to students
- Student run site called the “Dog Pound” – Jewel will contact to see if they would consider posting a link to the flyer on their site for students to access
- Panera had not turned around the results of the November fundraising night as yet

6. AMAZON SMILE-ongoing

- Principal McCarthy suggested letting the principals/schools know that they can use Amazon Smile and select Bedford PTG when placing their amazon orders for school needs

7. YANKEE CANDLE (new) -same timeframe as last year...Packets home (K-6) in late January, orders due by mid-February.

- Will compare to less successful fundraisers
- Maybe rotate them on different years, or replace with Yankee Candle altogether

8. BARNES AND NOBLE (new) -Thursday January 25th -Sunday January 28th. Staff/Teacher events on Friday and Saturday.

9. COLOR BLAST FUN RUN/WALK-next meeting Friday 11/17 9am at Hannaford Community Room

MONARCHS GAME/S (new) (Amy)

- Flat Rate Tickets \$15 each
- 12/09/17 Ugly Sweater Night
- 01/20/17 Marvel Characters Night

SCREENAGERS EVENT - December 6th, 6-8pm at RAL. Movie screening and discussion panel. Open to public.

PRINCIPAL WINTER READING NIGHT (new) - Thursday, January 25th (2 sessions 4:30pm or 6:30pm)

EMBRACE BODY IMAGE DOCUMENTARY (new) Possible movie screening event for the adult community at the Town Library?

Open dates at library: Wed 02/07, Mon 3/19, or Tues 3/20 - 6:30pm to 8:30pm

- \$250 fee for rights to show to the public
- Asst. Principal Jozokos suggested lining the showing up with the high school’s “Love Your Body” Week
- Co-President, Sue, will contact Zanna at BHS to investigate further
 - Will revisit the topic in December with more information

DECEMBER HOLIDAY BOARD MEETING (new) Ugly Sweater Contest?

- **No objections, APPROVED by board**

LIAISON TOPICS

REMINDER: Liaisons to send all notes to Beverly, Secretary, for recording in the minutes no later than the Friday after each monthly meeting. **November liaison notes due by: Friday, November 17, 2017**

BHS:

- Met with Mr. Hagen on Nov. 1st
- Tracy and Jewel discussed two PTG sponsored events this month.
- The PTG provided refreshments at the BHS staff meeting on Nov. 2nd.
- Mr. Hagen discussed the support that the PTG gives to the school and gave an overview of the programs that we financially support. It was well received.
- The PTG also provided a Grab and Go dinner on Nov. 8th for the teachers during the teacher conference week. We received many donations from parent volunteers. The staff was very appreciative.
- There wasn't any new news from Mr. Hagen.
- Our next meeting is Dec. 6th.

RAL:

- Discussed total success of potluck dinner for teachers during late conferences
- Reviewed Bedford Food Pantry collections going forward. The plan is for Student Council to head this up and collect one selected item per month

MCK: Report Not Submitted

MES: Report Not Submitted

PWS:

- Oct 19th - Math & Literacy Night - successful event as usual with many stations set up to demonstrate what is being taught at each grade level.
- Oct 26th - 2nd Grade Scarecrow Jubilee - event for 2nd grade families to socialize, enjoy apple crisp and cider & take in the display of scarecrows made by all of the 2nd grade students. Approximately \$900 was raised from this event & will be donated to Families in Transition.
- Oct 27th - 3rd Grade Tinker Day - students were allowed to choose from a variety of STEM activities & see what they could create
- Oct 24th - Kindergarten got a visit from Mr. Boucher for Pumpkin Science which included a handful of activities surrounding the characteristics of pumpkins
- Kindergarten also was visited by the Bedford Fire Department to discuss fire safety.
- Nov 3rd - Halloween Parade - better late than never!
- November - Wall of Heroes display - Annual display of veterans who are family members of the PWS community

Field Trips this month:

- 4th Grade - Little Brick Schoolhouse in Nashua
- 3rd Grade - Mt Kearvaig Indian Museum
- 2nd Grade - Massabesic Audubon Center

- 1st Grade - "Petra and the Wolf" at the Dana Center
- Our Hospitality team had its 1st Coffee Cart of the school year on 10/27 - very well received & we're hoping to roll these out every 6 weeks or so.
- Additionally, with conferences going on the 1st two weeks of November, Hospitality is also providing afternoon pick-me-ups for the staff; different spreads on different days to help the staff power through the longer afternoons. So far, this has been well received & we are planning to do this again for Spring conferences.

Upcoming events:

- Nov 17th - Kindergarten Thanksgiving Feast
- Nov 20th - 1st Grade Pilgrim/Native American parent visitation.
- End of Nov - 4th Grade field trip to the Statehouse
- Dec 8th - 4th Grade Ellis Island Day
- May 2018: Artist in Residence - STEAM Museum - interactive stations covering all aspects of STEAM. This will be held on one day in May for 2nd & 3rd Grade. Integrated Arts team will also conduct in-class activities to coincide with this event.

Other items:

- Bedford Food Pantry: I spoke to Cheryl & Lindsay Lombo (who coordinates our food drive for the Manchester Food Bank). We are going to designate one of our collection days in December to the BFP to support their school lunch + needs. Going forward, we may opt for repeated messages to have families donate directly rather than continuously collecting at school. We are also considering having a collection drive during our Family Fun Night in February.

Cheryl had participated in the Suicide Prevention training on Oct 26th but noted that it was poorly attended & inquired if more publicity (e.g. from PTG) would have helped with attendance. That led to a discussion of further promoting PTG supported events in the schools - publicity with ORK/AIR events, or even It's a GAS, in the local papers so the community has a visual on how support is used.

RBS:

Riddle Brook School has been recognized by the U.S. Secretary of Education as an Exemplary High Performing School. It is one of 342 schools in the nation and 4 schools in New Hampshire to be recognized. Riddle Brook is the only elementary school in NH to receive this award in 2017. Eligibility is based on the most recent state assessment data. For NH, that is the Smarter Balanced Assessment. Mrs. McCarthy and Mrs. Rodd accepted the award on behalf of the school at a ceremony in Washington, DC. They were able to bring a classroom mascot, Atlas, with them to accept the award, too. We are working together to think of a way to recognize the students, staff and parents for being a part of this wonderful acknowledgment. This is an honor to receive this award and should be celebrated!

The Harvest Fest took place in mid-October, as well as our calendar fundraiser. It was a wonderful event and seemed to be attended by many families. Unfortunately, like all our fundraisers, it did not raise as much as last year. Thinking of ways to change or add to it for next year.

Students will be started their letter writing program. This is a fun program that Mrs. Fern, the librarian puts together for students to write letters to one another. Each classroom is assigned an address and kids enjoy sending letters to all their friends.

UPCOMING EVENTS:

November:

Thu Nov 16 PTG First Gift Card Delivery to Families
Fri Nov 17 5:00pm – 8:00pm PTG Ski & Skate Drop Off @ BHS
Sat Nov 18 9:00am – 2:00pm PTG Ski & Skate Sale @ BHS
Wed Nov 29 PTG Second Gift Card Order Due

December:

Thu Dec 7 PTG Panera Night 4-8pm
Thu Dec 14 PTG 2nd Gift Card Delivery to Families
Wed Dec 20 9:00am – 11:00am, PTG E-board Meeting (@ RBS)

January:

Thu Jan 4 PTG Panera Night 4-8pm
Wed Jan 17 9:00am – 11:00am, PTG E-board Meeting (@ RBS)
Wed Jan 24 Yankee Candle Packets delivered K-6
Thu Jan 25 Principal Winter Reading Night at McKelvie 4:30 and 6:30
Thu-Sun Jan 25-28 Barnes and Noble Days

Upcoming topics-

- Staff Appreciation Week
- School Supplies
- Volunteer Appreciation: One to include all schools?
- Love Your Body Event – Embrace (film)
- Math Superstars

Open Positions

- Board/District:
 - Lower ORK Coordinator
 - Barnes and Noble Co-Coordinator
- School level: (Liaisons)

Minutes Approved: **Approved by board 12/20/17**

Beverly Yuksel, Secretary