



## PTG E-board Meeting September 13th, 2023 Minutes FINAL

### ATTENDANCE ROLL CALL

#### Attendance:

Co-President - Kelli Darling, Maria Tomolonis; Secretary - Sue Jennato; Treasurer - Kelly O'Donnell; VP Fundraising - Lena Griggs; VP Publicity - Tejal Saraiya

BHS - Sonya van der Meer                      Lurgio - Jess von Wallenstein

MEM - Allison Gerstrung,                      RBS - Becca Durrell, Nicole Peterson

School Board Liaison - Kara LaMarche

Board/Admin - Molly McCarthy, Bob Jozokos

Superintendent - Mike Fournier

#### Absent:

MIS - Amy Dion              PWS - Arasely Robinson      MEM - Christina Cuzzi

### SCHOOL BOARD UPDATE - Kara Lamarche

New policy and procedure for Threat Assessment has been developed to address school violence/threats. Many years and research has gone into this.

The School Board is looking to revamp their monthly Community Engagement meetings for the public.

### SUPERINTENDENT UPDATE - Mike Fournier

Threat Assessment policy utilizes a team to make decisions. It is a diagnostics tool, using best practices.

Upcoming presentation by DEA - One Pill Can Kill 10/26, 6pm at RAL

Bus issues - driven by driver shortages. Continuing to work with STA on the issue

### PRINCIPALS UPDATE- Molly McCarthy, Bob Jozokos

Schools are re-establishing absentee policies and communication notifications to parents when certain days of absences have been met.

BHS reviewing correlation between unexcused absences and grades.

All schools reported a very smooth (albeit hot) opening.

\*\*\* **VOTE** \*\*\* APPROVE [AUGUST MINUTES](#) - **Minutes approved as written by board**

### UPCOMING FUNDRAISERS

#### SUPPORT DRIVE

- Started 8/30
- PTG flier and envelopes sent home K-8

Support drive is up and running, initial donations are good.

#### GIFT WRAP FUNDRAISER (Budget \$11,000)

- Sale runs 10/4-10/20
- Packets going home K-4. Online ordering only for all schools
- Bonus prize - Coupon to Inside Scoop for 5+ items sold

Sale dates are actually Fri 10/6-Fri 10/20

SKI, SKATE AND MORE (Budget \$19,000)

- Equipment drop off Nov 17, 5-8pm. Sale Nov 18, 9-2pm at BHS
- Committee meeting TBD

This event always needs lots of volunteers. Be on the lookout for requests.

### EXPENSES:

- ORK/AIR: Please continue to encourage spending by the schools. Process for submitting requests
  - Staff member → Principal (for approval) → Staff Member → Treasurer → Liaison and Co-Presidents
  - Copy of [newsletter](#) sent to Liasons

The Board reviewed the ORK/AIR approval process.

Invoice or quote needs to be submitted to the treasurer for payment.

Database of ideas/leads is available.

Make sure staff liaisons have links to the newsletter and database.

- Event Budgets - Please share these with coordinators and Liaisons

### EVENTS/PROGRAMS:

STAFF WELCOME BACK EVENT RECAP

MEET THE PRINCIPALS - Friday 9/22, 9:30-10:30am @BCTV

Please plan to attend. Send any questions to Kelli and Maria before event.

KEVIN HINES- Tuesday 9/26, 7PM, BHS

Please share information about Kevin's community presentation.

This is open to communities beyond Bedford.

NAMI, Connor's Climb and other organizations have been reached out to.

Ask elementary schools to share on their social media pages.

WMUR community events page as an option

BCTV

NEW FAMILY WELCOME - Wednesday, 9/27, 6:30-7:30 at Town Library

- Need one rep from each school
- Please bring following items
  - Volunteer Form QR code
  - Any promo stuff from school
  - List of upcoming events at their school
  - [Tejal will have school table signs](#)
- Invite Principals - [Be sure principals are invited. Liaisons should follow up with their principals](#)
- Information folders for families

TRAVELING BULLDOG

Keep at school libraries. Students will check out the dog along with a journal.

Students can write in the journal about what the dog did with them.

With parent permission journal entries can be posted.

One participating student will win an Inside Scoop gift certificate.

It was suggested to create and intro video or memo about the program.

Molly will check with elementary librarians to ensure there is no concern about having the dogs/journal checked out from their locations.

### OTHER BUSINESS:

VOLUNTEER UPDATE

- Volunteer Form Update

The board discussed ways to improve the number of people filling out the form. RBS has had success with teachers sharing the google form link directly with their families. Stress the message that filling out the form is to be INFORMED, you are not committing to anything.

The board discussed form layout, information that is included, etc.

Consider changing the name from volunteering to something broader so people understand it is more than just volunteering time it is also donation food, items etc.

Should it be called Support? What does that do to the Support Drive for donations?

- Blue Ribbon Award application- NHPIE is dissolving- please continue to track hours It is important to continue to track hours for internal communication. PTG reports hours out to the district annually.

**PTG STANDING RULES** -Updates to ORK/AIR, addition of Reimbursement Procedure, updates to Volunteer Requests on Social Media

Reviewed a revised ORK/AIR standing rule, revised Volunteer Requests on Social Media and New Budget/Reimbursement rule.

Discussed 30 days suggested reimbursement request is in place for both the person who spent their own funds and the treasurer for keeping records up to date.

**All new and revised standing rules approved by the Board.**

OPEN DISTRICT LEVEL POSITIONS:

- Ski, Skate and More Co-coordinator

This would likely be a shadow position for this year.

TREASURER UPDATE - Kelly

Be sure to submit Welcome Back event reimbursement requests.

For Support Drive consider reducing the number of schools that get envelopes or not doing envelopes at all and going more online donations as PayPal has had a strong showing.

MARKETING UPDATE - Tejal

Big push is promoting Kevin Hines community presentation.

LIAISON REPORTS - Send to Sue by Friday for inclusion in meeting minutes

Kelli and Maria to reach out to new Food Service Director (John Lash) to get information on the district's catering offerings.

UPCOMING EVENTS: **2023/2024 PTG CALENDAR**

**RBS Liaison updates:**

- Book Fair is under way this week
- Open House was last night (Tuesday, 9/12) and went well although we did not have a lot of visitors to our table
- Volunteer Orientation will be on Monday, 9/18
- Increase in volunteers, last year at this time we were at 150 and now we are at 198
- Principal's Council meeting scheduled for Tuesday, 9/19
- Popcorn Day will be on Friday, 9/29

## **Memorial Elementary School – September 6, 2023 Principal Meeting with Mr. Schappler**

-Important Dates for Memorial:

- Open House – September 19<sup>th</sup>
- Memorial Book Fair – September 15<sup>th</sup> thru 22<sup>nd</sup>
- Volunteer Orientation – September 26<sup>th</sup>
- Family Bingo Night – October 18<sup>th</sup>
- Coffee Cart – Halloween Themed

-The start of the school year was a huge success and continues to be these few weeks.

-Teachers and staff enjoyed the welcome back breakfast provided by the PTG and the Memorial coordinators.

-For the first time, Memorial held a Meet & Greet with the Beep students. It went very well. Teachers, parents and students enjoyed the opportunity to come into the school prior to the first day. It also helped have a smooth transition at drop off on the first day of school. Memorial plans to continue with Beep Meet & Greet in the future.

### **PWS Meeting Minutes for 9/2023**

PWS has begun Reading Bootcamp and is preparing for Star Math testing.

STAR Testing will begin this fall for grades 2, 3, and 4.

First grade STAR testing will begin in January.

Second grade is holding our annual Mystery Festival on September 22nd.

Students participate in fun, problem solving activities to solve a mystery!

Volunteer orientation will be hosted on September 14th.

### **September McKelvie Liaison Notes:**

School Picture Day is Friday, September 22nd

Volunteer Orientation is scheduled for Monday, September 25th at 9:30am. Administration will discuss opportunities for Move-A-Thon and Beth Fitzgerald will be speaking about volunteer roles for Stand by Me.

Plans are underway for some fun, themed Coffee Carts.

### **RAL liaison meeting notes from September 7, 2023**

Attended by: Ed Joyce, Michael Durant, Linnea Hilchey, Maddie Racine, Jess von Wallenstein

- PTG Welcome Back Breakfast was a success
- Open House date moved to 9/20 due to heat wave
- Cardigan planning in full swing - PTG to support in following ways
  - Food Prep for camp groups
  - Dessert donations from parents for lunch upon return
  - Volunteers to unload gear from cars
  - Volunteers to distribute lunch items
- Witch Way to Wellness will be Friday, October 27. PTG role this year will be donations and volunteers to act as extra sets of hands, staff to run sessions.
- Stand By Me planning still in the works, highly likely to take place
- Grandfriends' Day - Ed Joyce neutral on this, up to PTG to decide to continue or not

## **BHS PTG Report September 2023**

- **Welcome Back Breakfast** (on August 24) went well. The increased budget number for this event was needed as food costs went up, e.g., one less tray of eggs purchased yet price for the trays ordered was slightly more than last year.
- **Grab n' Go Dinners for October:** Sign Up Genius for food items will be going out soon. The PTG will provide dinners for teachers on Oct. 5 when they stay late for these conferences.
- **School Year Beginning:** it has been a great opening. Mandatory this year: all students must put their cell phone into a classroom cell phone holder when entering a class. Teachers have noticed more engagement from the students with this policy; there hasn't been pushback from the students on it.
- **Change in Wednesday Schedule:** This year BHS has What I Need (W.I.N.) Wednesdays so an adjustment of the schedule for that day with Block 1, Block 2 and Advisory blocks was made.

**APPROVED BY BOARD AS WRITTEN: 10/11/23**