

**Lexington High School PTO
Board Meeting Minutes, September 22, 2020**



Date/Time	Sept 22, 2020, 3-5 pm
Location	Virtual
PTO Board attendees	Kim McCormick, Vineeta Kumar, Khaled Barazi, Lee Noel Chase, Betsy Wilkinson, Jennifer Gerfen, Cathay Swan, Upasna Chhabra, Kat MacDonald, Sonali Shah, Craig Sandler, Meg Khanolkar, Pathik Patel
Guest Attendees	

Action items and Upcoming Meetings

	Owner	Due date (Yr 2020)
Upcoming Meetings		
Special Board Meeting for Bylaw review and vote		October 13, 7pm
Next PTO Board Meeting		October 20, 7 to 9 pm
Action Items		
Guiding Principles: Incorporate PTO feedback in document	Vineeta K and Kim M	October 20
DEI: Reach out to local groups to encourage participation in PTO	Vineeta K and Kim M	October 20
Propose options for format of future meetings (in person, hybrid, etc)	Vineeta K and Kim M	October 20
Sign ecard for LHS Staff https://www.groupgreeting.com/sign/f9ddf0cf0d9b46f	ALL	ASAP
Promote the following to your networks: PTO membership sign up, PTO Facebook page	ALL	ASAP

Meetings Minutes

Review and Vote on Previous Minutes

June 4, 2020 Meeting Minutes: Motion to approve by Sonali S., seconded by Jen G. All approved.

September 5, 2020 Special Meeting on Bylaws Minutes: Motion to approve by Jen G., seconded by Craig S. All approved.

2020-21 Guiding Principles

This document lays out principles under which we operate, and it will guide agenda setting, social media activity, and grant making.

Everyone agreed with the principles. There were a few comments and recommendations on the document:

- Suggest that we review terminology as context changes. For example, the meaning of words such as diversity and equity are evolving.
- We should regularly check in to make sure we are putting these worlds into action. Specifically, we should actively work to improve communication and highlight silver linings.
- The Forums group is addressing some of the issues stated in the guiding principles document through speakers that will bring together the LHS community.

Next Steps: Co presidents will discuss comments and modify the document as needed.

Election for VP IT Positions

- PK Shiu and Pathik Patel were nominated for VP of IT.
- Jen G. moved to hold the vote, Lee Noel C. seconded the motion. All were in favor.

Treasure and Membership Update

Treasurer

- Current budget is \$44,100 vs \$43,891 last year
- Raised \$34,652 thus far
- We have the opportunity to increase the budget by \$25,000 with Tech Fund
 - Received approval from the School Committee to donate funds raised for technology needs to LHS
 - We are seeking to raise \$25,000. LHS has already ordered headsets as they are needed immediately. LHS understands that we are not committed to giving them the \$25,000.
 - Kim and Audra will roll out a marketing campaign for this fund. Please reach out to them if you would like to help.
- [Current Budget and P&L](#) - 1st slide for budget [here](#)

Membership

- Compared to last year, membership is up but funds raised are down. Last year we got a few large donations of \$1,000. This year we have not seen single donations of this amount.
- Thus far we have 1288 individual members. At the end of Oct 2019, we had 804 individual members
- We are giving away Abbott's Frozen Custard gift cards and #LHStogether key chains to promote membership
- Suggestion that we use a flashy header for the membership drive emails to capture people's attention.
- **BOARD ACTION - promote membership to your networks**

Hospitality Update

- Teachers: Hospitality team is creating goodie bags for all teachers and plans to drop them off at LHS at the end of this week. LHS admin staff will mail goodie bags to teachers that are fully remote.
- Custodians: Planning a pizza party for the custodians to show our appreciation.
- Staff appreciation: Staff will be sent an ecard. We will publicize it in the weekly newsletter and encourage all families to add their name and a few works of thanks.
 - **BOARD ACTION** - fill out the ecard <https://www.groupgreeting.com/sign/f9ddf0cf0d9b46f>
- Hospitality team would like to do something once a month to show our appreciation for teachers and staff. Some ideas include a food or coffee truck, and LHS Together t-shirts.
- LHS Merch: Hospitality is working with Tricon to set up LHS merchandise, a temporary online store where kids can buy LHS branded clothing over a period of a few weeks.
- A Zoom coffee is being planned for parents that are new to the Lexington school system

Communications Update

The PTO newsletter will be sent out on Wednesdays. Deadline for submissions is the previous Friday at noon.

Social Media: We got 200 followers on Facebook in 20 days. Plan to launch LHS Twitter account in January 2021. **BOARD ACTION - follow us on FB and promote this to your networks.**

Forums Update

Two events have already been scheduled and a third is in progress

Scheduled:

- Forum with LHS counselors on 9/30
- Forum with Engaging Minds on Executive functioning on Oct 14

In progress: session with Julie Fenn on managing student stress

Grants Update

The first round of applications were due on September 15. Two applications were received. Both were for technology - headset and teaching software. Headsets have already been purchased by the school so we declined that application. The ask for software was denied because it is well above our budget of \$750 per grant.

November 1 is the due date for the next round of applications

There are four official grant deadlines, and we will consider applications on a rolling basis as needed.

Bylaws Status

We will have a formal vote on the [bylaws](#) on October 13. Eleven board members must be present for the vote to occur.

SPECIAL BOARD MEETING for Bylaw review and vote - Tuesday, October 13, 200, 7pm

Diversity, Equity, Inclusion (DEI)

The PTO had a discussion on how we can be more diverse and inclusive. We agreed that as a board we have made progress in the areas of DEI, and recognize that we should continue improving in this area. Below are some of the ideas discussed on how we can improve:

- Send liaisons from the PTO to attend meetings held by other groups, such as METCO and Chinese American Association of Lexington, so that we bring their perspective to the PTO.
- Invite people from these other groups to attend PTO meetings.
- There are a lot of groups in Lexington. Will be difficult to send representatives to each. Also, what would the expectations be for those representatives?
- One idea is to break the organizations into two types of groups:
 - Officially regulated organizations like METCO and SEPTA where we send a representative
 - Town groups, such as Chinese American Association of Lexington and Indian Association of Lexington, where we invite them to join PTO meetings

The Presidents will reach out to these groups as proposed.

PTO Operations in the time of Covid

The PTO discussed how we should operate. At the moment, all meetings are virtual. There are some members who feel we should have hybrid meetings, with members of the board in person (if they are comfortable doing so) and others dialing in via Zoom.

Everyone agreed that using Zoom does make the meeting more accessible as people can attend from anywhere. Also, alternating the meetings times will make the PTO meetings more accessible.

The Board asked the Presidents to propose options for future meetings and discuss at the next meeting.

**Lexington High School PTO
Board Meeting Minutes, October 13th, 2020**



Date/Time	October 13, 2020 @7pm
Location	Virtual
PTO Board attendees	Kim McCormick, Vineeta Kumar, Khaled Barazi, Lee Noel Chase, Betsy Wilkinson, Jennifer Gerfen, Cathay Swan, Upasna Chhabra, Kat MacDonald, Pathik Patel, Chaula Patel, PK Shiu
Guest Attendees	Becky Barrentine

Action items and Upcoming Meetings

	Owner	Due Date (Yr 2020)
Upcoming Meetings		
PTO Board Meeting with the President		October 16, 9am
Next PTO Board Meeting		October 20, 7 to 9 pm
Action Items		
None	N/A	N/A

Meetings Minutes

By-Laws Voting and Implementation
<p>October 13th meeting's primary objective was for a formal vote on the bylaws, by PTO members with whom, the official, newly revised document was shared on September 13th, (30 days prior).</p> <p>Eleven PTO members are needed to be present for the vote to occur; Total of 13 members were in attendance</p> <p style="padding-left: 40px;">1. Vineeta Kumar</p>

- 2.Pathik Patel
- 3.Betsy Wilkinson
- 4.Jennifer Gerfen
- 5.Becky Barrentine
- 6.Cathy Swan
- 7.PK Shiu
- 8.Kim McCormick
- 9.Kat McDonald
10. Khaled Barazi
11. Chaula Patel
12. Upasana Chaabra
13. Lee Noel Chase

In a motion to adopt newly submitted Bylaws officially shared on 13th September, 30 days prior, all 13 members in attendance voted in favor of adopting the newly revised by-laws. Zero votes against adoption of the new Bylaws.

With all 13 votes in favor, revised Bylaws are considered implemented effective immediately.

Meeting adjourned at 7:15pm.

**Lexington High School PTO
Board Meeting Minutes, November 17, 2020**



Date/Time	Nov 17, 2020, 7-9 pm
Location	Virtual
PTO Board attendees	Kim McCormick, Vineeta Kumar, Lee Noel Chase, Catharine Swan, Sonali Shah, Craig Sandler, Meg Khanolkar, PK Shiu, Upasna Chhabra, Kat Macdonald, Betsy Wilkinson, Rositza Rahev, Audra Myerberg, Meg, Khaled Barazi, Miranda Clarke
Guest Attendees	Samantha St. Lawrence and 3 students - Pip Fletcher (Junior) Isolde Edson (Junior) Alicia Li (Sophomore)

Action items and Upcoming Meetings

	Owner	Due date (Yr 2020)
Upcoming Meetings		
Upcoming Meetings, Closing remarks and Adjourn 1. Friday, Nov. 20, PTO Board Officers & Principal, 9am 2. Friday, Dec. 11, PTO Board Officers & Principal, 9am 3. Monday, Dec. 21, PTO Board Meeting, 7pm		N/A
Action Items		
Rositza and Khaleed to provide a cut-off for Thank you notes to PTO donors	Rositza and Khaleed	ASAP

Meetings Minutes

Review and Vote on Previous Minutes
<ul style="list-style-type: none"> Sonali motioned to approve the October meeting minutes, Vineeta seconded the motion, all board members in attendance voted in favor
Guest Presentation - Lexington in Conversation (Previously called <i>Speaker Series</i>)
<ul style="list-style-type: none"> Samantha St. Lawrence, LHS teacher, spoke about Lexington in Conversation, a Biannual, program with author visit at the end. Three of her students joined to share their experiences.

- Focus - creating shared experiences across the community and expose school to live authors
- Democratic system for selecting text and rubrik has been developed.
- Pop-Up Museum - 12 exhibits were portrayed in LHS library.
- Selection committee's recommendation is The Nickel Boys by Colson Whitehead.

https://docs.google.com/presentation/d/1Q1Qqck6w1vpQXnwGt7ObAE8Fj_roj65_SS3mV9tYBB4/edit?pli=1#slide=id.ga9a44f9621_0_34

Board discussed interest in expanding to other subjects (history, science, architecture, drama, etc.)

Thank You Notes

- Lexington Minuteman and Colonial Times showcases the article for thanking PTO donors.
- Board agreed to send handwritten thank you notes on LHS PTO postcards for donors above a certain amount.
- Action: Khaleed and Rosita to provide a cut off date (action captured above)

Guiding Principles

- METCO going forward will be referred to as Boston Based Families, Barbara Hamilton said that they would like to be more involved in PTO. These families have a lot going on so now may not be the right time to have a representative attend PTO meetings.
- SEPTA and IAL meetings scheduled for week of Nov 15th
- Cary Library - Has an advisory board, discuss how to engage with Teens, virtual programs, and have other ideas.
- LexPride - not ready for representation, will work closely with communications

Treasurer and Membership Update

- Current Budget [Slide](#) and [P&L](#)
- Membership Enrollment Status <https://drive.google.com/file/d/1i-Ee3EIsWlhew0TurTkA1Sakqm1BERiJ/view?usp=sharing>
 - 1032 members
 - 444 families ordered directories
 - 367 families contributed to the COVID-based equipment fundraiser
- Total PTO Funds - \$48,375
- \$11,771 spent - paypal fees, printed directories, teacher grants, wellness, etc.

Hospitality Update

- Roxy grilled cheese for teachers is planned for Friday
- Merch - over 150 orders were placed; available in next couple of weeks
- Exploring creating care package for all remote students; soon to be finalized
- Exploring creating a Class of 2021 lanyard with the main office staff

IT Update

- Confidentiality agreement has been signed off
 - Digital Signature - [Confidentiality Agreement](#)
- Emails have been updated removing the “vp” from the committee (e.g. hospitality@)

Grants Update

- This year’s grant budget equals \$8379
- Craig S motioned to approve the committees recommendations, Vineeta seconded the motion. All attendees approved.
- Jan 15th and Mar 15th are the next two deadlines for grants applications.
- Rositza and Khaleed will be cc'd on the communication back to the teacher.
- Karen Fu is the new member on the committee.

Board Search Committee Update

- Starting to build a board search committee for the next school year.
- Search committee will be initiated with people who were part of it last year.
- Questionnaires for the current PTO board and outreach for the presidency will be developed and circulated by Pathik.
- Having a teacher be part of PTO is an option board search committee may explore.

Forums

- Next forum is on Dec 8: Family Health and Well-Being
- Develop Speaker series
- Town resources potpourri
- Health and nutrition
- Leveraging local resources and engaging the community
- Implement a feedback loop for zoom invites to get immediate feedback.

Communications

- Develop Covid related activity focused on Peer mentor or student committee - could lead a group of student leaders, student council, student senate, SAD, and others.
- ACTION: Ask Andrew S. how best to promote mask wearing at upcoming Principal’s meeting.

Silver Linings

Pursue developing 'silver lining', 'we all belong' and inclusivity Forum.
Widening the network and engaging community - bring it to the high school
Meeting invitation to follow

https://docs.google.com/document/d/1RmdTHHJ0xkfVQhdylZNA33n1hIEDguyYghLFUdZa_IE/edit?usp=sharing

Any Other Business

- In a motion to approve 550 Blue Lanyard 'LHS Seniors can virtually do anything', with a total cost of just under \$780 all voted in favor. Betsy motioned to approve, Sonali seconded, all voted in favor.
- Lexington hybrid model has been deemed as one of the best in the tri-state area.
- Each team to develop a folder with an overview of structure in a 'read me' type document

Meeting Adjourn

Kim M motioned to adjourn, all in favor.

**Lexington High School PTO
Board Meeting Minutes, December 22, 2020**



Date/Time	Dec 22, 2020, 7-9 pm
Location	Virtual
PTO Board attendees	Kim McCormick, Vineeta Kumar, Lee Noel Chase, Catharine Swan, Sonali Shah, Craig Sandler, PK Shiu, Upasna Chhabra, Kat Macdonald, Rositza Rahev, Audra Myerberg, Khaled Barazi, Chaula Patel, Pathik Patel
Guest Attendees	Assistant Principal Andy Baker PTO Members: Vladimir Bulovic, Deepti (IAL Liaison), Cerise

Action items and Upcoming Meetings

	Owner	Due date (Yr 2020)
Upcoming Meetings		
1. Friday, Jan. 15, PTO Board and Principals' meeting, 9-10am		N/A
2. Tuesday, Jan. 19, PTO Board Meeting, 7-9pm		
Action Items		
Search for possible board members for the 2021-2022 school year	All	Ongoing

Meetings Minutes

Review and Vote on Previous Minutes
<ul style="list-style-type: none"> Kim M motioned to approve the November meeting minutes, Craig S seconded the motion, all board members in attendance voted in favor
Guest Presentation - Andy Baker
<ul style="list-style-type: none"> Andy Baker presented on the topic of the Advisory, including its purpose, goals, format and feedback to date. The Advisory is held biweekly and 4 have been held this school year.

The presentation can be found here - https://docs.google.com/presentation/d/1PCR8kFvf29OE0CmKlgugMlxL_cIf4gsMbGeG57-OCnk/edit?usp=sharing

Mission update and “good news”

- Vineeta shared the key accomplishments of the PTO from September to December 2020. Some of the highlights include the following:
 - 2000 PTO members
 - 17 emails sent to the PTO Community
 - 5 Forums attended by over 200 people
 - \$15,000 raised for Covid related equipment
 - Partnerships initiated with ABCL, CAAL, JPLex, KoLex, IAL, SEPTA, BBF, LexPride

Grants Update

- [Grants Committee Update 12.22.20.pdf](#) was shared and reviewed
- Jennifer motioned to approve the two grants listed below and Khalid seconded the motion. The PTO board approved these grants.
 - Spanish teacher Ryan Casey requested funding for a training and mentorship program to design a full unit’s worth of blended, self-paced, master-based lessons, \$495 (details: <https://bit.ly/caseygrant>)
 - DLP teacher Ashley Gillooly requested funding for games, puzzles, crafts, etc. to explore & develop lifelong leisure skills, \$170 (details <http://bit.ly/gilloolygrantREV2>)

Treasurer and Membership Update

- Current Budget Slide and P&L (<https://bit.ly/3aCrRm2>)
- Raised \$51,500 (this does not include the \$15,000 raised for Covid related technology)
- Available: \$15,348 (excl. \$17,652 dept contributions, grants and restricted/designated contributions)
- If any of the board members feel that they need to adjust their budget for the remainder of the school year, please speak with Khalid and Rosittza.

Hospitality Update

- Holiday celebrations were moved to Jan 8th due to the snow day on the original date
- Plans for Jan 8 include a desert bar, lunch for custodians, coffee and treats for cafeteria workers, and gifts for nurses and office staff.

Board Search Committee

- Currently there are 10 open board positions. The list can be found [here](#)
- No progress has been made on finding people to join the Board search committee.
 - Vineeta will join and will also recommend a few people.
 - Pathik will reach out to the Diamond and Clark PTOs to see if their members are interested in these open positions.

Forums

- Upcoming forums include the following:
 - Life after LHS in January. There will be 3 separate sessions over 3 evenings: one for juniors, one for seniors and one for parents. 22 college students have signed up to attend the panels. Andy Baker, Martha Queenin and Jen Rooney will host the 3 sessions.
 - Forum with Michelle Ciccolo on Feb 25
 - Forum on Substance Abuse on March 9
 - Forum on health issues related to the transition to colleges with Julie Fenn on May 11
- The board discussed the positive feedback received on the closed captioning offered at the last Forum and whether we should fund this for future Forums. No decision was made.

Communications

- Miranda is looking for volunteers for the PTO newsletter. Specifically she needs a web person who can do content additions on the web. The suggestion was made that we reach out to students to volunteer.

Other

- The PTO will join with the PPC and LEF to support the COVID Surveillance Testing that is being rolled about by LPS.

Meeting Adjourn

Kim M motioned to adjourn, all in favor.

**Lexington High School PTO
Board Meeting Minutes, April 27, 2021**



Date/Time	Apr 27, 2021, 7-9 pm
Location	Virtual
PTO Board attendees	Kim McCormick, Vineeta Kumar, Lee Noel Chase, Catharine Swan, Sonali Shah, Craig Sandler, PK Shiu, Upasna Chhabra, Kat Macdonald, Rositza Rahev, Audra Myerberg, Khaled Barazi, Chaula Patel, Pathik Patel, Miranda
Guest Attendees	None

Action items and Upcoming Meetings

	Owner	Due date (Yr 2021)
Action Items		
Board to vote on newly slated Board members for school year 2021-2022	All	May
Add meeting minutes link to the following meeting agenda	Secretary/President	Ongoing
2021-2022 Budget	All	May

Meetings Minutes

Review and Vote on Previous Minutes
<ul style="list-style-type: none"> Vineeta motioned to approve the March meeting minutes, Craig S seconded the motion, all board members in attendance voted in favor Meeting minutes to be added to meeting agendas going forward. Post meeting note April meeting minutes were shared with the PTO board members via email on 12 April
Graduation
<ul style="list-style-type: none"> Virtual ceremony will be held similar to 2020, Thursday, 9th Jun followed in-person ceremony June 12th at Tsongas arena with 2 attendees per student.

- Senior celebration is planned for June 6th. There is no individual cost to students. The event funding is solely via fundraising.
- Red carpet, live stream interviews, games, dancing, desserts, etc. is under planning. Volunteers are needed.
- Financial support from PTO is requested. \$6000 is recommended which is in alignment with previous year's funding.
- Treasurers (Rositza and Khaled) confirm no concerns with \$6000.
- PTO agrees to provide a maximum of upto \$6000 to ANGP.

Vineeta motioned to approve. Betsy seconded the motion. All board members voted in favor to provide up to \$6000 for the purpose of class of 2021 graduation celebrations.

Mini Grants

- None to approve at today's meeting. A few mini grants are under review and will likely be presented at the next board meeting.

Forum Update

- 'Splash' planned for 17th May for kids returning to school in person

Treasurer Update

- No key change this month
- Raised \$51K
- \$19.5K available
- \$7.4K is designated
- Significant portion of the budget is spent for students and teachers which aligns with the PTO mission of supporting students and teachers

Board Search Committee

- Today's meeting - Board members to familiarize with potential new members; Formal vote at next month's meeting
- Co-president - Jennifer Garten
- Co-treasurer - Hema Gandhi
- Co-secretary - Thilaka Ramesh
- Mini grants - Debra Morales and Subha Sainathan
- Hospitality - Beth Briggs
- Membership - Evelyn Huang
- IT - Mai Yang
- Forums - Ting Fang
- Recruitment - Dongzi Yu

Letters to past volunteers and middle school PTO resulted in highest responses and eventual recruitment

Hospitality

- Full week of events are planned for National Teachers Appreciation Week starting on May 3rd.
- 252 (of 572 spots) are slated for thank you notes. Board members are encouraged to sign up for helping write up remainder of the notes.
- Lemonade stand is planned for Friday of the last full week of school

Forums

- Readiness for 2021-2022 school year for events is under planning; meeting planned for 17 May
- Upcoming forum - 12th May on global engagement on career goals. The event is extended to parents. Smaller facilitated sessions are planned
- Healthy relationship forum for senior's parents is under discussion. Likely to materialize in May.

IT

- IT - NO issues reported by board members

PTO Site Council Elections

- Voting opens
- 2 members with most votes will be elected for 2 year term

Lexington in Conversation

- Lexington in conversation
 - Colson Whitehead is booked
 - Team read 5 different books and unanimously voted on **'Interior Chinatown' by Charles Wu (screenwriter)**
 - Vanishing half received 2nd most votes
 - Written in screenplay format; premise is trial and contemplates various racial issues; no sex or violence
 - Exact date in fall tbd; proposal is to have evening presentation, smaller groups of children and then have an interview with Samantha which will be recorded and a full broadcast across classrooms simultaneously. Night session for parents.
 - Total cost is approx. \$15K - \$17K; May require some fundraising to support financially
 - Mini Grant for books is already approved by the PTO. Currently, no additional financial support slated by PTO.

Other Business

- **2021 - 2022 budget**
 - Budget process for the following year - each board member to review what was slated for the current school year and adjust for what maybe needed next year.

- Timeline - Budget to be compiled for each function to be reviewed at the next meeting in May.
- **PTO wrap party** - June 1st, outdoor party; Vineeta to host.
- **Communications** -
 - Last PTO newsletter on 14th April opened by 30% recipients (949 opened)
 - Follow up communication for correction opened by 46% recipients (1498 opened)
 - Total no. of newsletter recipients have been reduced by 750
 - Staff members have not been included historically due to concerns with high email traffic.
 - Covid 19 pooled saliva testing is being adjusted for MCAS; only children taking the MCAS test in school will be tested.
 - Newsletter content in next few weeks to be sent to Miranda's gmail account (instead of PTO account) due to Miranda's travel.

Upcoming Meetings

- Principal's meetings
 - May 21st @ 9 am
 - June 11th @ 9 am
- PTO Meetings
 - May 25th
 - June 15th

Meeting Adjourn

Vineeta motioned to adjourn, Craig seconded the motion.
All board members voted in favor to adjourn.

**Lexington High School PTO
Board Meeting Minutes, May 25, 2021**



Date/Time	May 25, 2021, 7-9 pm
Location	Virtual
PTO Board attendees	Kim McCormick, Sonali Shah, Jennifer Gerfen, PK Shiu, Upasna Chhabra, Kat Macdonald, Rositza Rahev, Audra Myerberg, Khaled Barazi, Chaula Patel, Meg Khanolkar
Guest Attendees	None

Action items and Upcoming Meetings

	Owner	Due date (Yr 2021)
Action Items		
End of Year Party		June 8
Add meeting minutes link to the following meeting agenda	Secretary/President	Ongoing
PTO Meeting with Principal		June 11
Final PTO Board Meeting		June 15

Meetings Minutes

Review and Vote on Previous Minutes
<ul style="list-style-type: none"> Jennifer motioned to approve the April meeting minutes, Rositza seconded the motion, all board members in attendance voted in favor
Board Search Committee
<p>New incoming board members -</p> <ul style="list-style-type: none"> Co-president - Jennifer Garten Co-treasurer - Hema Gandhi Co-secretary - Thilaka Ramesh Mini grants - Debra Morales and Subha Sainathan

- Hospitality - Beth Briggs
- Membership - Evelyn Huang
- IT - Mai Yang
- Forums - Ting Fang
- Recruitment - Dongzi Yu

Board members vote for new officers as listed above.

Sonali motioned to accept the board officers for FY 2022; Khaleed motioned to approve. All members in attendance voted in favor to enlist new, incoming board members as listed above.

Rositza Racheva, Betsy Wilkenson, Kat Macdonald, Lee Noel Chase, and Upasna Chhabra have terms that are ending effective June 30, 2021.

Treasurer Report

- 2021 P&L as of current -
 - Total raised - \$70.1K
 - Total expense FY2021 \$61.9K
 - Net operating income - \$8.3K (this is the total amount remaining as of the date of this meeting, expect about \$1,000 of expenses so we will end the year at around \$7,000 remaining)
- FY2021 ends on June 30th. All members are requested to submit all expenses ASAP.
- Membership for FY2022 is significantly higher than previous years. Years preceding FY2021 may be an indicator of how much \$\$ may be raised next year (lower than FY2021).
- Budget for FY22 - to be reviewed and finalized at the June meeting

Graduation 2021

- Starry night will be on Lex media with live streaming
- Graduation event will be at Tsongas arena
- Team reached out to chamber of commerce; several businesses contributed

Mini Grants

- Last mini grant approved for Nighttime Observational Astronomy kits for Jonathan Ng's Earth & Space Science classes
- FY2021 has been light in spend as compared to previous years
- Multiple grant cycles worked well this year

Hospitality

- Lemonade stand with cookies is planned for around June 16 (exact date be finalized)

Forums

- Participation for 2021 has grown by 20-25% with on-line platform
- Forums for 2021 is wrapped up
- Forums team has created a feedback form that will be out in the next weekly newsletter.

Special Projects

- Site Council Elections
 - Site council election winners for this year are Alix fox and Kuen Chang Zheng
 - Kathy Swan and Andrew Stevens will co-Chair; term is for 3 years
- Samantha St. Lawrence, Lexington in Conversation
 - *Interior China town* - Book is provided to all LHS teachers for free
 - Samantha is working on a video promoting the book and the event
 - Cary library has ordered 50 in-print books and unlimited audio books
 - Author agreed to a VIP mocktail event
 - **The event is planned for Nov 11th**

Other Updates

- IT - None
- Communications - None
- Membership - Hand off to Meg

New Business - Ideas for 2022

- LHS high school: Space will continue to be an issue as there are not current plans to build a new high school. Is there something creative the PTO can help with on this issue.
- Rebuilding parents community for 'back to normal' school potentially next year
- Field day for parents

Upcoming Meetings

- Principal's meetings
 - June 11th @ 9 am
- PTO Meetings (explore in-person meeting)
 - June 15th
- PTO Party
 - June 1 6-8pm; Spouses are invited

Meeting Adjourn

Sonali motioned to adjourn, Audra seconded the motion.
All board members voted in favor to adjourn the meeting.

**Lexington High School PTO
Board Meeting Minutes, June 15, 2021**



Date/Time	Jun 15, 2021, 7-9 pm
Location	Virtual
PTO Board attendees	Vineeta Kumar, Kim McCormick, Sonali Shah, Jennifer Gerfen, PK Shiu, Upasna Chhabra, Kat Macdonald, Pathik Patel, Rositza Rahev, Audra Myerberg, Khaled Barazi, Chaula Patel, Meg Khanolkar, Lee Noel Chase, Betsy Wilkinson, Catherine Swan, Miranda Clark, Craig Sandler
Guest Attendees	Hema Gandhi, Thilaka Ramesh, Debra Morales, Subha Sainathan, Beth Briggs, Evelyn Huang, Mai Yang, Ting Fang, Dongzi Yu

Action items and Upcoming Meetings

	Owner	Due date (Yr 2021)
Action Items		
Add meeting minutes link to the following meeting agenda	Secretary/President	Ongoing
PTO Meeting with Principal	Complete	June 11
Final PTO Board Meeting	Complete	June 15

Meetings Minutes

Introductions
<p>A round of introductions including the following new incoming board members -</p> <ul style="list-style-type: none"> ● Co-president - Jennifer Garten ● Co-treasurer - Hema Gandhi ● Co-secretary - Thilaka Ramesh ● Mini grants - Debra Morales and Subha Sainathan ● Hospitality - Beth Briggs ● Membership - Evelyn Huang ● IT - Mai Yang ● Forums - Ting Fang ● Recruitment - Dongzi Yu
Budget

- Vineeta motioned to approve the budget as proposed for FY 2021-2022 in the total amount of \$53,500 Audra seconded the motion, all members in attendance voted in favor to approve. No changes proposed.

FY 2021 Successes

- IT - Established google systems and accounts for the year with dedicated LHS PTO account
- Board search committee thanks Beck Barrentine with documenting processes and organization 19 applicants, 10 positions all filled with 4 dads and 5 ethnicities
- Newsletter and web communications -
 - 216 FB followers, 44 weekly newsletters and 15+ spotlights
 - 36 special announcements emails
 - Web traffic for visits, unique visitors and page views have all been up this year
- Mini grants
 - 24 grant applications with 18 awarded across 9 departments
 - 4 additional grant application funded outside of grant budget
 - \$8484 granted
- Forums
 - 11 forums with subjects across family services, state education policy, adjusting to LHS; approx 2000 in attendance (min 30, max 60 attendees)
- Membership
 - 2036 members with \$48,515 in membership revenue; raised over \$13,467 in fundraiser
- Hospitality
 - Hospitality events were significant this year
 - \$>13,000 budget utilized
- Treasurers' update
 - Total raised \$70,183 (includes membership and tech fundraiser)
 - Total spent \$64,000