



## PTG E-board Meeting August 17th, 2022 @ SAU - MINUTES DRAFT

*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:

Co-President - Kelli Darling and Maria Tomolonis; Secretary-Sue Jennato; Treasurer-Kelly O'Donnell; VP Publicity-Tejal Saraiya; VP Fundraising-Lena Griggs  
MIS - Amy Dion  
PWS - Meg Duhaime  
Board/Admin - Ed Joyce, Molly McCarthy  
Superintendent - Mike Fournier

MEM- Allison Gerstrung  
RBS - Becca Durrell

### Absent:

BHS - Sonya van der Meer  
MEM-Christina Cuzzi  
School Board Liaison - Mindy Bator

Lurgio-Shailagh Klicker

### BOARD INTRODUCTIONS AND WELCOME

- SUPERINTENDENT UPDATE w/ SURPLUS DISCUSSION

Base camp running at McK, RAL, BHS

Covid update - discussed ideas on how to effectively communicate plans to families.

Discussed district needs for PTG surplus funds including Google Meet Kits, Go Bags K-8, Visitor Management System (if not covered by grants), Professional Dev/Guest speakers based on updated school goals.

Discussed the importance of Volunteer confidentiality. Protect the dignity of kids. Any questions or concerns should only be discussed with staff, principal or guidance.

- SCHOOL BOARD UPDATE - n/a

### VOLUNTEER UPDATE

- Volunteer Policy/Expectations [BSD Volunteer Policy](#)

Please include BSD volunteer policy in Volunteer logs

- Updated Volunteer Google Form

Should we change the name to be more reflective of volunteering and contributions to attract more people to fill it out since it also covers school/classroom tangible needs like food donations for coffee carts.

Create a standard opening paragraph for each form to be consistent.

Volunteers need to be signing in/out of volunteer logs and logging their hours. This log is different from the visitor log at the schools.

- Remind liaisons to fill open roles at school level (if needed)

Liaisons reminded that they need to be working on filling any open roles at their schools

- **\*\*\*VOTE\*\*\*** to add co-liaison to memorial

Board approved Allison G as Co-liaison at Memorial

## BOARD EXPECTATIONS

- [PTG By-Laws](#)
  - Quorums and voting

It is expected that all board members have reviewed the By-Laws. Importance of attendance at board meetings to achieve quorum for voting was addressed. The board votes on items by unanimous consent.

- PTG Standing Rules [Update to Standing Rules 2022](#)

Standing rules reviewed. Two new standing rules (AIR rollover and ORK/AIR funds for Advisory) voted on, both approved by board.

- Attendance at PTG Events -

Be sure to attend PTG events as able. Goal is to have representation from each school at PTG events

- [Conflict of Interest](#)

Board was made aware of this policy and it is expected that board members have reviewed.

- Liaison monthly meetings with Principals -

Liaison should meet with principals monthly before the board meeting in order to prepare their liaison reports.

- Communication
  - School level coordinators
  - Staff contact for ORK/AIR - This is handled by liaisons.

ORK/AIR request form needs to be updated and shared with principals. Need to determine a clear flow on who fills out, who signs and who sends to Treasurer for payment.

ORK/AIR newsletter created with leads. This will be shared with principals to send to their staff.

## APPROVE MAY AND JUNE MINUTES **\*\*\* VOTE \*\*\***

- [May 2022 Minutes](#) - Approved by board as written
- [June 2022 Minutes](#) - Approved by board as written

BANK SIGNERS: Add Maria and Kelli as signers at Citizen's bank for PTG. **\*\*\* VOTE \*\*\***

Board approved the addition of Maria and Kelli as signers for the PTG Citizen's accounts

## BUDGET

2021/22 YEAR END BUDGET RESULTS, PRIORITIES, SURPLUS [Budget Spreadsheet 2022/2023](#)

Final results from 21/22 reviewed including successful Color Blast results; and priorities and surplus calculations. Discussed how surplus was determined based on year end numbers and starting cash/reserves.

## SURPLUS DISCUSSION AND VOTE **\*\*\*VOTE\*\*\***

- Google Meet Kits (6) - Updated quote received. Need for kits addressed by Mike. Board voted to approve spending a portion of the surplus funds on this as outlined in the quote. Need to discuss with Mike the best way to handle funding.
- WIN supplies - Summer WIN program for K-5. Staff member has provided a list of items needed and pricing. Board will discuss further in September.
- Go Bags (150) - These are backpacks used during drills. Needed K-8. Pricing is needed. Board will discuss further in September.

- Visitor Management System/Security Efforts - Needed K-6. Firm pricing is still needed. Will work with Mike on this. Grant may cover this. Board will discuss further in September.
- Possible other ideas from principals pending discussion

## 2022/23 BUDGET - Review and Approve

Income - No Gift Card fundraiser for 22/23 as previously agreed upon.

- SUPPORT DRIVE (Budget \$12,000)
  - Starts 8/31
  - Envelopes with memo sent home K-8 this year
- GIFT WRAP FUNDRAISER (Budget \$10,500)
  - Sale runs 10/7-10/21
  - Packets going home K-4. Online ordering only for all schools
  - Bonus prize being worked out
- SKI, SKATE & MORE SALE (Budget \$18,000)
  - Sale on Sat, 11/19 from 9am - 2 pm at BHS
  - Drop off on Fri., 11/18 from 5 pm - 8 pm
- SCHOLASTIC BOOK FAIR (Budget \$12,000)
  - Week of 4/3-4/7/2023
  - All elementary schools and McKelvie
- COLOR BLAST FUN RUN (Budget \$27,000)
  - Sun., 6/4
  - Early bib pick up on Fri., 6/2

## Expenses

- ORK/AIR - need to help and encourage spending by schools. Process of securing item/speaker and payment. ORK/AIR budgets have been merged into one line item.
- EVENT BUDGETS - must be shared with coordinators by liaisons. Events that schools plan/manage like ORK/AIR, staff events, It's a GAS, GrandFriends Day, etc, budget numbers need to be shared with school level coordinators.
- COMMUNITY SPEAKERS Budget increased, work with district on ideas for speakers to bring in for the community.
- Summer Programming - Win and 3 Base Camps - New line item for supplies for WIN (Gr 1-4) and Base Camps (McK, RAL, BHS)
- Staff Events Budget Increased
- Library donations new line item. This replaces the book fair cash back offer.

## APPROVE 22/23 BUDGET \*\*\* VOTE \*\*\*

Board approved 22/23 budget as outlined.

## PTG CALENDAR UPDATE - Upcoming events reviewed with Board

[2022/2023 PTG Calendar](#)

Send PTG Board meeting dates to Ed and Molly

## TREASURER UPDATE

P&L updates monthly. Please be timely on reimbursement requests. Can be sent via email, text or snail mail; receipts needed.

## MARKETING UPDATE

Support drive starting 8/31.

Need InfoSnap email data to send our newsletters. Look to send one for Support Drive.

## UPCOMING EVENTS TO ATTEND/PROMOTE

- PTG District Coordinator Mtg - Thursday 9/8; 9:30am – 10:30am at Town Library
- Meet the Principals - Friday 9/23; 9:30am -10:30am at BCTV
- New Family Welcome - Wednesday 9/28; 9:30am - 10:30am and 6:30pm – 7:30pm; at Town Library - **Each school has a table and is expected to man the table**

Be sure to notify Maria and Kelli of upcoming Volunteer Orientations if you wish for them to attend.

**LIAISON REPORTS** Liaison reports need to be sent to Secretary (Sue) by Friday after meeting for inclusion in minutes

## **PWS PTG Report for August**

Ptg is hosting a welcome back luncheon for teachers and staff on Wednesday August 24 before Meet and Greet. We will welcome our new volunteers at orientation on Friday Sept 16 and host a Room Parent / Teacher Luncheon on Tuesday, September 27. Looking forward to a great year!

## **McKelvie August PTG Meeting**

We met with Jen to go over the start of the year activities. McKelvie hosted a New Student Ice Cream Social for those new families to Bedford on August 8th.

Staff Welcome Back Breakfast is scheduled for August 22nd.

Volunteer Orientation will be on September 19th or September 21st.

McKelvie plans to use ORK/AIR funds and is looking into speakers such as Brian Williams.

A message of spreading Kindness will be a running theme throughout McKelvie.

## **RAL liaison meeting notes from August 4, 2022**

\*Building is busy as staff gears up for the return of students.

\*PTG Welcome Back breakfast is planned for RAL staff on 8/23 at 7:30 AM. Shailagh Klicker (liaison) and Deb Abernathy (hospitality coordinator) are co-planning the event.

\*Maddie Hinrichs will be the 2022-2023 PTG staff liaison. She is also the Student Council advisor, so she will be a great connection to the students as well.

\*This Fall's Cardigan trip for the 8th graders will be the 50th trip for RAL students over the years. Stay tuned for more info about the recognition of this exciting anniversary.

\*Parents and Guardians of student athletes should be on the lookout for updates from our Athletic Director, Mr. Durant.

## UPCOMING EVENTS

### **August 2022:**

Wed Aug 17

9:00am – 11:00am PTG E-board Meeting @ SAU

Thurs Aug 25

First Day of School

**September 2022 :**

Wed Aug 31	PTG Support Drive begins
Mon Sep 5	No School
Thu Sep 8	9:30am – 10:30am PTG District Coordinator Mtg @ Town Library
Tues Sep 13	No School
Wed Sep 14	9:00am – 11:00am PTG E-board Meeting @ SAU
Fri Sep 16	PTG Nurses, Guidance, & Library Donations Due (all 6 schools)
Fri Sep 23	9:30am – 10:30am PTG Meet with Principals @ BCTV
Wed Sep 28	9:30am - 10:30am PTG New Family Welcome @ Town Library 6:30pm – 7:30pm PTG New Family Welcome @ Town Library

**October 2022:**

Wed Oct 5	PTG-Deliver Gift Wrap Packets to families. All orders online only. (Fundraiser runs 10/7-10/21)
Fri Oct 7	No School
Mon Oct 10	No School
Wed Oct 12	9:00am – 11:00am PTG E-board Meeting @ SAU
Fri Oct 21	PTG Gift Wrap Orders Due

**APPROVED BY BOARD AS WRITTEN 9/14/22**