

**Blake PTO Board Meeting Minutes**  
**9/25/2018**

Meeting called to order at 7pm. Keven Gallagher welcomed everyone.

Attendees – Keven Gallagher, Nat Vaughn, Meaghan Glenn, Natalie Madej, Jennette Hasapidis, Annie May-Hugo and Erika Clarke

Board– Co-President – Keven Gallagher  
Co-President – Jeannette Hasapidis  
Vice President – Meghan Glenn  
Treasurer – Erika Clarke  
Secretary – Natalie Madej

**Presidents' Report –**

Keven Gallagher

- Clarified mission of Blake PTO - The Blake PTO helps fund activities and items that are not funded by the town.
- Fundraising for 2018-2019

Discussed whether to repeat the Blake appeal or do other fundraising. The group decided to do the Appeal once again this year. We also need to update the letter to help educate rising 6th graders. They are getting the letter while still in 5th grade and with the timing, they are not sure why they are being asked to give to Blake.

Nat Vaughn mentioned that there are many big costs that they are working on for example: Auditorium upgrades including seating, curtains, etc. Also, scholarship expense has gone up.

We discussed later as a group that the PTO would not support individual student scholarships as no vetting process for those that qualify is done, and it doesn't support the entire grade. We did discuss perhaps taking care of busing expenses for some field trips, i.e. 8th grade canoe trip, Christmas in the City, etc., as this would benefit everyone in the entire grade. These would need to be written up as a grant and approved by the group.

- Hospitality Events

Meghan Glenn led this discussion as part of the VP report. All positions are well accounted for with the exception of the Hospitality Chair. Nat will send out a direct email to plead for Volunteers. Also we plan to contact volunteers already on the list to see if they are able and willing to take on Hospitality Chair role.

- Online Communications / Branding

Meghan Leshnick updates and posts all social media, including Twitter and Facebook. She also drafts and writes up anything for the Nat's updates.

- Internal Blake Communications

Google Docs need to be our main housing for PTO Docs. Meghan will own Volunteer, Ericka will own Financial Docs and Natalie will forward minutes to Keven to house in

Google docs. Keven will group the existing documents into years. Emails will be checked by Keven Gallagher.

**Principal Report –**

Nat Vaughn

- Parent nights were well attended.
- 8th grade canoe trips are currently going on.
- 14 Chinese Students and 4 teachers are arriving tonight with an aggressive agenda as next Friday October 5-9 they will travel by bus to WDC, NYC and Philadelphia.
- Nature's Classroom will be later this year for the 7th graders.
- Stanford's Challenge Success will be training 8-10 people. This is tied to the Medfield Talk Series and procedures that the district is currently working on.
- Homework policy will be published by the school community 9/26/2018 which can be found on their website.

**Vice President Report –**

Meghan Glenn

Spoke early on about Hospitality chair listed above.

**Treasurer Report –**

Erika Clarke

All files are current in Google Drive for both the 2017/2018 SY and YTD for this year.

2018 Appeal generated \$13,894.27 with the transfer from PayPal this month.

Prior year funding requests totaled \$14,111.23. There is a separate tab in the Excel file to help separate budget and non funding requests.

Current bank balance as of 8/31/2018 is \$32,522.17. To reflect open payables of \$5,266.66 and \$359.10 for open Thank You Fund commitments, this has been adjusted down to \$26,896.41. With the new PayPal deposit, the funds available are now at \$35,434.88.

We approved the funding request for Grade 7 Wind Masters Wild Bird Presentation of \$925.

**Secretary Report –**

Natalie Madej

No Updates at this time.

**Funding requests**

- Grade 7 WingMasters Wild Bird Presentation - \$925. Group reviewed and discussed. Meghan Glenn moved to approve, Natalie Madej 2nd. All approved.

Meeting adjourned 8:29pm

Upcoming Meeting Date - October 18th, Thursday at 7:00pm