**Blake PTO Board Meeting Minutes**

**9/26/2017**

Meeting called to order at 7:05pm. Claudia & Keven welcomed everyone.

Attendees – Claudia Rosen, Keven Gallagher, Erika Clarke, Meghan Glenn, Natalie Madej, Nat Vaughn and Colleen Hawley

Board– Co-President – Claudia Rosen

Co-President – Keven Gallagher

Vice President – Meghan Glenn

Treasurer – Erika Clarke

Secretary – Natalie Madej

**Presidents’ Report** – Claudia and Keven

* Welcome back board members
* Supply Kit Updates will be given by VP, but with demand and return we discussed not doing this next year.
* Spirit Wear – Based on the interest last year and the low $$ we will not at this time move forward with Spirit Wear. We can revisit this if the need arises in the future.
* New Grant Process – A new process was written up at the end of last year and distributed to board members that will be followed as we move forward. Spreadsheet has been created for tracking grants for this year.
* Hospitality Events – We still need a coordinator for the 8th grade graduation. Erika Clarke agreed to do the coordination and Natalie Madej will help this year.
* Online Communications and Publicist will be Megan Leshnick at [meganleshnick@gmail.com](mailto:meganleshnick@gmail.com). This will be great to keep everything uniformed across the websites.
* Google Docs Repository / Email – All documents, financials, minutes, etc. should all be kept in the google docs repository. Details for access to follow.

**Principal’s Update -** Nat Vaughn

* Canoe trips have been rained out and rescheduled for this week.
* Nature’s Classroom is getting ready to kick off October 10 – 13. Construction has started at the site so has added some logistical challenges but all set.
* MIT will be visiting Blake to work with the Innovation Lab to share their methods of learning with some of the Blake students.
* Blake has designed their Blake Facebook page. Link can be found at [www.facebook.com/BlakeMiddleSchool/](http://www.facebook.com/BlakeMiddleSchool/)
* Blake Podcasts have started and will be discussing current events that will work with students and teachers and a link can be found on the Blake website to access.

**Vice President Report** – Meghan

* 2017-2018 Blake PTO Boards’ contact emails and cell numbers were distributed as well as the coordinators of each event, the volunteers that have signed up thus far for each committee. Would like to find a coordinator for 8th grade graduation but Erika and Natalie will fill in for now. Sign-ups are on-going and should continue to be publicized in the weekly email blasts. Each coordinator has been contacted by me regarding her role as coordinator and given the email addresses of the volunteers who signed up to help.
* School Supply. This year, School Kidz suffered a nationwide delay in delivery of its supplies due to a “back log” in its warehouse. Blake was minimally effected as only 3 orders were missing (bulk of the problems occurred at Memorial School.) As compensation, School Kidz is reimbursing 10% of our net sale at each school back to us. **We discussed as a board and decided that we will not be doing this program this year.**
  + At Blake, net sale was $2,540.61 so that comes to $254.06. Our profit made on the sale was $867.28 so we should be receiving a check at the end of September in the amount of $1,121.34.
  + Recommendation is NOT to use them again as the communication was not handled well and is extremely frustrating to work with. We need to ask if we even want to continue this program in general. If so research needs to be done on a different company. Have already been approached by “Mike Meadows” at 1st DAYSCHOOL SUPPLIES.com

**Treasurer Report** –Erika (by email prior to meeting)

Budget Review

* Ending bank balance as of 8/31/2017 is $32,377.65 which has to be adjusted down by $400 for Teacher Thank You Fund. Adjusted balance is $31,977.65.
* Annual Budget was approved at $9,300 and only bi-monthly breakfasts have been incurred YTD and some carry over 2017 8th Grade graduation expenses.
* Approved $300 for Jonathon Kleiman – ChallengeSuccess.org on 9/19/2017 as a funding request leaving $4550 available in the Appropriated Budget.
* Checks for all bi-monthly breakfasts were issued in September and are the only outstanding payables ($3302.20) leaving a total of $28,675.45 available.

**Secretary Report** – Natalie

May 2017 Meeting Minutes previously approved electronically and posted to the Thursday Packet and website

**MCPE Report**

* + Trvia Night will be held Nov 3rd. As of now the early seating is sold out and limited tables are left for the 9:00pm as of tonight.
  + 30th Anniversary is this year for MCPE and will hold a 30 day ribbon campaign in hops of raising $70,000
  + There is now a new updated MCPE Website medfieldcoalition.org

**New Business**

**Funding requests**

* + Speaker Series October Speaker, Jonathon Kleiman from ChallengeSuccess.org, to discuss “Being a Balanced Student” $300.  **Approved**
  + $1845 for two wireless microphones, wired mike, internet sound and labor costs – **Unanimously Approved**

Meeting adjourned 8:20pm.

**Upcoming Meeting Dates for 2017-18** (all at 7pm): 10/19, 12/12, 1/18, 3/14 & 5/17.