**Blake PTO Board Meeting Minutes**

**October 19, 2017**

Meeting called to order at 7:05pm

**Attendees:** Erika Clarke, Meghan Glenn, Keven Gallagher, Claudia Rosen

**Board-** Co-President: Claudia Rosen

 Co-President: Keven Gallagher

 Vice President: Meghan Glenn

 Treasurer: Erika Clarke

 Secretary: Natalie Madej

**President’s report-**

* Town-wide PTO meeting is scheduled for Wednesday, October 25, 2017. Martina would like to have two people from each school attend. Claudia, and possibly Keven will attend. The next town-wide PTO meeting is scheduled for January 20, 2018 at 7:00pm. The last one will be in May in which we will need our budget approved.
* Thank-You Fund options for the teachers. Last year, the teachers did well but would we want to consider doing something different this year? Options include gift cards, a lunch, or a raffle. Decision was to table this for next year; depending on how well the Thank-You Fund does this year, we can re-consider a change.
* Fundraising- Last year, we raised only $15,000 of our $30,000 goal. However, we have committed to the parents that we will not hold a direct fundraiser. An option is to have Eversource present energy efficient information to the students and offer to sell energy efficient household items. All funds go directly to the PTO, but if we tie it into Earth Day, the focus is more on energy efficiency, than on giving money to the PTO. In 2014-2015 we raised $2894. We will need to discuss this as an option with Nat.

**Principal’s Report**-

* Nothing to report at this time.

**Vice President’s Report-**

* School Supply box sets continues to be problematic. However, they did send us a refund of $1121. As previously discussed, we will not continue with this fundraiser for Blake.

**Treasurer’s Report- Budget Review**

* Ending bank balance as of 9/29/2017 is $30,540.66 which has to be adjusted down by $400 for the Teacher Thank You Fund. Adjusted balance is $30,140.66.
* Received Town Wide Dues in October of $9,546.00 (deducted $300 for Jonathon Kleiman) which is not reflected in balance above. Bank balance as of 10/16/2017 was $38,869.81.
* Received payment from Schoolkidz of $1,121.34 on 10/19/17 for school supply fundraiser.
* Annual Budget was approved at $9,300 and bi-monthly breakfasts have been incurred and carry over 2017 8th Grade graduation expenses.
* Approved items paid YTD from Appropriated Budget of $4,550:
	+ $300 for Jonathon Kleiman - ChallengeSuccess.org on 9/19/2017
	+ $1,845 for Auditorium - Can you hear me now? (Part 2) on 9/21/17
* Outstanding payables:
	+ Checks for all bi-monthly breakfasts were issued in September
	+ Approved Go Sew It - Blake Maker Space grant application on 10/18/17 for $460.23
	+ Additional prior year 8th grade graduation expenses - $341.31

**Secretary’s Report-**

* Nothing to report at this time.

**MCPE Report-**

* Currently in 30th year and actively fundraising with a goal of $75,000.

**New business:**

* We will need to start work on the Blake Appeal shortly after winter break as we want letters to be out by the end of February. This will involve printing and mailing letters to all Blake families.
* Grant request from Diane Horvath for “Go Sew It at the BlakerMakerspace”. Request is for $460.23 to purchase a sewing machine, sewing cart, and supplies to create soft wearable electronics for users of Makerspace. The board approved the grant request and a check was distributed.

Meeting adjourned 8:05