



## PTG E-board Meeting April 8th 2020 via Zoom

*BOARD INTRODUCTIONS AND WELCOME: Attendees: Sue Jennato (Co-President), Sonya Van Der Meer (Co-President), Sarah Lang (Secretary), Phil Schappler (Administration Liaison), Mike Fournier (Superintendent), Anne Mikol (BHS Liaison), Tracy Healey (BHS Liaison), Kelly O'Donnell (PWS Liaison), Kim Beekman (VP of Fundraising), Lauren Martin (RBS Liaison), Marc Murai (Memorial Liaison), Kenn Archibald (Memorial Liaison), and Emily Sheff (PWS Liaison), Chelsea Donahue (RAL Liaison and VP Publicity), Mindy Bator (Treasurer), Amanda Miller (VP of Fundraising-Shadow) Absent Members: Jen Asdot (Administrative Liaison), Heather Noonan (McKelvie Liaison), and Jay Nash (School Board Liaison)*

**The board would first like to welcome Amanda Miller who will be filling the V.P. of Fundraiser position starting in the 20/21 school year.**

### SUPERINTENDENT UPDATE – Mike Fournier

There were 3 key things that went into making the decision for April vacation to remain:

1. Received a couple of messages from parents and teachers with kids, that stated that they could use April vacation since the kids are working so hard. A formal survey was sent to the staff to get their thoughts.
2. While many of the older kids are on cruise control, the little ones are having more of a struggle. This will allow them a much needed break. And parents that are still working, this will give them a reprieve as well.
3. Many schools that are working through the April vacation had snow days that were being tacked onto the end of the year. We did not have any extra snow days to make up.
  - If April vacation was cancelled then the calendar would need to change and the new calendar would need to be approved by the school board.
  - The rims at McKelvie were removed and the lacrosse nets were removed from the BHS field.
  - The administration is trying to figure out how they can give seniors their graduation and the upperclassmen their prom.
  - The chances are high that the school year will remain in remote learning. The local districts want this to be a federal decision.

### PTG SPENDING

- Contact Sue and/or Sonya for approval of any expenses
- No further on ORK/AIR events for the rest of the year. Please have principals contact us if there are any issues/concerns on this
- Based on our current bank balances, curbing ORK/AIR spending and cancellation of many events, we should have no issues financially in covering our expenses.
- **If you donated food items or gift cards to your schools at the start of remote learning please submit those expense reports (\$150 max) to Mindy ASAP if you haven't yet**
- **All reimbursement requests are due to Mindy by April 30th (this is a revised date,**

**assuming we are not back in school), please be sure to let all your volunteers know.**

- ❖ No further money is expected to be coming to the PTG from fundraisers for the rest of the school year.
- ❖ ORK/AIR are both frozen until further notice. As of right now there should be a surplus at year end and priorities money will still be sent to each school.
- ❖ Any liaisons who still have receipts to turn into Mindy by April 30th.
- ❖ Stand by Me has recently been cancelled.
- ❖ David Flood has been postponed until the fall of 2020.
- ❖ Any gift cards or food items that the liaisons sent to the schools at start of remote planning should get the receipt into Mindy
- ❖ Room parents are to give any left over money they have back to the teacher or incoming room parent, or return to families.
- ❖ Liaisons should reach out to all their volunteers about getting receipts to Mindy by April 30th.

### **FUNDRAISER and EVENT UPDATES FOR APRIL AND MAY:**

COLOR BLAST Sunday May 31st 2020 (Budget \$25,000) **CANCELLED. Actual profit \$0**

- Sponsors will be offered refund for their donations (\$15,100)
- 7 people have registered-they will be refunded
- ❖ This fundraiser has been cancelled. Luckily the PTG is not dependent upon this fundraiser and the PTG does not want to burden any families. The 7 people that have already registered will be refunded. All sponsors will be contacted to see if they want to be refunded as well.
- ❖ The PTG did look at postponing until late June. Unfortunately, this would not have been a logical choice due to many factors. The next Color Blast will be May 2021.

SCHOLASTIC BOOK FAIR (Budget \$11,500) **CANCELLED. Actual profit \$0**

- ❖ Since this is cancelled the board will be looking into a possible online option for parents to still purchase books. However getting the word out might prove to be a challenge.

BHS RAFFLES - TBD (Anne and Tracy discuss options with Bob J.)

- ❖ Anne and Tracy please reach out to Bob about this.

FUNDRAISERS for 2020/21 -

- Support Drive (Sept)
- Gift Wrap (Oct)
- Ski and Skate (Nov)
- Gift Cards with Fun Pass (Nov/Dec)
- Scholastic Book Fair (Apr)
- Color Blast (May)
- BHS Raffles (Grad Seat and Parking Spot) (June)
- Other:
  - AmazonSmile
  - Additional Misc Income
- Remove:
  - RAL Read-a-thon Donation
  - McKelvie Move-a-thon Donation
- ❖ The board discussed no longer receiving donations from RAL and MCK. So this was removed from next year's fundraising list.
- ❖ **VOTE: The fundraiser list is Approved as presented to the board on 04/08/2020. No**

## objections.

### DISTRICT ART SHOW UPDATE - APRIL 16th **CANCELLED**

- ❖ Unfortunately this event (led by BHS Senior) had to be cancelled.

### POSTPONE CELEBRATING UNTIL FALL:

- Administrative Professionals Day - Wednesday April 22nd
- Nurses Day - Wednesday May 6
- Staff Appreciation Week - May 11-15
  - BUDGET: BHS-\$1250, RAL \$675, McK \$675 Mem \$575, PWS \$500 & RBS \$600
- Move these dollars (\$4,650 for all events) into Staff Welcome Back events held in September (unless something changes and we are able to spend this year)
- ❖ If the school is not back in session this year then the money will be moved to the Welcome back events at the beginning of the 20/21 school year. The staff appreciation week money will be added to the welcome back event money. If the school goes back into session for the 19/20 year then the board will try to do a staff appreciation week and celebrate Admin Professional and Nurses day.
- ❖ **VOTE: The money for Staff Appreciation, Administrative Professionals Day and Nurses Day being moved to the fall (2020) is Approved as presented to the board on 04/08/2020. No objections.**
- Working on a calendar for 2020/21-need to establish a date for Staff Appreciation.
  - Week of 5/3 - National Teacher Appreciation week, falls week after April break
  - Week of 5/10 - One week after National week, gives additional post-break planning time.
- ❖ **VOTE: The Staff Appreciation week will be May 10, 2021 and is Approved as presented to the board on 04/08/2020. No objections.**

### PTG YEAR IN REVIEW WITH PRINCIPALS - Thursday, May 7 9:30-10:30am **CANCELLED**

- ❖ Unfortunately this will remain cancelled even if the schools are back in session.

### **OTHER BUSINESS:**

APPROVE FEBRUARY MINUTES: [Approved as Written](#). No March minutes.

VOLUNTEER FORMS FOR 20/21 - **Please ask your volunteer coordinators to be thinking about updated Volunteer Google forms. These will need to be updated by May 22nd. Amy Dion will be the point person for this.**

- ❖ This is the third year of doing this so there shouldn't be too many changes and hopefully this is getting easier.
- ❖ Liaisons please contact the volunteer coordinator for this. And ask them to please have the updated format by May 22nd.

### OPEN ROLES for 2020/21:

- Board - Co-President, McKelvie Liaison ([Marc Murai is currently willing to step into this role with a co-liaison](#))
- District OPEN-Gift Card Coordinator
- School-level: **Liaisons follow-up to determine school level needs & work on filling**

### **UPCOMING TOPICS:**

- It's A GAS program update for fall
- Preliminary 2020/21 Budget (presented in May)
- 2020/21 Calendar of events (presented in May)
  - Board meetings moved to 2nd Wed of the month

- Tally of volunteer hours needed for each board member
- End of year requests:
  - Remind all volunteers/coordinators to turn in receipts to Mindy for reimbursement by Thursday, April 30th
  - Ask all your school volunteers/coordinators to log all their hours in your volunteer logs
  - Updated volunteer google forms due May 22nd
  - Updated School level coordinator contact list
- Daniel Stauber recognition and policy creation
  - ❖ All volunteers and board members need to make sure that volunteer hours are logged.
  - ❖ Daniel Stauber: Settlers of Cataan is a game that will be donated to the LARP club.
  - ❖ Mark Murai brought up donating to Wilbur the pig (the unofficial mascot of MEM) however it was decided at this time that the PTG will be donating to the Bedford Food Pantry and the Bedford Sewing Battalion. And Wilbur the Pig's Facebook page will be promoted through the PTG, so people can continue donating food leftovers. The amount of money that will be donated will be shared with the board after review of finances.
  - ❖ **VOTE: The PTG will donate to 2 causes and is Approved as presented to the board on 04/08/2020. No objections.**

UPCOMING EVENTS:

**April:**

Apr 27- May 1            No School-April Break  
 Thur Apr 30            All Reimbursement requests due to Treasurer

**May:**

Wed May 20            9:00am – 11:00am PTG E-board Meeting (@ Mck)  
 Mon May 25            No School

**Approved as Written: May 13, 2020**