| Accent icon | Bow Parent-Teacher Organization |
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# Call to order

Bow PTO meeting at Baker Free Library on September 11th, 2018 at 7:00 pm.

# Attendees

Bianca Contreras (President), Lori Krueger (Principal), Sarah Abberton (Secretary), Mary Holland (Vice President), Angela Hubbard (Member), Natasha Tinkoff, Sarah Clements, Liz Fay, Deanne Pelletier, Misha Sullivan, Vanessa Stafford, Annette Denise

# Business Updates

### 2018-19 Budget

Circulated copy of budget to attendees to view how money is allotted for the upcoming year.

### Treasurer Process

Folders provided to chairpersons to help with tracking deposits and keep accounting simpler for events and communicating with the Tresurer.

### Parent Square

Lori Krueger says that Parent Square is now 99.5% subscribed by BES parents and seems to be a good way of communicating.

# Committee and Chairperson Reports

### School Kitz, Chairperson Mary Holland

312 school kits were sold for the 2018-19 school supply kits with only on-line ordering. Last year was 300 kits sold with a combination of paper and online orders. Mary has reserved our intention for next school year to receive a 10% early discount.

### Book Fair, Chairperson Sarah Abberton

Sarah is attending a seminar at Dover Public Library on September 12th. Fall book fair dates are reserved. Lori Krueger will double check the Education Night dates to confirm the spring book fair. Looking for a parent of younger students interested in learning how to run the book fairs so that there is a succession plan.

### Craft Fair, Chairperson Mary Holland

116 accepted and returning, 4 open spaces left due to non-payment or pull out. Can’t do set-up Friday night until after school gets out. Will utilize high school students again for community service credits. Can still use the prison for cheap signs for advertising.

### Spirit Wear, Chairperson Bianca Contreras

Link will be offered through Parent Square for BES Spirit Wear for families to order Bobcat Spirit Wear. Matt Davis wants to help coordinate the BMS Spirt Wear.

### Movie Night, Chairperson Angela Hubbard

Angela is looking for an assistant or someone to take over movie night in December because of the close proximity to the craft fair. Picking the movie is always the hardest part of the event.

### PTO Membership Drive, Chairperson Bianca Contreras

Lori Kruger thinks there is a credit that was paid via Parent Square.

### KidStuff Coupon Books, Chairperson Bianca Contreras

Fall fundraiser for BES. $25 coupon books and now has an associated application so those who purchase the books can access coupons online. PTO earns $12.50 per book. One book will go home with each BES student in a bag. Earns approximately $9000 each year. All classroom teachers will get a free KidStuff Coupon Book. September 17th – October 1st will be the sale window.

# New business

### Kindergarten Orientation Coordinator, Liz Fay

Appointed to this new role to help with new Kindergarten family orientation in the spring.

### Concord Hospital Trust, Deanne Pelletier

The Concord Hospital Trauma Department has a community education program they must provide to the community in order to maintain a level 3 trauma designation. Bow Memorial School was one of the first schools to receive the staff training last year. Would like to help all classrooms have a Stop the Bleed kit and the hospital can provide half of the kit price. 85 kits may be needed for all three schools and some common areas. Total cost of the kits is $6072 and the hospital would contribute half the cost of the kits. The training of the staff for the use of the kits is provided free by the hospital. Lori Krueger will bring this information to the administrators and the medical staff.

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| Sarah Abberton, Bow PTO Secretary |  | Date of approval: January 15, 2019 |