

March 6, 2013

PTO Spring Grants Meeting Minutes - DRAFT

Attendees: Beth Copeloveitch, Noelle LoConte (Chair), Mike McLain, , Beth O'Callaghan, Dana Prager, Ann Shlimovitz, Suzanne Swift, Soraya Willems-Neal

A meeting of the grants subcommittee was called to order. It was clarified that the PTO Grants Committee has approximately \$8,000 to allocate for the spring 2013 grant cycle. The total amount requested this cycle was \$17,970.74.

In a change from the fall grant cycle, the committee chair reported on the grant priorities of the principals. Noelle had met with each principal, during school hours, in advance of the Grants Subcommittee meeting.

In addition, the grants subcommittee piloted an evaluation rubric for the first time. The rubric was created to formalize and standardize the evaluation process for each committee member. The rubric drew attention to the following areas: Description of Need, Internal Evaluation Process, Budget, and Summary Remarks that identified the strengths and weaknesses of the proposal.

The committee then discussed each proposal with particular attention to the following items:

- What specific need (academic, enrichment, etc.) does the grant request fulfill,
- What other ways could that need be met, and
- How the proposal fits with the PTO funding priorities.

The committee took one of three actions for each proposal:

- 1) Forward for consideration by the full PTO Board,
- 2) Refer for further review and follow-up, or
- 3) Recommend to not fund in this grant cycle.

Each proposal was assigned a member of the Grants Committee to do individual follow-up after the meeting. Noelle will e-mail a summary document after the close of the meeting.

A full list of spring grant proposals may be found on the PTO website for review. A summary spreadsheet is also available online.

The final recommendations of the Grants Committee were prepared and will be presented to the full PTO Board for consideration and approval at the regular meeting on Tuesday, March 12th.

Respectfully Submitted,
Beth O'Callaghan, Secretary