



Bigelow PTO Annual Meeting Minutes June 7, 2017, 7:00-8:00 p.m.

Attendees: Marcia Heron (Co-President), Valerie Pontiff (Co-President), Jessica Gilmartin (Co-President), Jennifer Weber, Miriam Alandydy, Michelle Welford, Joana Canedo, Sally Brickell (NNHS PTSO Co-president), Todd Harrison (Bigelow Principal)

1. Call to Order

Valerie Pontiff called the meeting to order.

2. School Kidz information

The PTO is offering to the Bigelow Community the “Staples SchoolKidz, Inc. and their Teacher Tailored® back-to-school supply kit” as a service to students and parents. All the information is posted on the Bigelow website and will be sent tomorrow to current 6th and 7th grade families, by the Bigelow PTO, and to incoming 6th grade families by the school.

3. Newton North High School PSTO information

The NNHS PTSO is calling for incoming parents and guardians from Bigelow to join the PTSO as board members, officers or volunteers. Several interesting opportunities to be active and engaged in High School. Sally Brickel, the co-president, will send more information that the Bigelow PTO will share with our families.

4. Nominations from floor and vote on slate of incoming Directors, Officers and Nominating Committee Members.

Joana Canedo engaged as an active volunteer for the PTO in January 2017 to oversee web based communications. A vote was taken to approve her as the Co-Secretary for 2016-2017.

On behalf of Nominating Chair Tracey Carroll, Valerie Pontiff presented the following slate of 2017/18 officers, directors and nominating committee members. A motion was made and seconded to approve the slate as a group, with the motion unanimously approved:

- Co-President (Officer) – Jessica Gilmartin
- Co-President – Jennifer Weber
- Co-Vice President Fundraising (Officer) – Una Simmons
- Co-Treasurer (Officer) – Miriam Alandydy
- Co-Treasurer – Michelle Welford
- Co-Secretary (Officer) – Joana Canedo
- Nominating Committee – Tracy Carroll (returning)

Terms become effective September 1, 2017.



Bigelow Middle School PTO

42 Vernon Street, Newton, MA 02458

www.bigelowpto.org

5. Spending approval

- a. Gym Timer requested by PE teachers. Approved at up to \$1,000.
- b. Eighth Grade Gift: one water fountain to fill bottles outside the gym. Approved at up to \$1,500.

6. Budget vs Actual FY 2017

The fiscal year ends on 08/31/17.

This fiscal year achieved lower revenue but also lower expense than budgeted. The budget called for a net loss of around \$4,500 while the current position shows positive net operating income of around \$11,500. The gym timer and water fountain will come from these funds, as will approximately \$5,500 that will subsidize participants on the 8th grade trips. Even so, the year will likely end with positive net operating income. Treasurer Magda Duchowska at the Finance Committee meeting in May, noted that the checking account and savings account both had sufficient funds to support ongoing operations, with specific balances verbally presented at the meeting.

7. FY 2018 Budget

The Finance Committee met in May to prepare the FY 2018 budget which was presented by Miriam Alandydy. Miriam conveyed that anticipated total revenues were projected at around \$40,000, while anticipated expenses were anticipated at around \$44,500, for a budgeted net operating loss of \$4,500.

8. PTO Council request for volunteer regarding Skyward replacement

NPS is looking for some volunteer parents to evaluate demonstrations of two possible Skyward student information system replacements.

Miriam Alandydy volunteered.

9. Eighth Grade Activities

Car wash and bake sale tomorrow (6/8). Funds raised will go to 8th grade graduation. Messages and ads have been sent.

Dance is being planned: discussed cakes, more water, food for the evening, dance theme, decoration, etc. 8th grade parents are needed to help with set up and clean up and 7th grade parents to serve as chaperons. Call for volunteers will start next week.

10. Thank you to all the 2016-2017 volunteers

A hand written thank you note will be sent to all the volunteers who helped this year.

For next year: decide who writes thank you notes for donations and volunteers throughout the year.

11. Next meeting with the Principal and incoming PTO Board

Friday, June 16th, at 8:15am

Agenda: 2017-2018 calendar, 8th grade activities