



PTO Board Meeting  
August 14, 2019, 4:00 p.m. - 6:00 p.m.  
12 Willard St

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## Minutes

- I. **In attendance** were Una Simmons, Co-President; Karen Markson, Co-President; Joana Canedo, Vice-President; Victoria Spetter, Secretary, and Megan Flynn, Chair of the Directory Committee
  
- II. **Directory and Dues:**  
Everything is on-line  
Members must pay their dues by **9-20** in order to obtain a hard copy  
**Advertising Deadline** for Hard Copy of Directory is 9-20  
A full page ad will cost \$250 and must be print ready  
Directories will be distributed at Back to School Night on 10-3  
We are no longer using Pay Pal (due to the software) - we are now using Stripe
  
- II. **Back to School Picnic - on 9-11**  
Discussed whether it will be held in the gym or Burr Park. Una will discuss with Todd  
Food Truck- Una will confirm  
Flier- to be updated and distributed in packet  
We will be there at 5:00 to set up. We will have a table & Raffle off Celtic Night tickets
  
- III. **Volunteers-** we have a scarcity of volunteers and discussed how to get more  
We need volunteers for fundraising and to chair events  
We need 6th grade parents

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## Bigelow Middle School PTO

42 Vernon St., Newton, MA 02458



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

We need some representation from Lincoln Elliot

#### IV. **First PTO Meeting**

We discussed moving the date up, to capture new parents enthusiasm

Possible dates are 9-16 or 9-18

Una will discuss with Todd

Make it fun - perhaps a cocktail party

#### V. 8th Grade Bake Sale

Need a few 8th grade parents to take the lead

#### VI. Welcome letters

a. [Welcome message to all](#) go out on 8-25 (Karen is going to edit and share)

b. [Welcome message to 6th Grade](#) -

c. Welcome message to 8th Grade - [suggestion](#)- (Una will do this one)

#### VII Celtics night- Una is working on selecting a night

#### VIII Ten Tables

We need another co-chair. Prefer a 6th grade parent

1st Saturday in November

#### IX. Day Middle School connection- Day reached out

#### X. Walk to School Day (10/02)- We need a parent to take this on

#### XI. First Friday is meeting with Todd at 8:30 a.m.

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