



## PTG E-board Meeting August 19th, 2020 via Zoom

### Attendees:

Co-President -Sonya van der Meer, Co-President-Sarah Lang, Secretary-Sue Jennato, Treasurer-Amy Dion; VP Fundraising-Amanda Miller; VP Publicity-Chelsea Donahue  
BHS-Anne Mikol; BHS-Sue Russell  
Lurgio-Chelsea Donahue  
McKelvie-Amy Gagnon; McKelvie-Marc Murai  
PWS-Emily Sheff; PWS-Meg Duhaime  
RBS-Becca Durrell; RBS-Lauren Martin  
Memorial-Kenn Archibald  
Board/Admin Jen Asdot

### Absent:

Board/Admin - Cheryl Daley  
School Board-Jay Nash

*The Bedford Parent Teacher Group (PTG) was developed to create a working partnership with parents, teachers and school administration to foster a cooperative, enriching learning environment for the students in the Bedford School District.*

*The purpose of the Bedford PTG is to enhance and support the educational experience of the Bedford School District, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment in the Bedford School District through volunteer and financial support.*

*Bedford PTG provides enriching educational opportunities and community events for the staff, students, and families in the Bedford School District; and helps to support the individual needs of our Bedford schools.*

### BOARD INTRODUCTIONS AND WELCOME

- SCHOOL BOARD UPDATE - Jay Nash
- SUPERINTENDENT UPDATE – Mike Fournier

Detailed email sent to families on 8/14.

13% of families/students chose remote option, varies by school level.

InfoSnap will go out 8/19. Placement info will follow.

Covid symptom checklist added to InfoSnap.

HelpDesk created for remote/distant learning days.

District website has the 2020 reopening plan and updates coming soon.

Metrics for more/less in person time reviewed weekly with a team including 2 infectious disease doctors.

Any symptomatic student will be dismissed and DHHS protocol for return will need to be followed.

“Pulse survey” starting after labor day-random selection of parents to check in on communication, anxiety, etc.

Construction update

- Gas lines installed at McK; RAL, BHS and then SAU to follow. Once complete will show a decrease in energy costs (expected 2021)
- McKelvie track done except for stripping
- RBS parking lot done
- Turf field, Memorial nurse office and 2 gyms floors will be done by start of school

Homeschool students-slight uptick  
Number of student withdrawals-not know at this time

## VOLUNTEER UPDATE

- Volunteer Policy/Expectations

(per Mike) Schools will take the 1st 2 weeks to settle in. Principals and Co-Pres will meet to discuss volunteers.

- Updated Volunteer Google Form
  - Forms will be streamlined.
  - Do not send out until this is complete.
  - Add virtual/In-person volunteer preference on form.
  - Add safety protocol to PTG website.

Open Roles at schools-Liaisons need to be looking at coordinator roles at their schools and work on filling the open positions.

## REVIEW BYLAWS, STANDING RULES, & CONFLICT OF INTEREST

All documents reviewed. Focused on quorum and voting for board meetings. All board members need to be familiar with the PTG docs.

APPROVE MAY MINUTES Approved as written by Board-no objections

VOTE to add Sarah Lang and Amy Dion as signors to Citizen's account and remove Mindy Bator and Sue Jennato Approved by Board-no objections

## BUDGET

### 2019/20 YEAR END BUDGET RESULTS

Reviewed 2019/20 results

### 2020/21 BUDGET - Review and Approve

- SUPPORT DRIVE (Budget \$7,500) - Big push for Support Drive. PTG keeps 100%
  - Starts 9/9
  - PTG redefine/support memo
  - Envelopes sent home K-8 only this year
- MEADOW FARMS FUNDRAISER (Budget \$8,000)
  - Sale runs 10/9-10/23
  - Packets going home K-4. Online ordering only for all schools
  - Bonus prize still being worked out
- GIFT CARDS (Budget \$2,000)
  - Offering one delivery only this year
  - Sale runs 11/6-11/20, cards delivered by 12/11
- SKI AND SKATE - CANCELLED
- SCHOLASTIC BOOK FAIR (Budget \$9,000) - BUDGETED BUT PENDING
  - In person fair earns cash profit. Online fair only earns Scholastic dollars
- COLOR BLAST FUN RUN (Budget \$20,000) - BUDGETED BUT PENDING

Amazon Smile-promote for Back to School supply shopping

Move-a-thon and Read-a-thon removed from income...PTG will not take those donations from schools.

Discussed picnic table needs at schools. Jen will discuss with principals. Schools have already

individually reached out to community.

ORK/AIR/OTHER Needs-these need pre-approval by Co-Presidents to ensure funds are available based on the volatile situation with fundraisers.

- COMMUNITY SPEAKERS Possible speaker thru Top Youth Speaker, or virtual ideas like Indie Flix documentary films, etc
- EVENT BUDGET-For events like Staff Appreciation, It's a GAS, etc. Co-Presidents will share budget with liaisons who should then share with appropriate coordinator.

Reviewed plans for Staff Welcome Back events. Liaisons need to work with their principals.

Vote to approve the budget. Approved as written by Board-no objections  
Reimbursements must be submitted in a timely manner to Amy Dion.  
Communication between liaisons, schools and PTG board will be key.  
Get approval first for large spending.

PTG CALENDAR UPDATE - shared with Board, please note key dates for meetings, events, fundraisers, etc

TREASURER UPDATE: (Amy)

MARKETING UPDATE: (Chelsea) Opportunity to run a PTG article in Bedford Living Magazine. Sept 15th deadline for Nov. issue

UPCOMING EVENTS:

- PTG District Coordinator Mtg - Thursday 9/10; 9:30am – 10:30am; held remotely via Zoom
- Coffee with Superintendent - Friday 9/11; 9:30am - 10:30am; held at SAU
- Coffee with the Principals - Friday 9/25; 9:30am-10:30am; at BCTV
  - No live audience, one admin per school, filmed and aired on BCTV
- New Family Welcome - Wednesday 9/30; 6:30pm – 7:30pm; @McK-TBD
  - One session only. One rep and one admin from each school. Social distancing and masks required.

LIAISON REPORTS - Reminder that this is expected monthly from liaisons, by Friday after meeting for inclusion in minutes. See below for August reports.

It's a GAS (Kenn) looking at monthly virtual options for elementary schools

Other possible virtual links...Bedford Public Library

UPCOMING TOPICS -

UPCOMING EVENTS:

**August 2020:**

Wed Aug 19	9:00am – 11:00am	PTG E-board Meeting (remote)
Thurs Aug 27		First Day of School

**September 2020:**

Mon Sep 7 & Tue Sep 8		No School
Wed Sep 9	9:00am – 11:00am	PTG E-board Meeting (remote)

Thu Sep 10	PTG Support Drive begins 9:30am – 10:30am PTG District Coordinator Mtg (remote)
Fri Sep 11	9:30am - 10:30am PTG Coffee w/Superintendent @ SAU
Fri Sep 18	PTG Nurses and Guidance Donation Due (all 6 schools)
Fri Sep 25	9:30am – 10:30am PTG Coffee with Principals @ BCTV
Wed Sep 30	6:30pm – 7:30pm PTG New Family Welcome (@McK-TBD)

**October 2020:**

Fri Oct 9	PTG-Deliver Gift Wrap Packets to families. All orders online only. (Fundraiser runs 10/9-10/23)
Mon Oct 12	No School
Wed Oct 14	9:00am – 11:00am PTG E-board Meeting (remote)
Fri Oct 23	PTG Gift Wrap Orders Due

**AUGUST LIAISON REPORTS:**

**PWS**

August 2020: We have not had any official meetings with the PWS team as of yet.

- We welcomed a new Assistant Vice Principal to the school in July as Mr Mitchell took a principal position in Litchfield. Marc Robitaille came to us from Exeter school district, where he taught 5th grade. He's an avid golfer, will be getting married this year and is pursuing his doctorate at UNH. He hit the ground running and is an amazing asset!

- In addition we will be welcoming a few new teachers this year: Mrs Blanchard in 1st grade, Mrs Thissell in 3rd grade as well as Mrs Trent (3rd grade resource teacher) and Mrs Ellis (special education)- there may be some I am missing!

- Like the other elementary schools, we put a call out for donations of picnic tables and were graciously supported by local businesses including Flight Coffee and individual families. We are very grateful!!

- The PWS faculty and staff will be coming back to school tomorrow, on August 20th, with a lunch sponsored by PTG. We also purchased signs to welcome them into the parking lot and building and thanking them for all they do.

**BHS:**

Discussed teacher and staff Welcome back breakfast. We will do a grab n go format - there will not be a meeting while they eat this year like we usually do. We will set up for 7:55am and teachers will grab breakfast. We will have support envelopes available.

BHS will provide tables and coffee, we will stop back later to help clean up.

We offered any other help that the PTG could give the school and Bob could not think of anything at the moment.

We set our next meeting as Sept 8 at 1:30.

**MINUTES APPROVED BY BOARD AS WRITTEN 9/9/2020**