



MINUTES

PTO Board Meeting
April 23, 2020, 4:30 pm
ZOOM

Attendance: Karen Markson, Una Simmons, Joana Canedo, Linda Gillespie, Vicki Spetter

Minutes

- **Big Night**
 - **Online auction** will proceed. check-in with Cheryl and Alexia via Zoom mtg to see if they have band-width to handle this; if not Karen, Una and Vicki will try to take this on.
 - **Donations:** Karen and Una will [draft](#) a letter with two options for the donors: donation will remain in place or donation will be refunded
 - How should we handle Teachers donations?
 - We need to make sure to publicize a lot all the sponsors, logos, prizes on the website, newsletters, etc.
 - At Big Night 2021: Make a point of recognizing the great supporters from last year

- [Open board positions](#)
 - **Website and Newsletter:** Gwen Hautefeuille (a 6th grade parent) has volunteered for this position - Joana is going to show her the ropes
 - **School Directory:** Vicki wil reach out to Megan to see if she onboard to do this again next year. Hopefully Gabriella will do this again next year too.
 - Hope to fill more positions after the 5th grade parent (virtual) meeting on Monday night.

- **Welcoming meeting for 5th Grade Parents:**
 - Monday night at 7:30.
 - Karen and Una will attend



MINUTES

- [PTO slides](#) on Mr. Harrison'' presentation include video we made last week and links to open positions and other website pages.

- **CASC update**

- Speak to MaryJo Fisk about her experiences & then perhaps:
 - Assess programs
 - Get teacher feedback / get buy-in from teachers
 - issue may be that teachers are feeling time pressure with exams and limited teaching time
 - the programs are linked here:

<https://bigelowpto.org/creative-arts-and-sciences-casc/>

- Money spent for CAS in 2019-2020 - All programs paid for were delivered.

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Account Instruction Expense: Creative Arts & Sciences				
Date Range 2020 2019-09-01 2020-04-22				
Report Type Accrual (Paid & Unpaid)				
Contact All Contacts				
Update Report				
Instruction Expense: Creative Arts & Sciences				
<small>Under: Expense > Operating Expense</small>				
	Starting Balance			\$0.00
Oct 21, 2019	Check 1071 - CAS (Night Skies)	\$850.00		\$850.00
Oct 31, 2019	Check 1084 - CAS Deposit (Perseus & Medusa)	\$533.19		\$1,383.19
Nov 04, 2019	Incoming check - CAS - Authorfest - Zade Educational Partner	\$116.00		\$1,499.19
Nov 04, 2019	check 1081 - Theater Espresso - CAS 10/29/2020	\$1,775.00		\$3,274.19
Nov 12, 2019	Check 1086 - CAS Authorfest Greg Mone 2nd payment	\$659.00		\$3,933.19
Nov 13, 2019	Check 1087 - Authorfest visiting author fee	\$200.00		\$4,133.19
Nov 14, 2019	Check 1083 - CAS deposit on Mone Presentation	\$34.00		\$4,167.19
Dec 23, 2019	CAS - CONCERT SERIES INVOICE - WOMEN IN WORLD JAZZ	\$1,210.30		\$5,377.49
Feb 04, 2020	Check 106 - Tanglewood Marionettes	\$533.19		\$5,910.68
Feb 28, 2020	Check 107 - Greg More CAS	\$191.00		\$6,101.68
Mar 17, 2020	Check 116 - replacement check for One School One Book Speake - Mayjam Aljaseem	\$200.00		\$6,301.68
Totals and Ending Balance		\$6,301.68	\$0.00	\$6,301.68
Balance Change				\$6,301.68
<small>Difference between starting and ending balances</small>				



MINUTES

- **8th Grade**
 - set up a FB group to start a conversation about graduation options among 8th grade families
 - follow up with a Zoom meeting
 - Solicit ideas (and parents to take initiative)

- **Issues with Schoology site**
 - discussion about whether folks are having problems with it
- **Treasurer update**

Between the Operating and Savings accounts (\$55,000) we have enough going into next year to keep us going without having to cut programming assuming we resume our regular fundraising in the fall. We may not be able to invest as much in the bigger ticket items next year like we did the past few years (Chromebooks, theater upgrade, etc) but our core mission won't be compromised.

Accounts ⌵	
Deposit Accounts	Available Current
SCHOLARSHIP x6859 Checking	\$8,295.90 \$8,295.90
OPERATING x6867 Checking	\$34,184.61 \$34,184.61
8TH GRADE x6875 Checking	\$859.16 \$859.16
POPS x6891 Checking	\$5,046.73 \$5,046.73
SAVINGS x6908 Savings	\$21,244.76 \$21,244.76
Total Deposit Amount	\$69,631.16

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