



PTG E-board Meeting August 20th, 2025 @ SAU

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 - Christin Navarette

Co-President - Christina Cuzzi

Treasurer – Nancy Lundquist

VP Publicity - Tejal Saraiya

VP Fundraising – Robyn Birren

BHS- Beth Purcell

Lurgio - Jess von Wallenstein

MIS – Greia Marlow

PWS – Lena Griggs

Principal Liaison- Phil Schappler

Principal Liaison- Jen Asdot

Superintendent - Mike Fournier

Absent

Secretary- Kelli Darling

RBS- Nicole Peterson

MEM - Alison Caras

BOARD INTRODUCTIONS AND WELCOME

- Introduce New Board Members
 - President - Christina Navarette
 - Treasurer - Nancy Lundquist
 - Principal Liaison - Jen Asdot
 - Memorial (Liaison) - Alison Caras
 - BHS (Liaison) - Beth Purcell
- SCHOOL BOARD UPDATE - Kara Lamarche
- Mindy Bator has moved and resigned. Currently interviewing candidates to fill in temporary (until March election)
- Cell phone law transition discussion
- SUPERINTENDENT UPDATE- Mike Fournier
- Cell phone law discussion cont.
- Intruder alert reminder

PRINCIPAL UPDATE (PHIL AND JEN)
New teachers started (all start tomorrow)

VOLUNTEER UPDATE

- Volunteer Policy/Expectations [District Volunteer Policy](#)
- Updated Volunteer Google Form
- Remind liaisons to fill open roles at school level (if needed)
- Volunteer Orientations
- Reminder to not share pictures of other children, if pictures taken during school or school event

BOARD EXPECTATIONS

- [2025 Update PTG Bylaws](#) ***** VOTE *****
 - Quorums and voting
 - Approved as written
- [PTG Standing Rules](#) ***** VOTE *****
 - Volunteer hours reporting
 - Voted with updates;
 - Increase priorities to a max of \$3,000 per school
 - Collection of volunteer hours to be pulled from school volunteer systems (school secretaries will share spreadsheet with liaisons and we will estimate)
 - at least \$10K surplus will remain - if treasurer wants to increase \$15K, this needs a board vote
- Reminder for social media posting/photos
Photos of children are strictly prohibited due to privacy rules. Photos of tables or food displays are fine as well as photos of volunteers own child. But photos of friends, and anyone other than their own children is not allowed.
- Attendance at PTG Events
- [Conflict of Interest](#)
- Liaison monthly meetings with Principals
 - Please discuss with principals at each school having faculty liaisons in attendance at this meeting. If time does not allow please make an effort to be in close contact with this faculty member throughout the year.
- Communication
 - School level coordinators
 - Staff contact for ORK/AIR

APPROVE APRIL MINUTES ***** VOTE *****

- [APRIL 2025 MEETING MINUTES](#)- [Approved as written](#)

APPROVE MAY MINUTES ***** VOTE**

[MAY 2025 MEETING MINUTES](#) – [Approved as written](#)

TREASURER UPDATE

2024/25 YEAR END BUDGET v. ACTUAL RESULTS

2025/26 BUDGET - Review and Approve

Almost \$10K of ORK/AIR was not used.

- Need to encourage schools to use their funds, as opposed to waiting for priorities money. Helps us track how funds are used.
- Schools would like more flexibility on using ORK/AIR funds

Income

- SUPPORT DRIVE
 - Starts 8/27/25
 - Envelopes with memo sent home K-6 this year
 - Add in "Bulldog" thermometer to track progress with quarterly goals. Christina N. and Nancy will provide quarterly goals (\$5K goal first quarter)
 - Tejal will market to support "Opportunities to reach students"
 - Raffles each quarter - first quarter is a pass to ski/skate early sale
- GIFT WRAP FUNDRAISER
 - Sale runs 10/6-10/17 Packets delivered on 10/2
 - Packets going home K-4. Online ordering only for all schools
 - Bonus prize being worked out
 - Inside Scoop GC's
- SKI, SKATE & MORE SALE
 - Drop off on Fri., 10/24 from 5 pm - 8 pm
 - Sale on Sat, 10/25 from 8:30am - 1 pm at BHS, change from prev years location
 - Connect Maria R. and Robyn B. - discuss adding coat collections
- SCHOLASTIC BOOK FAIR
 - Week of 3/31-4/3
 - All elementary schools and McKelvie
- BHS PARKING SPOT RAFFLE
 - Held in May; 2 parking spots available consider moving this to April due to Graduation seat raffle
- BHS GRADUATION SEAT RAFFLE
 - Held in April; 4 seats?
 - Move graduation raffle to April and keep Parking raffle in May
- COLOR BLAST FUN RUN
 - Sunday May 31, 2025
 - Early bib pick up on Fri. 5/29/25

Expenses

- ORK/AIR - need to help and encourage spending by schools. Process of securing item/speaker and payment.
- EVENT BUDGETS - must be shared with coordinators by liaisons This is for events that schools plan/manage like ORK/AIR, staff appr, It's a GAS, GP Day, Volunteer events, etc. We have a file that we'll update and share after the board meeting with liaisons. It is up to them to communicate with their school teams.
- COMMUNITY SPEAKERS We are considering dropping this. If so, to where do we reallocate funds?
- Staff Events Budget Increased
 - Ok to use last years volunteer list for donations (food donations not monetary)

- Keep iARTT at \$250 per school
- Staff Appreciation Week - increase \$2500 divided all 6 schools
- ORK/AIR - broaden language to include community speakers outside of school days. Increase by \$2,500 divided all 6 schools
- \$1,400 surplus - Tejal will research new newsletter email system

APPROVE 25/26 BUDGET ***** VOTE ***** Approved

PTG CALENDAR UPDATE [previously sent to everyone and on the PTG website](#)
[25/26 PTG CALENDAR](#)

TREASURER UPDATE [reimbursement form, ORK/AIR payments and form](#)
[Priorities checks printed and being delivered to schools](#)

MARKETING UPDATE

[Materials available to display at events, e.g., bulldogs, PTG banner, feather flag. Let us know if you need/want to use any of these items.](#)

[Notes in support drive section](#)

[Bulldog graphic for goal tracking](#)

[Emphasizing ORK/AIR](#)

[Quarterly goals. First quarter \\$5,000. Raffle - early Ski/Skate shopping](#)

UPCOMING EVENTS TO ATTEND/PROMOTE

- [PTG District Coordinator Mtg - Friday 9/5; 1:00pm – 2:00pm at Town Library](#)
- [Meet the Principals & New Family Welcome - Wednesday 9/24; 6:30pm – 7:30pm; at Town Library each school has a table and is expected to man the table, and that the principals are reminded about the event. Discuss the combined event and ask principals for thoughts on structure](#)
- [Principals will host tables - liaisons \(should plan to attend\) will work with them to provide information and event lists for tables.](#)

LIAISON REPORTS

RAL

- [PTG Welcome Back breakfast 8/21](#)
- [Open House scheduled for 9/11 - PTG to have table in front](#)
- [Google Classroom will have Guardian Access for parents to see assignments and allow better visibility into students' tasks](#)
- [Lion Block: New program replacing Sustained Silent Reading and allowing more targeted interventions as needed](#)
- [Cardigan: REI shopping night, Gear Up store with merch, still looking for chaperones](#)

BHS

- **Welcome Back Breakfast** is planned for August 21
- **Meetings with Dan Morris** - We are looking forward to a great school year supporting the BHS community
- **BHS Hospitality Coordinator & BHS Volunteer Coordinator** - BHS PTG is seeking to fill both roles after this school year. Unfortunately we will be losing Elise Johnson and Sue Russell

August Minutes Approved as Written- 9/10/2025