



## PTG E-board Meeting November 14, 2018

*BOARD INTRODUCTIONS AND WELCOME: Attendees: Amy Dion (Co-President), Sue Jennato (Co-President), Sarah Lang (Secretary), Sally Thomas (Treasurer), Kim Beekman (VP of Fundraising), Bob Jozokos (Administrative Liaison), Phil Schappler (Administration 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), Mike Fournier (Interim Superintendent) Lauren Martin (RBS Liaison), Jen Delisle (VP Publicity Shadow), Tracey Healey (BHS Liaison)*

*Absent Members: Jay Nash (School Board Liaison), Mindy Bator (Treasurer-Shadow), Lynne Natale (VP Publicity)*

SCHOOL BOARD UPDATE - Jay Nash  
Unable to Attend

SUPERINTENDENT UPDATE – Mike Fournier

3 Items on the agenda:

1. Sign update: The truck came with the mock up and the decision was made to have it be a 4x9 sign and it will not be a distraction from Nashua Rd. The board has been trying to be respectful to the surrounding neighbors and the planning board. All schools will have access to the running message board and the LED lighting will not be too flashy.
2. Snow Days. There was over 1900 responses to the survey sent out. The most ways people prefer to get notified about snow days is Phone call, email, text, Nixle and facebook. The town controls the nixle alert and only half of the people so far have signed up to get text. Mike will send out an email to remind those who haven't, to sign up to get the snow day alerts.
3. Bullying: The task force for this has come up with different ways to get the word out about what is bullying and what is not. They came up with 5 recommendations. One of them is to put a tab on the website so kids and parents can have access to information on what they can do if they are being bullied, what bullying is and how to tell the difference. The task force would like to continue to meet quarterly. Most of the parents (6) have opted to stay on.

APPROVE OCTOBER MINUTES

Approved by board as written

SKI AND SKATE ...THIS WEEKEND!

Donna Dennis/RAL has graciously let us borrow laptops, ipads and printer for the event. We have new vendors this year, 113 consignors and 650 items. Over half of the vendors are new and 1/3 of them are outside of Bedford and some of them are even out of state. We still need some volunteers and the sign up genius went out. For cardigan corner there are some consignors bringing merchandise.

DISTRICT CAPITAL PROJECT UPDATE ON OPTIONS/PRICING

- Water Filling Stations - ~\$1900 each (x3 to cover elementary schools)
- AEDs - ~\$1700 each

- Portable Staging - price TBD
- Community Speakers/ Social-Emotional Speakers - as much as \$5000 (based on pricing for prior speakers)
- Cyber Security - “Beyond the Screens”, Det. Matt Fleming (PTG working with RAL; scheduled for 12/4 student and parent sessions), No charge

Discussed each options and have decided to take some more time to get prices. AED will more than likely be done through a grant. And the PTG would like to make sure the portable stage would be useful at several schools. Also suggested a portable P.A system that all schools have access to, prices being researched.

**ORK AND AIR FUNDS UPDATE:** Some program request have come in. Ork is for the entire school and AIR is a hands on program for individual classes. Ork funds should be exhausted before dipping into the AIR funds. As discussed in prior meetings left over funds will be sent to the specific school if they have a program they would like for the following year.

David Flood is an option for a new ORK speaker, some parents were going to go listen to him speak to see if he would be a good fit for RAL/BHS.

#### **SCHOOL SUPPLIES - TeacherLists.com (Kelly)**

Based on options outlined below, board agreed the best way to proceed was to pursue TeacherLists.com as an option. Teacher List will be presented to the teachers to see if this is something they would be interested in doing.

#### **School Supplies Program Options**

##### **Starting Point:**

The Bedford PTG has offered a School Supplies program over the past few years to families for one-stop shopping without leaving the home. Kits were ordered at the end of the previous school year and delivered to the student’s school prior to the start of the new school year. Kits contained supplies needed for the student’s grade as agreed upon by the grade-level team at each school. Because of this, oftentimes, individual teachers added supplies for their specific classrooms.

##### **Main Issue:**

The School Supplies program was offered to BSD schools in grades K-8 starting with the 2015-2016 school year (Educational Products, Inc.) with mixed results. Many issues occurred with the supplier, however, the PTG continued to offer the program through a different supplier. SchoolKidz (owned by Staples) was the supplier for the 2016-2017 school year and the program was very successful for the most part. The PTG offered the program through SchoolKidz again for the 2017-2018, however, the outcome was quite different. Kits were incomplete, inconsistent and communication with SchoolKidz was difficult. Fortunately, Staples (parent company) was able to step in to remedy most of the issues at hand in short time so disruptions to the customers (students) were minimal. The PTG learned afterward that SchoolKidz had modified their quality control process and had outsourced their assembly capability. SchoolKidz recognized the impact that these modifications had on the overall quality of their product and planned to return to previous processes that were more successful. During the 2017-2018 school year, Staples sold the SchoolKidz company to Skyview Capital. At this point, the PTG decided that there was too much risk to continue to pursue SchoolKidz as a supplier due to their poor performance and lack of a reputable parent-company as it was Staples who rectified the situation in a timely manner and not SchoolKidz. *There was no School Supplies program offered for the 2018-2019 school year.*

## Going Forward:

The PTG would like to consider offering a School Supplies program as a convenience to families.

## Options:

1. SchoolKidz. SchoolKidz is eager to regain the PTG's support and is offering several discounts and benefits as an incentive. The program would run similar to past years & would entail:
  - a. Grade-level lists for each school
  - b. Direct delivery to schools or to home (preferred)
  - c. One click/form – all brands are pre-selected by Teachers/SchoolKidz
  - d. Must purchase entire kit for one price
2. Teacherlists.com. Supply lists are uploaded to site and families shop from there.
  - a. Teachers/pods can have unique lists
  - b. Could offer hybrid grade-level and class-level lists
    - i. Would force grade-level teams to align their lists as they did with the kits
  - c. Families can opt to buy directly from site from select vendors (Target, Walmart, Amazon, etc) or can shop for some items elsewhere
    - i. One click fills a shopping cart with all of the supplies on the list.
    - ii. Shopping cart can be modified before making purchase
    - iii. Brands would be selected by customer unless specified by teacher
    - iv. Can select which items to purchase
  - d. Online purchases would be shipped home & brought into school
3. Other Kit suppliers
  - a. EPI (previously used), School-Pak, EduKit, 1<sup>st</sup> Day School Supplies
  - b. Similar setup as SchoolKidz
4. Do not offer a program
  - a. Risk may not be worth the effort
  - b. Could encourage teachers to utilize teacherlists.com on their own

## *Teacherlists.com Pros/Cons*

### Pros:

- Each teacher/pod would have its own list on the website
  - Managed on their own or with help from PTG
  - List would be inclusive of all items needed
- Parents would have entire list in one place
  - Can opt to not buy certain items/buy items elsewhere
  - Pricing would/should be more competitive

### Cons:

- Teachers would need to upload & manage list to website
  - Upwards of ~30 lists per school (K-8)

- Best effort to verify that descriptions match item descriptions on site & items available from suppliers
- PTG could assist with this
- Parents would need to check accuracy of items in shopping cart compared to teacher's list

### *SchoolKidz (or similar) Pros/Cons*

#### Pros:

- Item specifics pre-determined by teachers/pods, so exact item requested will be in the kit
- Easy ordering process

#### Cons:

- Teachers would need to determine comprehensive grade-level list for kits
- Must order prior to knowing student's teacher/pod so grade-level kit likely will not include every item needed for class, and in some cases, will include items not needed by specific teacher
- SchoolKidz does not have a solid track record and have increased prices significantly since last used.

### ROOM PARENT GUIDELINES:

Sue and Amy wrote up guidelines to help room parents understand what exactly should be done and to help scale it back into the simple program it was meant to be.

POSSIBLE PTG COMMUNITY PROGRAMS - Kind Campaign (free assembly and movie) and The Like Movie (\$650/1 showing-\$950/showings)

The Kind Campaign would be best for 7th grade and up and mostly beneficial to the girls and is a free program.

### **FUNDRAISER UPDATE (fundraisers with updates are in bold)**

1. **SUPPORT DRIVE** - Budget \$8,000 vs. Actual to date **\$8,474 (as of 11/9)**
  - Thank you letter to all supporters sent end of October
2. **MEADOW FARMS FUNDRAISER** - Budget \$10,000 vs **Estimated Actual Profit \$10,965**
  - Bonus prize offered for selling 5+ items...Inside Scoop coupon for free ice cream funded by Meadow Farms...Over 160 coupons given out!
  - Sales results from MF total sales: \$27,066.50 Profit \$10,965.41  
[Updated the profit information](#)
  -
3. **GIFT CARDS** - Budget \$5,000 vs Actual Profit (R1 and R2) \$TBD
  - Round One Sales...**\$26,995 (approx profit \$2,015)**
  - Round 2/Final order due date Wed. 11/28  
[Round 1 is done and Round 2 will be ending soon. Updated the profit information.](#)
4. **SKI & SKATE** - Budget \$13,000 vs Actual Profit \$
  - Drop off Fri 11/6 5-8pm, Sale Saturday 11/17 9-2pm.
  - We need volunteers...all volunteers can shop first thing Saturday morning before sale opens to the public
  - Training for cashiers/check in on 11/15 @ 3:30 at Lurgio
5. BARNES AND NOBLE - Budget \$1,500 vs. Actual Profit \$

- Looking to add more student performances

## 6. SCHOLASTIC BOOK FAIR - Budget \$11,000 vs Approx Profit \$

- April 8-12th at Memorial, RBS, PWS, and McKelvie

## 7. COLOR BLAST FUN RUN/WALK (June 2nd, 2019) - Budget \$20,000

- 4 new committee members attended kick off meeting
- First planning meeting November 29th, 9:15am at Bedford Town Library

Could use more volunteers.

## OPEN DISTRICT POSITIONS

No open positions

## LIAISON REPORTS - By school

### MEMORIAL:

Memorial PTG Liaison Meeting

11/07/18, 9:00 AM

In Attendance:

Beth Purcell, Asst. Principal  
Christine Heath, Faculty Liaison  
Marc Murai, PTG Liaison  
Kenn Archibald, PTG Liaison

Principal Schappler could not attend due to a conflicting meeting.

Upcoming Events Discussed:

The Scholastic Book Fair will take place the week after the Thanksgiving break. Mindy Bator will oversee the program again this year and send out a Signup Genius invite to prospective volunteers.

Math and Literacy night will occur on Wednesday, Nov 28 from 6-7:30. Due to the challenges faced last year, and the distraction from the intent of the evening, the event will not feature a Cake Walk, and will instead return the focus to community building and academic exploration. Some pushback from the community is expected, and it will be interesting to see how eliminating the cake walk will affect turnout.

Additional Points:

Some volunteer opportunities have gone unfilled, and there is some concern that the digital form has made it more difficult for the volunteer coordinator to guide teachers and staff to the appropriate volunteers. We will discuss tweaking the form before next year.

We also discussed creating a monthly "Volunteer Opportunities this Month" feature to go into principal's notes at the beginning of each month, along with a Signup Genius form to fill specific slots/opportunities.

Principal Schappler and Asst Principal Purcell met with Liz Fischer last month to discuss her new role as a programs researcher for the PTG. She recommended a great creative writing program called "Story Pirates" based on a kid lit podcast by the same name.

Mrs. Heath discussed some of the points discussed in the district's anti-bullying task force meeting, and we discussed the potential value of "Anti-Bullying Contracts."

She also recommended Shannon Desaulet (sp?) as a potential speaker for an anti-bullying program. She mentioned that Shannon would be willing to record the engagement which could then be aired on BCTV or used on the District's website.

## **PETER WOODBURY:**

Here are some notes from PWS from this month:

10/17 Coordinators' Meeting – most volunteer roles are filled and we are able to cover remaining holes with existing volunteers. Started initial discussions on filling in lead coordinator roles for next school year – will hone in more after new year.

10/18 – Math & Literacy Night – Successful night with good attendance & several interactive math & reading activities.

10/23 – 2<sup>nd</sup> Grade Scarecrow Jubilee – Successful event with fantastic attendance viewing all of the students' scarecrow creations while enjoying apple crisp, ice cream & cider. Proceeds from the event were donated to Families in Transition.

10/31 – All school Halloween Parade.

Nov - Wall of Veterans/Veteran's Day ceremony – During the month of November, Mrs. Beltramo (school librarian) collects and displays photos of Veterans who are family members of students and staff. The display has grown significantly over the last 10 years as she has kept photos of past students as part of the display. On November 13<sup>th</sup>, PWS hosted an all-school assembly honoring our Veterans and it was also attended by Veterans in our community with ties to PWS.

Nov – Bedford Food Pantry collection – PWS's item is juice. Student Council is organizing the collection.

11/8-11/9 – Mark Raganese visited all of the 3<sup>rd</sup> Grade classes to have them assist him in building Native American houses. Program was funded by PTG's Artist in Residence program.

11/9 – 1<sup>st</sup> Grade got to visit the residents at Carlyle Place where they sang & did a flag presentation for them.

11/15 – 4<sup>th</sup> Graders got a visit from Irish fiddler & storyteller, Jordan Tirrell-Wysocki "Songs of Emigration: Storytelling Through Traditional Irish Music", which was funded through the PTG's ORK program. The stories told were a great tie-in to the students' Coming to America unit.

Upcoming Events:

11/19 – 1<sup>st</sup> Grade Pilgrim/Native American Project & Parent Visitation Day. Parents are invited to join their children in building a Pilgrim and/or Native American scene with various materials brought in from home.

11/20 – Kindergarten Feast

Late Nov – 3<sup>rd</sup> Grade will be visiting the Mt. Kearsarge Indian Museum

11/30 – 4<sup>th</sup> Grade will participate in Ellis Island Day

**BEDFORD HIGH SCHOOL:**

**Principal Hagen Meeting**

**11/15/18**

**Liaisons: Anne Mikol and Tracy Healey**

Bob Jozokos also attended and gave an update on Intercession scholarships. PTG's contribution of \$750, accounts for about 1/3 of the money available to students needing assistance. Priority is given to Seniors because it is their last intercession. Grants pay for ½ - 2/3 of the individual's cost of an activity or trip.

District Capital Projects

Talked about the capital project option of purchasing a portable stage/PA system and whether BHS would have any use for them. They would not.

Bill will wait on feedback from parents attending the David Flood presentation and would consider partnering with RAL to bring him to Bedford.

The Life of a Bulldog organization (LOB) has inquired about help funding a project that works with hospitalized children to turn their words into lyrics and produce a song. The whole process is captured on video.

AIR

Robbie Zellar is bringing some Canadian musicians to BHS.

Other

Bill will coordinate with Guidance to determine what day to have the Cookie Caper. The date will be decided in the next 2 weeks.

The cafeteria is becoming more eco-friendly with trays that can be recycled and by switching from bottled water to boxed (think large cardboard milk containers)

**ROSS A LURGIO:**

At Lurgio - we had a very successful Teacher Conference Dinner last week. Ton of donations and lots of leftovers!

-For AIR this year we will have retired art teacher Mrs. Olejarz return to RAL to help create permanent murals in the school. First up will be a literature-based one outside the Media Center

-Matt Fleming coming 12/4 to the RAL Media Center to discuss Internet Safety for parents. He will also have assemblies that day for all students. Presented in conjunction with PTG. I believe this will utilize ORK funds

-Very successful modified, indoor Witch Way Fun Run. Proceeds from the week, including the dance, will be used for flexible cafeteria seating, amplified classrooms and Camp Allen

-Winter Sports tryouts are underway; transportation issues have improved

## **RIDDLE BROOK ELEMENTARY: Not Submitted**

## **MCKELVIE: Not Submitted**

### UPCOMING TOPICS

- Evening session for Coffee and Conversation with Mike-Tuesday 1/8/19, 6:30pm at Town Library. Similar format, RSVP required, limited seating
- Principal Winter Reading Night (PWRN) - Thursday, January 24th
- Barnes and Noble Friday January 25th - Sunday January 27th

### UPCOMING EVENTS:

#### **November:**

- Fri Nov 16 PTG First Gift Card Delivery to Families
- Fri Nov 16 5:00pm – 8:00pm PTG Ski & Skate Drop Off @ BHS
- Sat Nov 17 9:00am – 2:00pm PTG Ski & Skate Sale @ BHS
- Wed Nov 28 PTG Second Gift Card Order Due

#### **December:**

- Wed Dec 12 9:00am – 11:00am PTG E-board Meeting (@ BHS)
- Fri Dec 14 PTG Second Gift Card Delivery to Families (2nd order)

#### **January:**

- Tue Jan 8 6:30 - 7:30pm Coffee and Conversation with Mike (@ Town Library)
- Wed Jan 16 9:00am – 11:00am PTG E-board Meeting (@ BHS)
- Thu Jan 24 4:30pm – 8:00pm PTG Principal Winter Reading Night (PWRN)
- Fri-Sun Jan 25-27 PTG Barnes and Noble Days (Teacher events on 25th and 26th)

END OF MEETING

**Approved as Written By Board: 12/12/2018**