



Bishop School PTO Meeting Minutes

Date: January 11, 2017

Location: Bishop School Library

7 – 9 p.m.

Minutes

- **Welcome and Introductions:**

Heather Breslau opened the meeting with a brief outline of the agenda. At the start of the meeting the following Bishop Community members were present: Heather Breslau, Meredith Dimola, Lynne Aftuck, Principal Mark McAneny, Melina Salerno, Jen Davidson, Jenn Badua, Jeannine Ranaghan, Deborah Kokinos, Rosemary Foster, Meghan Bloch, Sheelagh Stirling, Julie Kahn-Schaye

- November 2016 meeting minutes were announced as on the website and a motion to approve the minutes as written was presented by Heather Breslau, seconded by Jenn Badua.

- **Principal's Update (Mark McAneny):**

Mr. McAneny wished everyone a Happy New Year and said that everyone is diving back into school after the winter break. Mr. McAneny spoke about the continuation of staff sharing leadership roles such as leading faculty meetings and internal professional development. The first grade teaching team has been focusing their professional development on learning new teaching strategies for Spelling. The first grade teaching team has been a model for the other grades in the school. Mr. McAneny is very happy with the shared leadership and increased interaction between staff members. Mr. McAneny thanked the PTO and specifically Meredith Dimola for leading the installation of the new basketball posts and hoops. He said the teachers and students are thrilled to have them.

Mr. McAneny said that Bishop has been selected to participate in the National Assessment of Educational Progress (NAEP) in 2017. NAEP produces the Nation's Report Card to inform the public about the academic achievements of elementary and secondary students in the U.S. The Bishop 4th graders will take part in this assessment. On February 2nd these students will participate in a 90 minute English or Math session. The assessment will be done on tablets. Bishop is the only elementary school in the district to participate in NAEP this year.

Mr. McAneny discussed Bishop's 2016 Massachusetts School Report Card which was recently distributed to the Community. In 2016, Bishop received a Level 2 designation (on a scale of 1 being the strongest and 5 being the weakest). This designation measures the school's proficiency in gap narrowing between general need students and higher need students. Higher need students include economically disadvantaged, students with disabilities, English language learners (ELLs) and former ELLs. He said that Bishop has a higher percentage of higher need students and the Board of Education feels that Bishop has not met a Level 1 gap narrowing in the proficiency between these two student groups. Mr. McAneny said he and the staff are working on strategies to further narrow this gap in the future. He stressed that being designated a Level 2 school is not a bad thing. Bishop was given a 96% overall performance grade when compared to other elementary schools in the state. Mr. McAneny said this is something that makes him very proud. Only 4% of elementary schools in the State scored higher than Bishop. Mr. McAneny congratulated the teaching staff on this accomplishment.

Mr. McAneny announced that the Spring Choral Concert and Art show will take place on March 15th at 9am in the Gym. The school dress rehearsal will be Monday, March 13th. He also said that the Art teacher, Ms. Fleming, will be going on maternity leave so Bishop hired a long term Art substitute for the remainder of the school year.

Mr. McAneny said the MCAS dates have been released and were noted in last week's newsletter. The link to the MCAS schedule is below:

https://docs.google.com/document/d/12QRuIU3GxcQD7TF3p0h8t1eZ9pxfPHEijJ3xw4z2_k/

- Teacher's Update (Lynne Aftuck):

Ms. Aftuck said thank you to the PTO on behalf of the staff for the meals that were provided during parent teacher conference days/nights. Ms. Aftuck said that the grade levels appreciate and enjoy the enrichment events funded by the PTO. Grade 1 recently had an enrichment event about lasers and lights which was great and kept the students interested.

- Co-President's Report:

Heather Breslau said that since the last PTO meeting we had a very well attended Craft Fair which was a 2nd grade hosted event. Last week there was a very fun and well attended Movie Night which was a Kindergarten hosted event. The Bishop Play is off to a great start. The feedback received about the new Director has been really positive. Holiday Gifts this year for the teachers were Bishop Spirit Wear and popcorn which was sold at the Craft Fair. Thanks to Jen Davidson for getting the popcorn for the Holiday Gifts. The PTO is starting to sell tickets for Bishop Night Out which will take place on Friday, January 27th at the Common Ground from 7:30 – 10:30. Tickets are \$10/person online and \$12/person at the door. Bishop Night Out is an adult evening for parents and teachers with music by Mr. Hamm. Also, just a reminder that the PTO has grant money still available. The PTO is asking that Mr. McAneny and Ms. Aftuck remind the teachers.

Also a reminder that Bishop Parents can request grants for things that will benefit the Bishop Community.

Question from Julie Kahn-Schaye: What should the 1st grade parents be doing to help with Bishop Night Out? Response from Heather Breslau: Ami Fatula (1st grade parent) is the lead organizer for the event. She will be sending out a Sign Up Genius as the event gets closer. There isn't much to do right now.

Question from Ms. Aftuck: Should she send out an invitation to Bishop Night Out to the teachers or will the PTO send something out? Response from Heather Breslau: The PTO will put up fliers in the teachers' room and office but we would also appreciate if Ms. Aftuck can send out a reminder to the teachers. Teachers do not have to purchase tickets.

- Budget Update (Melina Salerno/Deborah Kokinos):

Melina Salerno said the PTO is currently at 43% (\$31,608) of its expected budgeted income through December 2016 which is right on target since we are at the midpoint of the year. The primary income generators have been the Annual Fund, Walk a Thon and Pumpkin Sale. Just a reminder that programs such as the Bishop storefront on Amazon.com are also very valuable to the school and typically generate \$1,000/annually. The PTO is at approximately 46% (\$40,430) of its expected budgeted expenses through December 2016. The majority of this spending has been on enrichment, the garden program, school supplies and subscriptions. Approximately \$5,000 of grants have been distributed thus far. The PTO has another \$5,000 budgeted for grants to be distributed by the end of the school year. A line item under Parent-Teacher Spending has been added for Playground Equipment of \$1,954. This is the expense for the basketball hoops installation that was funded by the PTO. The remainder of the expense is listed under Grounds Restricted Fund. Question from Katherine Reisz-Hanson: Is the Classroom Supplies expense of \$3,976 correct? It seems high. Response from Melina Salerno: I believe that number is incorrect. It should be closer to \$2,000 and will be adjusted.

- Announcements:

- **Bishop Night Out** – This event will take place at the Common Ground on Friday, January 27th from 7:30 to 10:30. Tickets are \$10/person online and \$12/person at the door. Music by Mr. Hamm. This is an adult evening for Bishop parents and teachers.
- **Upcoming Fundraising Events** – Not Your Average Joes will start on Tuesdays in March and Wilsons Farm will also have an event in March for Bishop (exact date TBD.)
- **Cause and Event** – A Bishop School Community Team has been formed for the Cause + Event Race. This is a 5k run/walk on Sunday, May 21 at 8am. There is also a short Kids fun run. The money raised by our team will go to

either Arlington EATS or the Arlington Food Pantry. Sign-up online.

- **Bishop Science Night** – This event will take place on Thursday, March 2nd from 6:30 to 8:30 in the Gym and Library. Pizza and drinks will be available. This is the 3rd year for Science Night. Lead organizers of this event are Rosemary Foster and Shannon Knuth. This is a free event that is funded by the PTO. The main components of Bishop Science Night are:
 - Student Posters – Students are asked to perform experiments at home and put together a poster explaining the experiment and the result of the experiment. These posters will be displayed in the Library. Poster boards will be provided.
 - Hands On Demonstrations – Students can walk around to each station and participate in the experiments.
 - Egg Drop Contest – The very popular egg drop contest will begin at 8pm.

Rosemary Foster will circulate a link to the Bishop Science Night website. On the website there will be a form for students to complete explaining their experiment and the questions they are trying to answer. Just a reminder, these experiments are to be done at home and just the results are displayed at Bishop Science Night. The students will receive a participation certificate at the end of the night. There is no restriction on who can participate or what experiment that can be done. There will also be a link to sign up to volunteer on the website. As in the past 5th graders are able to volunteer. Rosemary Foster and Shannon Knuth are looking to change some of the demonstrations that are done in the Gym on Science Night. They welcome any new ideas. The demonstrations must be low cost and simple for the students to understand. Question: Can the students still do research projects and write up the results on the poster board? Response from Rosemary Foster – yes they can do that again too.

- Volunteers Needed:
 1. **Bishop Clean Up Day** – This event will take place on Saturday, April 8th – from 9am-2pm. This is a 3rd grade hosted event. Plans for the day include restoring the kiosk in the back of the school to display community announcements, landscaping, constructing a seating area for students, planting some trees, and installing past 5th grade gifts. Question: Will electronics drop off also take place that day? Response from Heather Breslau: We decided there wasn't enough interest for the electronics drop off so we will be doing that every few years and not every year.
 2. **Bear Fair** – Planning for the Bear Fair is underway. This year the event will be led by a Bear Fair Committee. Heather Breslau, Rosemary Foster and Jen Bosco have offered to be part of the organizing committee. We are looking for more committee members. Let Heather know if you are

interested. As in the past each grade will be assigned a station to run throughout the day. These assignments will be decided as the event gets closer.

The PTO is in need of a few volunteers now. First, we would like to have someone investigate the possibility of hiring a food truck to provide food rather than the PTO grilling food for the event throughout the day. Meredith Dimola volunteered to research this and will provide an update at the February PTO meeting. Second, we are looking for someone to run the Bake Sale at the Bear Fair. The primary responsibility of the Bake Sale coordinator is to make sure there are enough volunteers and to set up the tables. A specific grade will be assigned to volunteer at the Bake Sale throughout the day. Third, we are looking for someone to take the lead on the Inflatables at the Bear Fair. This person will coordinate the bouncy houses and insure that they are set up and taken down that day.

3. **Classroom Supply Purchasing** – The PTO is looking for someone to take over the purchase of school supplies from Katherine Reisz-Hanson. A few days before the start of school this volunteer will go to Costco to purchase the classroom supplies that are provided by the PTO and distribute them to the classrooms. Periodically throughout the school year it will be necessary to restock and redistribute. Katherine would like this volunteer to become involved in the spring and then take over the position in September.

- Public Comment/Questions:

1. Rosemary Foster spoke about the Bishop Holiday Help which she organized. Rosemary said Holiday Help was extremely success this year and thanked everyone for their support. She said Bishop provided over 70 gifts to families in Arlington.
- Meeting Adjourned. The next Meeting will be February 8, 2017.