**Blake PTO Board Meeting Minutes**

**9/27/2016**

Meeting called to order at 7pm. Claudia and Kim welcomed everyone.

Attendees – Claudia Rosen, Kim Price, Maura Gerardi, Erika Clarke, Janice Marble, Nat Vaughn, Natalie Madej

Board– Co-President – Claudia Rosen

Co-President – Kim Price

Vice President – Maura Gerardi

Treasurer – Erika Clarke

Secretary – Janice Marble

**Presidents’ Report** – Claudia Rosen and Kim Price

* Welcome back board members
* Hospitality Events for Year
	+ Teachers back to School Lunch a big success
	+ Holiday, Teacher appreciation, and End of Year Lunches to be held
* Online Communication/Branding/Publicity- Kim
* Google Docs Repository – Kim
	+ Will hold archives of minutes, grants, volunteer instructions
* PO Box is set up
* Box tops fundraiser is continuing

**Principal Report –** Nat Vaughn

* Back to school going well
* Natures classroom this week
* 8th grade canoe and icon museum trips done
* MCAS scores should be in next week
* Superintendent speaker series starting
* 15 Chinese Students and 3 teachers arrive tonight

**VP report** – Maura Gerardi

Volunteer positions –

* Committee Chairs
* Hospitality – Kim Price
* Copy Room Coordinator – Maura Gerardi
* Summer Book Sale – Diana Milezko
* Yearbook Liaison – Blake Staff Person TBD
* Summer book sale – Diana Milezko
* Eversource Coordinator – Megan Sullivan
* Box Tops Coordinator – Jane Barr
* Single Event Volunteers
* Magazine Drive – Donna Knott
* 8th Grade Cookout Coordinator – Michelle Barrett & Julie Cook
* School Supply Kits – Meghan Glenn
* 8th Grade Career Day Coordinator – Natalie Madej
* 7th Grade Ice Cream Social Coordinator – Open
* 8th Grade Reception – Claudia Rosen & Kim Price

**Treasurer Report** –Erika Clarke

Budget Review

* Ending bank balance as of 8/31/2016 was $31,860.07
* Available funds after outstanding commitments, both budgetary and committed is $5,148.92
* Outstanding commitments to date are:
	+ $2,000 Nurse's Couch
	+ $7,174 MacBooks
	+ $537.15 Canoe Scholarships
* Projected annual town dues of $9,500 to be received
* No fundraising beyond 2017 Blake Annual Appeal anticipated for 2016-2017 school year

**Secretary Report** – Janice Marble

May 2016 Meeting Minutes previously approved electronically and posted to the Thursday Packet and website

**MCPE Report**

* Fall Ball a success
* Trivia Night, 10/21 – 9pm is sold out

**New Business**

* Spirit Wear – brainstormed ideas to re-invent Medfield Spirit Wear
* Water donation for school dances: Maura motion, Claudia 2nd **unanimously approved**
* Plan annual appeal to go out in February 2017

Nat exited the meeting

**Funding requests–**

**Unanimously approved prior to meeting by Board electronic vote**:

* 15 Scholarships for 8th grade canoe trip- $537.15
* DIY Dish racks for iPad storage- $1k, $172 for shipping
* Continue Coffee and Bagels for Teachers - Celia’s Café $85 every other week

New Funding Requests –

* 12 Pro Panel Art display Panels $1,695 – Maura motion, Kim 2nd  **Unanimously approved**

Subsequent to meeting – **Unanimously approved by Board electronic vote**: $94 to purchase electronic hole puncher for copy room.

Meeting adjourned 8 pm.

**Next Meeting: 10/20/16, 7pm**