



Bishop School PTO Meeting Minutes

Date: November 6, 2019

Location: Bishop School Library

7 – 9 p.m

- **Attending:** Principal - Mark McAneny; PTO Board Member: Co-President-Elisa Komoni (2nd year); Co-treasurer: Karin Moellering (2nd year); Co-Treasurers: David Brecht (1st year); Room Parent Coordinator: Laura Tikonoff (2nd year); Communications Coordinator: Junko Nagano (2nd year); and Recording Secretary: Neshe Gafuri (1st year); **Regrets:** Christina Marko, PTO Co-President -1st year, not in attendance for this meeting
- Approximately 10+ members of the Bishop Community attended, including Caroline Thom (3rd grade teacher and PTO rep); Bishop play parent representative, and a representative from NitWits.
- **Introductions:** Elisa (PTO Co-President) opened the meeting by welcoming everyone and all in attendance introduced themselves.
- **September 2019 meeting minutes** were announced as on the website and a motion to approve the minutes as written was presented by Junko Nagano, seconded by Laura Tikonoff.
- **Principal's Update (Mark MacAneny):**
 - School systems and structures are leveled off and the kids have settled in and are doing well
 - Cold weather is approaching, the time outside will be limited at the same time making sure that the school staff and the kids get outside everyday for exercise
 - New learning communities in place, and learning new schedule
 - It has been a very involved beginning of the school year, but also great work
 - School is fully staffed there are no outstanding positions that are open
 - There are few schools in the district that are looking for extra support staff that are 2-3 staff down which causes major strains in the program
 - Eva Liner (half time assistant principal) - is in half day on Monday, and full day Tu. and Thr. - she is right in the middle of establishing relationships with kids and staff
 - Eva and principal McAneny have a very healthy relationship to date and principal is looking forward to increasing her time at Bishop
 - Stratton, Bishop, Dallin, and Hardy already have assistant principals. Thompson has a specific individual that they are looking to bring forward for the position

- As the year moves forward, schools are looking to request a full-time assistant principal as an administrative staff for the schools
- As the district needs have grown the administrative piece of it has been left solely to building principals and thus principal's job has become compromised and unable to be completed effectively at a level that the principals would like to operate in a daily basis thus having an assistant principal has been a game changer in meeting the growing needs of the schools
- Eva has 6th 7th and 8th grade lens, she taught 6th grade and served in a role of middle school principal, and she is primarily interested in social emotional learning
- This allows Bishop to have Eva work with 4th and 5th graders to prepare them for middle school as well as focus on social emotional learning as the district has been spending a lot of money in the social emotional space and everything it entails which is a huge umbrella, hence Eva has been a great addition to Bishop
- In the past few years' there've been talks about cafeteria and lunch time being hectic and under supervised with 100+ kids in any given time
- Currently Bishop is fully staffed with 5 staff and teaching assistants helping and looking to further improve things in the cafeteria as it requires specific skill set to keep kids in the cafeteria eating, being supportive of one another, reducing the noise levels, and socializing
- School advisory council's next meeting is on 21st of November; these are open meetings; the first 10 minutes of the agenda encourage public participation; and these meetings take place every other month
- Junko asked what topics are discussed within the school advisory committee
- Principal added that there are 3 topics discussed this year; 1st topic is School improvement plan, where every school in Massachusetts is mandated to have a School improvement plan that needs to be approved by school committee - this being an accountability function - where every school has an improvement plan as far as the district goals are concerned
- For instance, goal#1 for the district is school achievement so the individual schools take the verbiage of district goal around school achievement and write their own goal for school achievement
- There are 3 goals for Bishop as well that threads into district goal: Goal #1 school achievement; Goal #2 Finances, and physical structure of the school; and Goal #3 Community Communication - once the plan is approved it will be posted on the website and available to public document for access
- Bishop needs to be proactive with regard to space - currently does not have additional classroom; there are 9 classrooms K-5th, music room, art room, and Bishop puts as much weight, respect and care in music and art as it does in classrooms, and there is no plan to displace and/or have the music and art teachers travel to classrooms because it is disruptive and not conducive
- Currently Bishop has 98 1st graders, and if that happens next year w/Kindergarten influx as it did last year then Bishop will have space issues
- School has requested and finance department has the fiscal request for modular or two to be placed on campus if the school runs into that problem, but these funds cannot be accessed until June of 2022
- Diversity inclusion group - Rebecca Bell is liaison for teachers and the community and there is a lot of work that is staring around diversity at Bishop - there are issues and considerations that will be brought up to the table for this group

- Parent asked the question about the idea of expanding the buffer zone- principal responded by saying that the superintendent is working to keep equitable class sizes in the district
 - Another Parent asked two questions: 1) Meals (not enough time to eat meals) and 2) Classroom Safety in general - the same parent also brought up the article in the globe that was also circulated to the community via email by superintendent, which she added that reading the globe article made her realize that lunch time is a bigger problem than just her daughter being a slow eater and, at time perhaps, distracted and thus inquired if Bishop has a plan in place to address it
 - Principal responded by saying that when the new common core took place there was an emphasis in writing and opinion writing, and that this parents comments and concerns are not rare, school gets them throughout the year, and suggested reaching to classroom teacher to notify the teacher that her daughter has a perception of not having enough time to eat her lunch
 - 2nd question from this same parent was about the need to better define the process of taking kids out to recess as her daughter was left outside three times
 - Ms. Thom addressed this by explaining that the system is far from perfect, but there is always more than one teacher out there keeping an eye on the kids
- **PTO teacher rep:**
 - Caroline Thom (3rd grade teacher and PTO teacher rep) volunteered herself for the second time to be back as the PTO teacher rep
 - On behalf of all the Bishop teachers expressed being grateful for having a wonderful school PTO, great parent community, and feeling supportive
 - Highlighted how school environment is such that parents should always feel comfortable to reach out to teachers
 - Thanked PTO for the \$200 PTO check to the teachers in the beginning of the year
 - Inquired guidance around PTO grant submission for the teachers
 - Elisa clarified that if the grant that teachers request is recurring PTO has place holder, but if it is a new grant then PTO considers all grant applications and responds accordingly
 - Junko informed Caroline about other resources that Judi Guy of AEF presented at the last PTO meeting who also coordinates and assists teacher's w/application process for innovative projects; Mark is to send an email for the AEF resource
 - **Approval of 2019-2020 Budget - Co-Treasurers Update (David Brecht/Karin Moellering)**
 - David presented changes to the budget line by line
 - Reported not canceling science night, and noted as the year unfolds the PTO might have to finetune numbers
 - Identified the need for PTO fundraising-coordinator
 - Junko moved motion to approve the budget the majority wins- budget approved
 - Karin also highlighted the current status of the budget; which appears to be on the healthy side; PTO is doing well raising funds; ~ 50 % of money that the PTO has budgeted for the year has already been raised

- **IRS update - Co-Presidents Update (Elisa Komoni)**
 - Elisa gave an update on the IRS status, highlighted the wait time, process, and gave overall timeline
 - PTO found out about loss of nonprofit status in the beginning of 2019 while trying to run Camp Auction.
 - The application for reinstatement was sent in as soon as possible.
 - PTO received a letter from the IRS in July saying that Bishop's request for reinstatement was received.
 - First notification from IRS requiring more information was received and processed in September 2019.
 - Second notification from IRS requiring PTO's initiation date and a copy of our Bylaws was received and processed in mid-October.
 - Third notification from IRS requiring more changes to our Bylaws etc., was received and processed by end of October.
 - Current status: we have received verbal notification that Bishop's Tax Status has been reinstated, but it will take 4-5 weeks for the system to be updated. We are waiting for the letter from the IRS, and for the systems to be updated.
 - Company Matching program is affected during the wait period. If a company cannot find Bishop in their systems, they cannot donate the matching dollars to our school. PTO will send notifications as soon as Bishop shows up in the system. At that point the Matching Program can be processed as usual.
 - Parent asked a question about Tax ID for Bishop PTO and requested that the email be sent when the status is finalized
 - Elisa explained that PTO will be sending notification as soon as Bishop shows up in the system and post it on the Facebook website, as well as include in the Newsletter.
- **Elisa read thank you notes sent to PTO**
 - Thank you notes received from the Sunshine committee, which is the representation of all the school teachers
- **NitWits representative**
 - Shared a YouTube educational video
 - Distributed free combs to the meeting participants
 - Opened the floor for Q&A
- **Bishop Play Update - Honk Jr.**
 - Recently fliers sent home via backpack
 - Registration open this weekend
 - Junko is to include the registration link on the newsletter
 - More or less same drill as in the past

- Honk Jr. play has been done before at Bishop, and there is going to be less work than last year required - lighter load on the parents
- Parents can make request to change the cast based on their kids' schedule
- Group/ensemble roles for 5th and 4th graders do not require auditioning

Meeting Adjourned

Next PTO Meeting: January 8, 7pm, Bishop Library