



PTG E-board Meeting August 18th, 2021 via Zoom

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.

ATTENDANCE ROLL CALL

Co-President -Sonya van der Meer, Co-President-Amy Dion; Secretary-Sue Jennato;
Treasurer-Kelly O'Donnell; VP Fundraising-Ashley Febvay; VP Publicity-Tejal Saraiya
BHS-Sue Russell

Lurgio-Shailagh Klicker

PWS-Emily Sheff, Meg Duhaime

RBS-Becca Durrell

Memorial-Jenny Landwehr, Hailey Tonas

Board/Admin - Cheryl Daley and Ed Joyce

Superintendent - Mike Fournier

School Board Liaison - Bill Foote

Absent:

BHS-Anne Mikol

BOARD INTRODUCTIONS AND WELCOME

- SCHOOL BOARD UPDATE - Bill Foote
 - Free lunch and breakfast for all students again this year at schools
 - HVAC improvements will be discussed as part of upcoming budget process
- SUPERINTENDENT UPDATE – Mike Fournier
 - Using new system E-funds (replacing Send Money to School) for payments. Systems will be merged
 - Reopening plan available on district website
 - Expects early and easy access to DHHS with Bedford's school opening date

VOLUNTEER UPDATE

- Volunteer Policy/Expectations
- Updated Volunteer Google Form-updated forms are due by 8/30. They will be linked on [PTG website](#)

BOARD EXPECTATIONS

- Attendance
 - Quorums and voting-a quorum of the board is needed in order to vote. Voting [guidelines reviewed as outlined in By-Laws](#)
 - Events-Schools should be represented at School and District level events
- Conflict of Interest-shared with board for their review

- Reports-monthly school liaison reports due at meeting and submit to secretary for inclusion in minutes
- Monthly meetings
 - Principals-liaisons to meet with principals monthly
- Communication-liaison need to be sure to share information with their school level coordinators. School liaisons are responsible for assisting with ORK/AIR events at their schools.
 - School level coordinators
 - Staff contact for ORK/AIR

APPROVE MAY MINUTES-approved as written by board members that were present at the May meeting

VOTE to add Kelly O'Donnell as signor to Citizen's account and remove Sarah Lang-approved by Board. Sue Jennato will be removed as well as previously voted on.

BUDGET

2020/21 YEAR END BUDGET RESULTS-20/21 P&L reviewed with board. Based on year end results, priorities money was available for the schools

2021/22 BUDGET - Review and Approve-Board reviewed income and expense for 21/22. Board approved 21/22 budget as presented.

Income

- SUPPORT DRIVE (Budget \$9,000)
 - Starts 9/1
 - Envelopes with memo sent home K-8 this year
- GIFT WRAP FUNDRAISER (Budget \$10,000)
 - Sale runs 10/8-10/22
 - Packets going home K-4. Online ordering only for all schools
 - Bonus prize being worked out
- GIFT CARDS (Budget \$3,000)
 - Offering one delivery again this year
 - Sale runs 11/12-12/3, cards delivered by 12/17
- SKI, SKATE & MORE SALE (Budget \$14,000)
 - Sale on Sat., 11/20 from 9 am- 2 pm at BHS
 - Drop off on Fri., 11/19 from 5 pm-8 pm
- SCHOLASTIC BOOK FAIR (Budget \$11,000)
 - Week of 4/4-4/8/2022
 - All elementary schools and McKelvie
- COLOR BLAST FUN RUN (Budget \$24,000)
 - Sun., 5/22
 - Early bib pick up on Fri., 5/20

Expenses

- ORK/AIR
- EVENT BUDGET - must be shared with coordinators by liaisons
- COMMUNITY SPEAKERS - hope to bring in community speakers this year

ORK/AIR ORK and AIR definitions reviewed. Forms will be shared with principals on process and payments. Kelly has budgets. Liaisons responsible for tracking. Additional resources sent

in July. ORK/AIR funds are fluid.

PTG CALENDAR UPDATE be sure to review meeting and event dates

TREASURER UPDATE

Reimbursement form on website site, send in in a timely manner and include receipts
Deposits-need to send deposit slips to Kelly. Be sure to label with school name and event
Bank stamps-each school needs to find their stamps and let Kelly know the status

MARKETING UPDATE New brochures, tabletop tri-folds available. Other marketing materials include bulldogs, PTG banner, feather flag, etc. Let Amy/Sonya know if you need any of these for events.

Remind principals to utilize the electronic sign

UPCOMING EVENTS TO ATTEND/PROMOTE - Please be sure to mark your calendars, share information on these events with school coordinators, and make every attempt to attend

- PTG District Coordinator Mtg - Thursday 9/9; 9:30am – 10:30am at Town Library
- Coffee with Superintendent - Friday 9/10; 9:30am - 10:30am at SAU -RSVP required
- Coffee with the Principals - Friday 9/24; 9:30am -10:30am at BCTV
- New Family Welcome - Wednesday 9/29; 9:30am - 10:30am and 6:30pm – 7:30pm; held at Town Library

SUPPORT DRIVE-starts 9/1. Envelopes home K-8 with flyer. These will be delivered to schools next week. Donations logged by school level coordinator, deposits made by District coordinator.

LIAISON REPORTS Expected monthly from liaisons, send to secretary (Sue) by Friday after meeting for inclusion in minutes

Memorial

-Welcome back lunch will take place on Wed., Aug. 23rd. Rig A Tony's is providing sandwiches, salads and chips in grab and go packages. Staff will have the option to take things back to their area or sit with other staff.

-We met with the volunteer coordinators and we are working on Meet & Greets for new volunteers. Typically it is something that happens in the library on a Friday, but we still need to coordinate dates. It was also suggested to have a second Meet & Greet in the evening for parents who can't come during the school day.

-We met with Phil and have set up a game plan and he gave us a feel for some events and things to discuss in the future.

PWS

Meg and Emily are returning as Co-Liaisons for Peter Woodbury School. We are fortunate to have a full team of coordinators for our school PTG positions. We have a meeting scheduled with our coordinators on Thursday August 19 to kick off the school year. Monday, August 23, we will be providing a grab and go breakfast for the staff and teachers at PWS. Our volunteer orientation will be held both in person and virtually to help accommodate schedules and preferences. We are looking forward to a great year!

RBS

The teacher breakfast will be on Tuesday, 8/24 at 7:30am. Bagels, yogurt and fruit will be served, along with coffee and tea.

Harvest Festival and Fall Book Fair will be moving forward, dates TBD

We need a It's a GAS coordinator for RBS so we are looking for that.

Volunteer Orientation breakfast tentative for Monday, 9/20 at 9am

McKelvie

-Base camp kicked off this week and is going really well. This gives incoming 5th graders as well as fully remote kids the opportunity to get into the school and familiarize themselves with the school, classrooms and make some friends prior to the school start!

-Intramural/Clubs will resume for 2021-2022! Looking forward to offering the after school/before school programs as well as doing the Move-A-Thon (which may be either Fall or Spring)

-We painted the nurses office and added some comfy seating to the staff lounge at McKelvie!

-8/23 will be doing the welcome back breakfast Welcoming Staff back ~ Also will be working on coordinating the Volunteer Orientation

RAL

PTG will be hosting a staff grab-n-go breakfast on Tuesday, August 24. Six Lurgio parent volunteers are assisting our Hospitality Coordinator, Elise Johnson, to put this together.

Liaison, Shailagh Klicker, will be meeting with Ed Joyce on Thursday, September 2.

There will be an evening Open House on Thursday, September 9. Volunteer Coordinator, Natalie Bourque and Shailagh Klicker will set up a PTG info table in the lobby to welcome parents, answer PTG-related questions, and share RAL volunteer opportunities.

Cardigan is currently planned for early October. Shailagh is in touch with staff member Gregg Dorman so we are prepared to assist as needed.

BHS

We will host a PTG breakfast on Monday, 8/23 at BHS. Anne and I will be saying a few words to the staff to encourage support for the PTG. Also, Bob hasn't yet told us who the new staff liaison will be for this school year, but he had some teachers volunteer in the spring. We will follow up via email with Bob as we'd like to have the teacher rep at our first meeting with him in September

UPCOMING TOPICS

- PTG By Laws
- PTG Standing Rules

UPCOMING EVENTS

August 2021:

Wed Aug 18	9:00am – 11:00am	PTG E-board Meeting (remote)
Thurs Aug 26		First Day of School

September 2021:

Wed Sep 1 PTG Support Drive begins
Mon Sep 6 No School
Tues Sep 7 Delayed start due to special election voting [only for RAL and BHS](#)
Wed Sep 8 9:00am – 11:00am PTG E-board Meeting @ RAL
Thu Sep 9 9:30am – 10:30am PTG District Coordinator Mtg @ Town Library
Fri Sep 10 9:30am - 10:30am PTG Coffee w/Superintendent @ SAU
Fri Sep 17 PTG Nurses and Guidance Donation Due (all 6 schools)
Fri Sep 24 9:30am – 10:30am PTG Coffee with Principals @ BCTV
Wed Sep 29 9:30am - 10:30am PTG New Family Welcome @ Town Library
6:30pm – 7:30pm PTG New Family Welcome @ Town Library

October 2021:

Fri Oct 8 PTG-Deliver Gift Wrap Packets to families. All orders online only.
(Fundraiser runs 10/8-10/22)
Mon Oct 11 No School
Wed Oct 13 9:00am – 11:00am PTG E-board Meeting @ RAL
Fri Oct 22 PTG Gift Wrap Orders Due

[APPROVED BY BOARD AS WRITTEN 9/8/2021](#)