



PTG E-board Meeting September 14th, 2022 -MINUTES FINAL

ATTENDANCE ROLL CALL

Attendance:

Co-President - Maria Tomolonis; Secretary-Sue Jennato; Treasurer-Kelly O'Donnell; VP Fundraising-Lena Griggs
BHS - Sonya van der Meer Lurgio-Shailagh Klicker
MEM- Allison Gerstrung, Christina Cuzzi
PWS - Meg Duhaime RBS - Nicole Peterson
Board/Admin - Molly McCarthy
Superintendent - Mike Fournier
School Board Liaison - Mindy Bator

Absent:

Co-President - Kelli Darling; VP Publicity-Tejal Saraiya; MIS - Amy Dion; RBS - Becca Durrell
Board/Admin - Ed Joyce

SUPERINTENDENT UPDATE - Mike Fournier

Tripod survey invite has been sent to 1,000 emails. Survey will contain new questions this year linked to updated district goals.

Tutor.com will be available for grades 6-12 through student's Google accounts within the next few weeks. This is a free tutor service with chat or voice options (sessions are recorded).

Process and student safety has been reviewed.

Budget session is starting soon. Goal is for a flat budget on the operations side. Paras/Food Service and Custodians/Maintenance contracts are being negotiated

State Safety Grants-applied for \$400K, Bedford received nothing in the first round. Hoping to receive some funds in the secondary round. Targeted systems are Visitor Management System and Intruder Alert Systems and Digital Student IDs.

- Update Options for Surplus
 - GO Bags - some schools need bags, some may need supplies.
 - Security system - pending grant funding
 - Any other possible ideas from Principals

SCHOOL BOARD UPDATE - Mindy Bator

Board has been focusing on policy updates based on Legislative updates.

Community Engagement meetings occurring monthly. Next meeting is Tuesday, 9/2 at 7pm at the Town Library.

PRINCIPAL UPDATE: Positive school opening

Board voted to approve Nicole Peterson as RBS Co-PTG Liaison

*** **VOTE** *** APPROVE [AUGUST MINUTES](#) Approved by Board as written

UPCOMING FUNDRAISERS

SUPPORT DRIVE (Budget \$12,000)

- Started 8/31
- PTG flier and envelopes sent home K-8 - appears that these have been sent home

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 - Coupon to Inside Scoop for 5+ items sold

SKI, SKATE AND MORE (Budget \$18,000)

- Equipment drop off Nov 18, 5-8pm. Sale Nov 19, 9-2pm at BHS
- Committee meeting TBD

RAL has student clubs that could help with PTG events. Follow up with Shailagh as needs are known.

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
 - Newsletter w/ memo sent out to schools last week

Schools can use ORK funds to help offset the cost for families of educational field trips.

- *****VOTE***** Bereavement Donation - NAMI Donation to NAMI for BHS student that passed over the summer approved by Board.
- Event Budgets - Please share these with coordinators and Liaisons
- Surplus Update - See notes above under Superintendent Update
 - Google Meet Kits - check delivered
 - Win/Base Camp Summer Programming - not voted on yet
 - Security System, Go Bags and Other ideas - not voted on yet

Google Meet Kits are the only thing that PTG has approved surplus funds for and this money has been delivered to SAU. The board will wait to make additional decisions in hopes of learning more about security grants.

Look to have Tejal promote Google Meet Kits on social media etc.

Check with Mike on putting a small plaque on the Google Meet Kits that say "Donated by Bedford PTG" as we've done with other donated items.

EVENTS/PROGRAMS:

STAFF WELCOME BACK EVENT RECAP

Board discussed feedback on this event including budget, breakfast vs lunch, asking volunteers for supplemental items, etc.

Event was designed to be a breakfast due to cost/budget. Some schools have wanted luncheons on meet and greet day in order to provide lunch for teachers prior to the start of meet and greet.

Kelli and Maria to follow up with Mike to see if there is any SAU funding to help offset the costs of a luncheon.

Liaisons can work with principals on dates and format to ensure the best use of budgetary funds.

Board was reminded how event budgets are created, how it is important to stay within budget limits, that cash or gift card asks to supplement budgets are not allowed.

MEET THE PRINCIPALS - Friday 9/23, 9:30-10:30am @BCTV

Board members were encouraged to attend to support Principals.

Forward any questions to the PTG gmail address before the event.

NEW FAMILY WELCOME - Wednesday, 9/28, 9:30-10:30 and 6:30-7:30 at Town Library

- Need one rep from each school - it is expected that at least one person will be at each session to man the school's information table.

- Please bring following items
 - Volunteer Form QR code
 - Blue Ribbon Certificate (If Available) - These are likely not available
 - Any promo stuff from school - schools can bring giveaway items like bracelets, pencils etc that schools might have on hand.
 - List of upcoming events at their school
- Invite Principals - Liaisons should make sure their principals have been invited.
- Information folders for families - being assembled by Kelda (District Support Coordinator)

OTHER BUSINESS:

VOLUNTEER UPDATE

- Volunteer Form Update - Schools are getting volunteers via the Google form. Discussed some options of increasing these numbers (ie having teachers or room parents send the link to families to fill out)
- QR Code for tracking volunteer hours - Discussed wifi/cell service in schools being a factor in using QR codes to log hours. Access is difficult and not predictable. Board decided it is likely best to still use the sign in forms to track hours for volunteers that are in the buildings, but the QR code could still be used by people wanted to log hours that they volunteered outside of school
- Blue Ribbon Award applications - All schools have completed this. BHS had an issue but has not been able to reach NHPIE.

Discussed some confusion over the volunteer form vs InfoSnap. InfoSnap is part of the student registration system and defaults to "yes". This is a list of just email addresses without names or school affiliation. This list is used for District wide notifications sent out by Tejal and is currently limited to 2x/month. Volunteer Forms are school specific databases of families interested in learning about volunteer opportunities and includes the confidentiality agreement. If someone said Yes to Infosnap they still need to fill out the Google form to learn of schools specific needs. Need to work on better clarifying this to families. And need to work on better promoting the realm of volunteer needs (ie in school, at home, materials etc).

Open District Level Positions:

- Program Research Coordinator - interested candidate
- Principal Winter Reading Night Coordinator - interested candidate, still seeking co
- Scholastic Book Fair District Coordinator - still open
- Ski, Skate and More Co-coordinator - still open
- IAG District Coordinator - interested candidate

TREASURER UPDATE - Reviewed current P&L report. Reminded everyone to submit for reimbursement in a timely manner.

MARKETING UPDATE - Support Drive is in full swing.

Reminded everyone to submit pictures of PTG events happening at the schools.

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

PWS Liaison Report

PWS is off to an excellent start back to school. Teachers and staff are reinforcing school wide rules, playground expectations and they are looking forward to a return of school wide meetings. Students are excited to be back.

The Eagle Scouts are working with the school to repair a wooden boardwalk on the playground so it is safe for students.

Open House is scheduled for next Thursday.

Our school wide book fair kicks off next Monday, Sept 19.

Our volunteer PTG orientation is scheduled for this Friday Sept 16.

The school wide sprinkler system is underway and the new floors throughout the school look fantastic.

Memorial Elementary School – Meeting with Principal Schappler on September 12, 2022

-Mr. Schappler stated the Meet & Greet went very well and the start of the school year has been a success. He is looking forward to the new school year and to having more opportunities to have volunteers in the building.

-The teachers and staff enjoyed and appreciated the PTG welcome back luncheon that was held on the day of the Meet & Greet.

-Important Dates for Memorial:

- Book Fair September 19th -23rd
- Picture Day September 21st
- Open House September 21st

-Christine Heath, a 4th grade teacher, will be the staff liaison for Memorial to the PTG.

-For ORK/AIR, Mr. Schappler has scheduled author, Marty Kelly for March. For the 1st and 2nd grade classes, they will be working with the author to help create the story and assist with the illustrations while the 3rd and 4th graders will be working on writing the story, developing it further.

-Mr. Schappler will work with the teachers to make sure that when they are requesting volunteers that they are also asking the people to complete the PTG Google Form for volunteering including the confidentiality piece prior to having them volunteering.

-We also spoke about the surplus funds, letting Mr. Schappler know what the PTG has voted on, as well as what has been proposed for the use of these funds. Mr. Schappler was excited to hear that there will be a line item in the budget going forward to help fund supplies for the WIN Summer Program.

McKelvie:

Welcome Back Breakfast was moved to August 23rd. The event went well and staff seemed excited for the new school year.

Open Houses were held last week for 5th and 6th grade parents that was well attended. Parents were able to meet teachers and spend time in the classrooms. We also had some time after to discuss any PTG volunteer interest.

McKelvie Volunteer Orientation is scheduled for next Monday, September 19th from 9:30am-10:30am.

Google Form submissions are going well, we currently have 104 responses.

RAL liaison meeting notes from September 7, 2022

attended by: Ed Joyce, Maddie Racine, Shailagh Klicker

*PTG Welcome Back breakfast for 120 staff members was well received.

*Maddie Racine is the 2022-2023 PTG staff liaison. As Student Council advisor, she offered the help of the Student Council for this year's RAL and BSD PTG events. Mr Joyce added that other student organizations will be able to contribute as well.

*Plans for this year's Cardigan trip for the 8th graders are well underway. Guardians have

been invited to sign their children up for the event. Ongoing preparations are occurring in school each week.

*Athletic programming is well underway. Several teams are running to help ensure that any student who wants to participate in a team sport is able to find an option.

*Witch Way to Wellness is scheduled for Monday, October 31. All students will participate in several indoor and outdoor wellness activities/mini-workshops with their Advisory group throughout the entire school day.

*RAL PTG is offering any support needed for Cardigan trips and Witch Way to Wellness. Those families who have filled out [THIS VOLUNTEER FORM](#) should be on the lookout for volunteer/donation opportunities coming via SignUp Genius.

BHS PTG Report Sept. 2022

- **Welcome Back Breakfast** went well. Doing the same next year would be great. Just some minor adjustments that the PTG and parent volunteers have noted.
- **Student volunteer help:** it is fine to reach out to the advisors of honor societies, e.g., National Honor Society, Key Club, etc. as many of them have required community service to ask for student volunteer help. However, please keep Principal Bob J. and Amy Woods (who oversees RWL) in the loop about the volunteer opportunities
- **Priorities:** Principal Bob J. not sure if those funds have been received by BHS. Sonya will check with the PTG Treasurer.
- **Bereavement Gift:** BHS student Ryan Sullivan. Sonya should follow-up with Lisa Jacques. Last indication from the family was a gift to NAMI.
- Reviewed what **funds from the PTG** BHS would be receiving this year, e.g., ORK/AIR, Intersession, etc.
- Reviewed **calendar of PTG Events** for September and October
- Determined date for **Grab and Go dinners for the teachers** from the PTG for October Parent Teacher Conferences
- Discussed **Blue Ribbon Application** status
- Set next two meeting dates
- **Principal Report:**
 - Really positive start to the school year
 - Resetting the academic bar after the past two years. Cell phone usage is part of the reset; pockets have been placed in the classrooms for cell phones to be stored for the class if they are an issue.
 - Advisory carts are popular and BHS is grateful that a portion of ORK/AIR funds can be used to replenish supplies for them.

UPCOMING EVENTS:

PTG Calendar - 2022

APPROVED AS WRITTEN BY BOARD 10/12/22