

**Bigelow PTO Board Meeting Minutes**  
**September 9, 2015, 7:00-9:00 p.m.**

**Attendees:** Jacquie Arbuckle (Co-President), Marcia Heron (Co-President), Carolyn Judge (Co-President), Anush Sahakian (Co-President), Beth Panella (Co-Vice President), Lex van der Ploeg (Co-Vice President), Magda Duchnowska (Co-Treasurer), Beth Hicks (Co-Treasurer), Vicki Spetter (Co-Secretary), Melissa Holt (Co-Secretary)

**Not Present:** Jennifer Hrycyszyn (Co-Vice President) sent her apologies for being unable to attend this meeting

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I. Introductions

II. Discussion of spring 2015 PTO survey results

- A. The survey was sent out to approximately 730 people (including incoming 6<sup>th</sup> grade parents), and 106 people responded, 40 of whom were teachers.
  - a. Some of the top-ranked priorities for the PTO included fundraising, providing a sense of community, scholarships, and supporting teachers with stipends.
  - b. New ideas generated from the survey included creating a New Family Welcome Committee (for students joining after the start of the school year), having more parent/student events, having 7<sup>th</sup> and 8<sup>th</sup> grade potlucks, and starting a booster club for athletics.
  - c. There will be 5 PTO meetings this year, and efforts will be made to hold some in the morning and some in the evenings. The next general PTO meeting will be held the morning of October 3<sup>rd</sup>.
- B. **Action items:**
  - a. Carolyn and Jacquie will discuss funding and other priorities (e.g., booster club) identified from the survey with Principal Harrison on Friday. In particular, they will ask about ways in which the PTO could best support teachers (e.g., through stipends awarded to teachers through applications for grants for classroom related projects).
  - b. A New Family Welcome Committee will be created.
  - c. There will be a 7<sup>th</sup> and an 8<sup>th</sup> grade potluck this year.

III. Review of committees

- A. Committees were reviewed, and gaps in committee leadership were identified.
  - a. **Action item:** An invitation to become involved in committees will

be sent out in the near future.

#### IV. Budget review

- A. There was a high level review of the budget. The new co-treasurers will work with former co-Treasurers and Principal Harrison to finalize the budget for the upcoming year.

#### V. Back to School Picnic (Wed Sept 16<sup>th</sup>, 5:30-7:00)

- A. Offering optional activities at the Back to School Picnic was discussed with Principal Harrison.
- B. There will be 2 food trucks and an ice cream truck.

#### VI. Brief review of other key events

- A. 8th Grade Car Wash Friday, September 18, 3-5
- B. 6th Grade Potluck Friday, September 18 at 7 at James Bryant's house
- C. Soup and Supper Stroll, November 14
  - a. Hosts will be needed, including a cocktail party host
- D. Big Night, May 7 or May 14 (final date to be determined)