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## Bigelow Middle School PTO

42 Vernon St., Newton, MA 02458



[www.bigelowpto.org](http://www.bigelowpto.org)

### PTO Board Meeting

**May 31, 2019, 8:30am**

Principal's office

**Attendance:** Jessica Gilmartin, Jennifer Weber, Joana Canedo, Linda Gillepsie, Todd Harrison

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## MINUTES

### Slate for 2019-2020

Co-Presidents – Karen Markson and Una Simmons

Vice President – Joana Canedo

Treasurer – Linda Gillepsie

Secretary – open

Nominating Committee – 5 open

CASC - Alexandra Cohen

One Book One School Program - we need a committee member

(The book for 2019-2020 has already been chosen by last year's committee. It is [Refugee](#), by Alan Gratz. The committee needs to decide what activities to do around the book. One idea is to invite [David Miliband](#), chief executive of the International Rescue Committee and public policy analyst and Bigelow alumnus).

### The Cyndi Dailey-Smith and Howard B. Smith Scholarship Fund

- Create a committee within the PTO focused on raising money for this fund, over three years, in order to build up to 8th grade.
- Better not to have those funds raised exclusively by 8th grade families, too much burden
- Find a grant writer



### Mini Grants for Teachers Projects

The PTO Offers Mini Grants for Teachers projects with students during the school year. Budget for 2018-19 - \$1500.

Grant Request Protocol:

1. Send a written proposal to Mr. Harrison
2. Mr. Harrison will share with the PTO Board
3. The PTO Board will discuss and make a decision
4. There is a \$500 cap per project and a \$250 cap per teacher per year (2 teachers can sponsor one project)
5. If the project is approved by the PTO Board, teachers should pay the expenses and then request reimbursement from the PTO, using the online form on the Bigelow PTO website, where they can upload all receipts: <https://bigelowpto.org/teachers/>

### 8th Grade Graduation

Monday, June 17th, 9am

8th Grade Activities Committee will arrange cake and punch. Custodians will help set up tables at Burr Park for after the ceremony.

Call 6th and 7th grade parent volunteers: Be at school at 9am - 11am, cut the cake, move refreshments to Burr Park, help set up Burr Park. Contact Kathleen Ahern (7th Grade Counselor).

Class of 2019 Gift: Bike Rack

### Spending of FY18 surplus

Mr Harrison asks for:

- Two laptop carts of Chromebooks (28 laptops per cart). Each cart costs \$7500 for a total of \$15,000. This will enable us to give the computer-based MCAS test to two grades simultaneously, thereby reducing the number of testing days from 13 to 9.
- A student mural project on the second floor under the direction of art teacher/teaching assistant Chris LeGare for the cost of \$5000. Chris is putting together a proposal.

**Approved by the Board** depending on available funds. We need to check with the Treasurer.

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### **2019-2020 Budget**

Budget proposed by the Treasurer was reviewed and minor lines were discussed and/or changed. Comments are on the spreadsheet: [See here](#).

### **6th grade issues**

Una makes a comment about cyber bullying problems that happened with 6th grade class earlier this year and that she just learned about.

Mr. Harrison tells that they took place in December/January. The school promoted an Assembly for all 6th graders to be aware of the issues and discuss the problem. Disciplinary actions were taken with the students involved.

Una asks that the PTO board should be informed when events like that happen, so we know how the school is dealing with the issues and we can respond properly when asked by other parents. We did this successfully in 2018 when there were issues in 7th grade, and took advantage of the incident to sponsor a presentation on Micro aggressions by Urban Improv.

Mr. Harrison agrees the school will share more with the PTO.