



PTO Board Meeting MINUTES

January 22, 2019, 6pm

Bigelow Library

Attendance: Jessica Gilmartin, Jenifer Weber, Una Simmons, Miriam Alandydy, Joana Canedo, Kara Peterson, Todd Harrison

1. Big Night

- a. Karen Markson is the chairperson of the event this year. The committee met a few times and planning is going well. We will need more volunteers.

2. Celtics game

- a. The event on Jan 2nd was a success. 120 people attended and we received good feedback from parents. Timing worked out. It felt like a nice holiday thing to do in family.
- b. It was easy to organize with the Celtics and the kids were well taken care of.
- c. Next year we will have a stricter deadline and people will only get tickets if they pay for it.

3. Auditorium

- a. Spotlights were bought; we need to close the loop with Pops parents who raised money for it.
- b. Light board can be purchased
- c. An architect visited the school and is preparing a proposal by February break
- d. We will not ask for more funds to parents.
- e. We will publish a note about the work the auditorium committee is doing, what some of the ideas are and what we already spent money with.

4. PayPal

The PTO PayPal account needs to be changed. The account holder is a former Bigelow PTO treasurer and the contact information needs to be updated in order to be able to withdraw money from the account.



- a. PayPal requires an individual to identify as the Bigelow PTO contact person. We should have someone that will serve for a long time.
- b. Mr. Harrison offered be the contact person.

5. Teacher auction item policy

- a. Mr. Harrison will write a letter to teachers about new PTO policy for the Big Night regarding teacher donations. The PTO would like to encourage teacher donations of time, activities or others, without the expectation that it is going to be reimbursed. If there is need for reimbursement, the PTO can give back up to \$50.
- b. Big Night Committee will send a letter to ask for donations after that

6. Other fundraisers

- a. Warrior Ice Skating (2018/12) - 74 kids - \$370
- b. New Guinza (2018/11) - \$375