

PTG E-board Meeting September 19th, 2018

The Bedford Parent Teacher Group (PTG) was developed to create a working partnership with parents, teachers and school administration to foster a cooperative, enriching learning environment for the students in the Bedford School District.

The purpose of the Bedford PTG is to enhance and support the educational experience of the Bedford School District, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment in the Bedford School District through volunteer and financial support. Bedford PTG provides enriching educational opportunities and community events for the staff, students, and families in the Bedford School District; and helps to support the individual needs of our Bedford schools.

BOARD INTRODUCTIONS AND WELCOME: Attendees: Amy Dion (Co-President), Sue Jennato (Co-President), Sarah Lang (Secretary), Sally Thomas (Treasurer), Mindy Bator (Treasurer- Shadow), Kim Beekman (VP of Fundraising), Bob Jozokos (Administrative Liaison), Phil Schappler (Administration Liaison), Tracey Healey (BHS Liaison), Anne Mikol (BHS Liaison), Mandy Underwood (RAL Liaison), Heather Noonan (Mckelvie Liaison), Pamm Hughes (Mckelvie Liaison), Kelly O'Donnell (PWS Liaison), Kenn Archibald (Memorial Liaison), Marc Murai (Memorial Liaison) Jay Nash (School Board Liaison), Mike Fournier (Interim Superintendent) Absent Members: Lynne Natale (VP Publicity) Jen Delisle (VP Publicity Shadow) Lauren Martin (RBS Liaison)

SCHOOL BOARD UPDATE - Jay Nash The school board is currently looking into 2 things that will need attention next.

1. Budget for next year.
2. Going over 3 year district goals and objectives
 - a. The school board would like to hear from the public as to what some of the goals they feel the district should strive for. So far the school board has received 500+ suggestions from the public and 20+ from the board.
 - b. Input is encouraged and the board will consider all suggestions.

SUPERINTENDENT UPDATE – Mike Fournier Mike is currently trying to attend as many of orientations for volunteers as possible and going over an important point.

1. Confidentiality: If volunteers see good/bad they need to know where they can go and discuss this with someone. Volunteers should be keeping their personal lives separate from their volunteer time. If they see something, they can go to the administration to voice their concerns. Lastly the volunteers should not be in a room with a child alone without doors being open.

Prior to Mike becoming Interim Superintendent the sign was presented to the Planning Board (although we don't need approval this was done to keep them update on the plans). After receiving feedback the sign company is looking into making some modifications. These changes will be reviewed by schools and PTG Co-President before moving forward. Communication: Mike would like an open communication with the PTG and

would like to have a group meeting with the Co - Presidents once a month if possible. This way he can hear of district wide things that are happening. If there is something we need him to know then we can tell the Co-Presidents.

Bully Task Force: The Bully task force is made up 6 quality parents. They will be bringing the board their recommendations on November 13th.

REVIEW BYLAWS, STANDING RULES, and BOARD NORMS (approve updates)
BYLAWS, STANDING RULES and BOARD NORMS were discussed and approved as written by the board on 09/19/2018.

APPROVE MAY AND JUNE MINUTES- Approved as written by the board on 09/19/2018

2018/19 BUDGET - Review and Approve

- New AIR budget procedure Funds cannot be banked/rolled over. A school may “apply” for a rollover if the funds are necessary to support a planned AIR program in the following school year that exceeds their standard budget amount. The school must provide a written submission with supporting documents (ie quote/invoice), by June 1st regarding the program. Then the outstanding balance will be delivered to them.

- New line items Several new budget line items reviewed with board

- Budget and deposit procedures

- PTG Bank Stamps

- Event Budgets-must be shared with coordinators by liaisons Request made to have event budgets shared with liaisons

2018/19 Budget reviewed and approved by board as written 9/19/18

2017/18 RESULTS and PRIORITIES MONEY The 2017/18 year actuals were reviewed with board including priorities funds available to all 6 schools. A surplus was reviewed and future discussions will take place on the best way to utilize those funds.

COLOR BLAST FUN RUN

- 2017: Profit \$23,500, 895 registered runners, over \$10,000 in sponsorships
- 2018: Profit \$28,200, 971 registered runners, over \$13,000 in sponsorships

● Seeking 2 new Co-Coordinator and additional Committee Members The Color Blast is set for June 2, 2019. The shorter course allowed the run to become family friendly. Color Blast committee is seeking 2 co-chair coordinators. The first committee meeting is in Oct.

NEW ORK ROLES - Lower ORK Coordinator and Program Research Coordinator Welcome Kate Lessard as the new Lower ORK Coordinator and Liz Fischer as the new Program Research Coordinator.

MONTHLY LIAISONS REPORTS - Liaisons need to submit monthly reports to secretary no later than 2 days after the board meeting. This is the main way for the PTG and schools to share information.

MARKETING UPDATE (Lynne)

- Yard Signs
- Feather Flags

● Ski and Skate Rebranding Yard signs: These will be switched out as the different fundraisers come along. Feather Flags: Available to use for fundraising events. Ski and Skate: PTG rebranding the Ski and Skate sale. Also adding the Cardigan Corner where used items from Cardigan can be consigned.

CALENDAR UPDATE - PTG calendar, dates on district site, new spring book fair date, etc. Reviewed and approved.

VOLUNTEER FORMS -Utilizing Google Forms to collect information This is a transitional year for the online forms. Hoping for more volunteers to sign up. Perhaps the teachers could put the link into their teacher blogs.

SUPPORT DRIVE: Staff members from BHS graciously donated at the welcome back breakfast.

MEADOW FARMS FUNDRAISER:

- Running 9/28-10/12. Packets going home K-4. Online ordering code available for McK, RAL and BHS
- Bonus prize offered for selling 5+ items...Inside Scoop coupon for free ice cream (MF will

work out logistics and fund)

COFFEE WITH PRINCIPALS - Thursday, September 27th at BCTV

COFFEE WITH SUPERINTENDENT - Thursday, October 11th at BCTV Mike Fournier would like to make coffee with superintendent small and RSVP. He would like a open forum and perhaps have multiple sessions so many can have a chance to participate.

NEW FAMILY WELCOME - Thursday, October 4th at Library; 9:30-10:30am and 6:30-7:30pm

- Reps from each school at both sessions
- Invite Principals
- Information folders for families Check in: Needing to send out invites to the principals.

GIFT CARDS - First round starts 10/19. Order forms home K-8, BHS online Checked in on status of gift cards and contacting the local businesses.

OPEN DISTRICT POSITIONS

- District Gift Wrap
- Color Blast Co-Coordinator (2) and Committee Members
- Ski and Skate Committee Members

PTG is needing to fill these positions.

LIAISON REPORTS -

Peter Woodbury Elementary :Great & busy start to the school year at PWS. Classroom teachers started the year focusing on modeling and establishing routines, including the proper use of the playground equipment, before hitting the books.

Still pulling in volunteers and have some classroom holes but teachers are reaching out directly to families to fill their needs. Mild success using the Google Form as some parents were still looking for the paper packet not realizing they needed to go online. Quantity of volunteers is down compared to last year but the number of holes to fill is about the same (or better) as it was at this point last year.

8/27 - Back to School staff luncheon - great work by the Hospitality team pulling that together to feed the PWS staff before Meet & Greet. 9/7 - Volunteer Orientation breakfast. Attended by ~45-50 volunteers 9/14 - 4th Grade Cardboard Challenge

Upcoming Events: 9/19-21 - Scholastic Book Fair 9/20 - Open House. Format changed this year to include a 1/2 hour meeting between sessions with school administration to discuss school routines & rules, homework expectations, student independence, the Responsive Classroom (morning meeting, interactive modeling, etc) & communication policies 9/28 - Room Parent Luncheon. Lunch preceded by quick RP primer meeting 10/2 - Picture Day 10/14 - School Yard

Spruce Up - Community event in preparation for the 10th anniversary of the School Yard 10/18 - Math & Literacy Night

10/23 - 2nd Grade Scarecrow Jubilee

McKelvie Intermediate School:

McKelvie Principal Meeting Notes

September, 2018

Attendees: Jen Asdot, Pamm Hughes, & Heather Noonan

● McKelvie is off to a fantastic 2018-2019 school year with Jen Asdot as acting interim Principal and Jodi Parsons as the interim Assistant Principal.

● PTG held a Welcome Back Breakfast for the Staff in August and held our Volunteer Orientation Meeting in September.

● We also have been busy rolling out the PTG Support Drive, getting the word out about the new online Volunteer form and helping the school with school wide items like lice checks! Thank you volunteers!!!

● McKelvie is holding 2 book fairs again this year, the Spring event is PTG sponsored.

● Actively looking for a school wide ORK program to hold along the lines of the Tiger Program. It has come to our attention that this program was brought into one of the Elementary Schools so we are looking for another Anti-Bullying program to possibly replace Tiger.

● McKelvie plans on replacing the mural in the back stairwell going up to the 5th Grade wing. We are actively looking for an Artist-in-Residence program/ artist to help us create a fresh new look for this space.

Bedford High School: BHS Liaison notes - September 2018 Submitted by Tracy Healey

Anne Mikol and I did not meet with Mr. Hagen in September. We will meet with him on Tuesday, Oct. 9 and then every second Tuesday of the month.

We hosted a staff welcome back breakfast on Friday, August 24, where we spoke to the staff about the programs that PTG sponsors in the school. Ahead of the breakfast, Mr. Hagen encouraged the staff's support of PTG.

We held a gift card raffle for all donations received by Tuesday, 9/4. Sonya van der Meer generously donated 6 gift cards for the raffle. We've received \$810 in support since that date.

Our next event will be a grab-and go dinner for staff during the Thursday, Nov. 1 Parent/Teacher Conferences.

Memorial Elementary: Memorial PTG Liaison Meeting with Principal Schappler

9/12/18, 9:00 AM

In Attendance: Philip Schappler, Principal Beth Purcell, Asst. Principal Christine Heath, Faculty Liaison Marc Murai, PTG Liaison Kenn Archibald, PTG Liaison

Meeting postponed 15 min due to fire drill.

Upcoming Events Discussed:

Enrichment coordinator Cheri Schmidt will be presenting a “Growth Mindset” Parent Night at Memorial scheduled for 9/26, 6:30-8:30PM. The event will feature Hanna Mariotti and Sarah Wagner discussing coping strategies for stress and anxiety in elementary aged children. All district elem. parents are invited to attend. Notice will go out in MEM, PWS, RBS principal notes.

Open House is scheduled for 9/17, we will have PTG materials available at entry table for parents. Marc will make a QR code directing parents to the Volunteer Sign-up Google Form and post around the school.

Long Range Planning: Grandparents Day was a challenge in 17/18, and we are looking at ways to improve the flow/sign-in for grandparents, adding signage for a shuttle stop at Manchester Christian Church parking lot, possibly staggering start times for different grade levels to accommodate the large number of attendees.

Additional Points:

Mindy Bator will be returning as Book Fair Coordinator for Memorial.

All attendees will put out feelers for establishing a Community Council to meet regularly to discuss concerns and happenings around the school. First meeting TBD.

Marc will tackle improving the front bulletin board.

Phil and Beth will be in attendance at the New Family Welcome scheduled for Oct 4.

Phil will be the Admin Liaison for the upcoming PTG E-Board meeting.

Phil will be formally requesting the addition of a second PM Kindergarten class starting presently due to the crowded class sizes. Current class enrollment is 22, 23, and 23 students. This will require School Board approval.

We should CC Beth on all emails we send to Phil.

Ross A Lurgio Middle School: -Discussed upcoming Blue Ribbon Award

-discussed AIR use it or lose it as well as ideas for AIR and ORK this year

-he thinks a shared resource amongst all schools, possibly a portable stage, would be a good use for the \$10k surplus but will discuss at Principals meeting

- He is happy with the Google form approach to volunteers
- went over dates - first is the school dance Thurs 10/25 with theme TBA
- new and improved Witch way run/walk which will take place 10/27 with fun in-school events during the week prior
- Potluck for evening teacher conferences early 11/18

Riddle Brook Elementary: Not Submitted

Upcoming topics-

- Ski and Skate Sale
- Renaming Grandparents Day: Generation Day, Senior Friend Day, Senior Citizen Day

UPCOMING EVENTS: September:

- Fri Sep 14 9:30am – 10:30am PTG District Coordinator Mtg @Library
- Wed Sep 19 9:00am – 11:00am PTG E-board Meeting (@ BHS)
- Thu Sep 27 9:30am – 10:30am PTG Coffee with Principals @ BCTV
- Fri Sep 28 PTG Gift Wrap Sale Starts (K-4 Brochures, McK/RAL/BHS online) October:
 - Thu Oct 4 9:30am – 10:30am PTG New Family Welcome @ Library 6:30pm – 7:30pm
- PTG New Family Welcome @ Library
- Mon Oct 8 No School
- Thu Oct 11 9:30am – 10:30am PTG Coffee with Superintendent @ BCTV
- Mon Oct 12 PTG Gift Wrap Orders Due
- Wed Oct 17 9:00am – 11:00am PTG E-board Meeting (@ BHS)
- Fri Oct 19 PTG Gift Card Packet Delivered (K-8, BHS online)
- Wed Oct 31 PTG First Gift Card Order Due Date

END OF MEETING

Approved as written 10/17/2018