

**Lexington High School PTO
Board Meeting Minutes
September 13, 2021**

Date/Time	Monday September 13, 2021 7 - 9 pm
Location	Jen Gerfen's home & zoom
PTO Board attendees	Kim McCormick, Jennifer Gerfen, Sonali Shah, Thilaka Ramesh, PK Shiu, Meg Khanolkar, Evelyn Huang, Audra Myerberg, Khaled Bharazi, Dongzi Yu, Subha Sainathan, Mai Yang, Catharine Swan, Hema Gandhi, Ting Fang Zoom participants: Debra Morales, Miranda Clark
Guest Attendees	Between 2-6 parents joined parts of the meeting.

Opening Remarks
Welcome by Kim and Jen All board members introduced themselves
PTO Mission and Calendar
The Presidents shared the draft goals and all Board members agreed to them. The following are the PTO goals for the 2021-22 school year: <ul style="list-style-type: none"> ● Building community ● Curating information ● Nurturing Trust <p>The PTO will meet monthly, generally on the second Monday of the month from 7 to 9 pm. The PTO meets with the LHS Principals monthly. Dates are forthcoming. The PTO eNewsletter is sent out weekly on Mondays</p>

PPC Meeting

Jen attended the first monthly PPC meeting. This is a meeting of all LPS PTOs. Below are a few of the highlights:

- All eligible students who want to participate in after school activities must be vaccinated
- The Superintendent is taking the time in school requirements from the state more seriously than in previous years
- The total budget for Lexington schools this year is \$140 m, 85% of that goes to staffing

Secretary's Update

[Please update the LHS Board contact spreadsheet.](#)

The Secretaries will document the minutes of the monthly meetings and circulate them prior to the next meeting. At each PTO meeting, the board will vote to approve the previous month's meetings.

Finance

The budget for the 2021-22 school year is expected to be around \$50,000.

The Treasurers will send an email to the department heads with information on their budget for the year and how they can access it.

The Treasurers will share the latest budget with the PTO on a monthly basis.

Membership

\$43,000 has been raised and 1094 members have joined to date.

The Membership VPs will send three more emails to remind people to sign up for the PTO. Directories will be printed in October.

So far 179 people have signed up to volunteer with the PTO.

Hospitality

The Hospitality VPs are planning to do one event a month for the teachers and staff. They already brought treats to the teachers during the first week of school!

Cathy motioned to hold a separate fundraiser for hospitality to fund these monthly staff and teacher appreciation events. Craig seconded the motion and the entire board approved.

Forums

The Forums team plans to host approximately one event a month. They surveyed the community last June and learned that the following topics are of particular interest - managing screen time, mental health, and substance abuse.

The school has a forum on cannabis use in October so there will not be a PTO forum that month. The team is planning for a session with the school counselors in November and a forum on executive functioning in December.

So far, all of these forums are planned to be conducted via Zoom.

Grants

The first deadline is Sept 15. Two applications have been submitted to date.

Nov 15 is the next deadline, but we will consider grants as they come in like we did last year.

Communications

Three newsletters have been sent today with an approximately open rate of 35%

The deadline to submit information for the weekly PTO newsletter is every Wednesday at 5 pm. The newsletter goes out on Sunday night.

We have about 250 followers on Facebook

The communications team needs help, particularly editors for the weekly newsletter. Please contact Miranda if you can help or send volunteers her way.

IT

Everyone should have their email addresses set up and access to the Google Drive
Contact PK if you have any questions

Covid Testing

Please encourage everyone to fill out the Covid consent form. It allows school nurses to test kids in school if they are sick or if they have been in contact with someone who has tested positive.

Weekly saliva pool testing will continue this year.

Meeting Adjourn

Sonali motioned to adjourn and Meg seconded the motion. All were in favor.

**Lexington High School PTO
Board Meeting Minutes
Monday Oct 18, 2021**



Date/Time	Monday Oct 18, 2021 7 - 8:34 pm
Location	Zoom
PTO Board attendees	<ul style="list-style-type: none"> ● Kim McCormick, ● Jennifer Gerfen, ● Meg Khanolkar, ● Evelyn Huang, ● Audra Myerberg, ● Khaled Bharazi, ● Dongzi Yu, ● Subha Sainathan, ● Mai Yang, ● Katharine Swan, ● Hema Gandhi, ● Ting Fang, ● Debra Morales, ● Miranda Clark
Guest Attendees	No Guest Attendees

Welcome and Introductions
<ul style="list-style-type: none"> ● Welcome note by Kim ● Updates by Jennifer includes Meeting with speakers Eileen Jay (school committee) regarding Covid relief fund ● One of the main proposals Dr Hackett emphasized is reviving foreign languages in the elementary schools. ● Another topic discussed was the Town’s revision of the holiday policy. A master list of holidays which will be updated in the calendar online. Homework at school will be diverse when it comes to holidays and based on the individual choice of celebration students will communicate with the teachers to be exempted from homework on those days

- Issues with lunch time and kids eating locations in elementary schools.
- Guest speaker Michelle Cicolo (state representative) discussed state acts on education, student opportunity, funding across state, disparity between district, curriculum bill against racism, budget issues and netzero waste bill environmental issues. Email her with any questions (her email is on her website). One of her requests is to share information for advocacy on school population
- Vanessa Keaney (coordinator of covid testing program) is looking for volunteers to drive around for pickup /drop off between different schools. Sign up sheet available on town's website for volunteers.
- Christina, past president PTO joined the meeting today and is currently president of PPC (Presidents committee)
- Vaccinated students as of now can travel and unvaccinated students yet to be Clarified.

Secretary's Business (Tilly and Sonali - Big apologies for not being present on that day)

- Update contact list
- Minutes for sept meeting approved by all. Yeaahhhhh!:))

Finances - (Khalid and Hema)

- FY22 budget and current P&L were discussed
- \$63,500 current amount and the differences will be reconciled with the funds team
- Reports shared on the screen and can be obtained separately

Membership (Meg and evelyn)

- From the last meeting the goal was \$50,000.
- Sep 13 the we were at 43,000 and in Oct we are > 51,000
- Total number of members 1094 and now 1365
- Covid fundraiser for staff appreciation raised > 11,000.
- Final decision on PTO directory update will be concluded based on others opinions and suggestions. Timeline for the directory to be printed and mailed out is by the end of this week (round of applause)!

Hospitality Update and Plans (Kathy)

- 3 Food trucks approved for staff appreciation.
- In Sept we successfully completed breakfast for staff.
- Oct -bulletin board has apple trees with thank you notes on each apple. Almost 144 done .Two other bulletin boards will have words of gratitude
- Nov 5 th, amigo taco truck offering tacos, burritos, rice bowl or salads and cookies with individual choice following the regulations
- December -breakfast or treats planned for staff
- January -popcorn month

- Feb- coffee truck
- Appreciation acknowledgement for nurses with big thank you done
- Miranda and Aurda pictures to be sent to communication team
- **Charles Yu, Nov. 3 -Reception will be done by hospitality team in the tent area**

Forums Plans (Craig)

- Promote Cannabis and racism , adult teen dialogue on inclusion as part of events in october
- Counselor Q and A first event nov 9 at 9am in morning with parents
- executive functioning event will be held in December
- Life after LHS forum will be held in January

Mini-Grants (Subha and Debr)

- 1st round of mini grant application with one from science (Sarah Legge) looking to purchase wireless digital microscope -\$450 which will benefit for almost 75 students -Budget approved plus another \$50 for microscope covers .
- visual arts (Samantha) request for 35 mm film SLR to support students in photography.Each semester 5 photography classes are taught and 18 students in a class which totals 90 cameras She currently had 30 cameras and is in need for \$1000 to purchase 20 cameras for students to succeed in her program.
- Budgeted amount is \$3055 with 8K expectation when the drive is complete. This round \$1500 used with happy emotions around .Great work!
- Math grant request for textbooks \$350.Dept budget vs mini grant discussion to be figured out by NOV 15th

Communications Update and Plans (Miranda)

- 53% opening rate this date (readership status of newsletter)
- 3485 in total with 2458 household membership including sibling in LHS
- Reminder to follow and comment on Facebook

Check-in-MAI

- Update current folders if by year
- Create Folder under each subcategories for the year 20-21,21-22.
- Any other IT ssues reach out to Mai or PK .

Other/miscellaneous (Kim)

Tracking tools for members /directory to be set up for future board

- Board meeting invites on calendars should be received. If not reach out to kim
- 2021-22 PTO calendar
 - Nov 8, 7pm Board meeting
 - Dec. 13, 7pm Board meeting
 - Jan. 10, 7pm board meeting
 - Feb. 14, 7pm board meeting
 - March 14, 7pm board meeting
 - April 11, 7pm board meeting
 - May 9, 7pm board meeting
 - June 13, 7pm board meeting
- PTO Officer meetings with the Principal
 - Oct 29
 - Nov 12
 - Dec 17
 - Jan 28
 - Feb 18
 - March 25
 - April 29
 - May 27
 - June 17
- If possible Join Thursday morning's parents group to talk about info as part of PTO goals if possible ?oct 28
- The other dates for PTO officer meetings with the principal listed in the email. Insights Welcomed on a favorable time we could make these meetings work with Andrew and Andy .
- The author of Interior Chinatown -Charles Yu coming to LHS on nov 3rd. He will be meeting with individual classes and discussions will be held on various topics including integrating his society being asian living in CA .Meet and great with VIP at 5:00 pm followed by discussion at 6:00 with Samantha and books sign off .Tickets available .Reach out to Kim for tickets.(\$15).Reception done by hospitality PTO team
- Reach out to Kim for ticket

Adjourn

8:34 meeting adjourn .

Thank you all !

**Lexington High School PTO
Board Meeting Minutes
November 8, 2022**



Date/Time	LHS PTO Board Meeting November 8, 2022 7pm meeting start
Location	Zoom
PTO Board attendees	<ul style="list-style-type: none"> ● Kim McCormick, ● Jennifer Gerfen, ● Thilaka Ramesh ● Audra Myerberg, ● Khaled Bharazi, ● Dongzi Yu, ● Subha Sainathan, ● Cathy Swan, ● Miranda Clark
Guest Attendees	No Guest Attendees

Welcome
<ul style="list-style-type: none"> ● Welcome by Kim ● Hema will be stepping down from her coVP of Finance position due to personal reasons ● Debra Morales will be stepping down from her coVP of Grants position due to personal reasons
Secretary's Business -Tilly
<ul style="list-style-type: none"> ● Kim motioned to approve the Oct. minutes. Jen seconded the motion. Minutes were approved by all.
Finances - Khalid and Rob

- **No major budget changes**
- **Will be looking for coVP**

Hospitality Update and Plans (Cathy)

- Charles Yu event was well attended and highly praised by Charles and the team.
- Apple tree sweetness is up and getting comments
- Taco Truck totally tubular! Everyone loved this afternoon treat.

Forums Plans (Craig)

- Normal's Kinda Hard to Find These Days, Nov. 9, 7pm
- Dec. 1 - Engaging Minds (need help promoting!)
- December 6, 7pm - Principal's Perspective

Mini-Grants (Subha and Debra)

- eVote for latest grants all approved
- Still well within the budget

Communications Update and Plans (Miranda and Audrey)

- Looking for help with website and newsletter
- Readership of newsletter is up

New Business

- nothing

Other/miscellaneous (Kim and Jenn)

- 2021-22 PTO calendar

- i. Feb. 14, 7pm board meeting
 - ii. March 14, 7pm board meeting
 - iii. April 11, 7pm board meeting
 - iv. May 9, 7pm board meeting
 - v. June 13, 7pm board meeting
2. PTO Officer meetings with the Principal
 1. Jan 28
 2. Feb 18
 3. March 25
 4. April 29
 5. May 27
 6. June 17

Adjourn

8:34 meeting adjourned.

Thank you all !

Lexington High School PTO
Board Meeting Minutes
 Monday, Dec. 13, 2021



Date/Time	LHS PTO Board Meeting Monday, Dec 13, 2021
Location	Zoom
PTO Board attendees	<ul style="list-style-type: none"> ● Kim McCormick, ● Jennifer Gerfen, ● Thilaka Ramesh ● Meg Khanolkar, ● Evelyn Huang, ● Audra Myerberg, ● Khaled Bharazi, ● Dongzi Yu, ● Subha Sainathan, ● Mai Yang ● PK Shiu ● Miranda Clarke ● Tina Fang
Guest Attendees	No Guest Attendees

PTA Presidents' Council (PPC) Update
<p>Jen G provided the following update:</p> <ul style="list-style-type: none"> ● Dr Hackett received many complaints about not handling the recent bomb threat at Diamond well. She would like us to convey to parents that each school has an emergency safety plan in place, but they do not share it publicly. Sharing it publicly would give the attacker information that would only increase the damage he/she can do to the students and staff.

- Lexington offers [The William James Interface Referral Services](#) for free to all Lexington residents. This is a confidential service that allows residents to search for mental health specialists online.
- Time spent in school learning: Students who are fully registered are in compliance. Juniors and Seniors that take advantage of open campus may not be compliant.
- Half days have been added to the LPS calendar for teachers to collaborate and prepare for lessons
- MCAS results were lower than in previous years but remain much higher than the state average

Covid Update

LHS is still testing. Many samples were wasted because they were incorrectly labeled. An email was sent to parents on how to correctly label the samples.

Secretary's Business

Tina motioned to approve the October minutes. Khaled seconded the motion. Minutes were approved by all.

Finances (Khalid)

We are in good shape for the FY22 budget. Current P&L can be found [here](#).

Membership (Meg and Evelyn)

No Updates

Hospitality Update and Plans (Cathy)

- On Dec. 20, Jen and Kim will deliver coffee, tea and sweets to the main office staff.
- On Dec 23 the PTO is providing snacks to teachers and lunch for Dr Stephens to celebrate his birthday. Emails have been sent to parents asking for donations of pre packaged snacks.

Forums Plans (Craig)

- The Dec 6th executive functioning forum was well attended. 147 people registered and 100 participated.
- December 20, 7pm - Principal's Perspective (30 min principal speaking, 30 min QA)
- Sessions being planned for early in 2022:

- Johnny Cole on Inclusive Parenting/Breaking Down Racism
- Session for parents on social media, social anxiety and social skills

Mini-Grants (Subha and Debra)

- November [grants for VOTE](#)
- Khaled motioned to approve the 3 grants for \$2510. Tilly seconded the motion and all voted in favor.
- We now have \$3640 remaining for the rest of the school year.

Communications Update and Plans (Miranda)

- We now have 2 volunteers helping to compile and edit the newsletter and update the website.
- The newsletter has a 60% open rate,
- Audra is updating the home page. Please text her with photos if you attend any of the school events

IT Update

IT Check-in - Confidentiality - only one person did not sign it

Goals Check In

- **Goals Check-in - [PTO Mission and 2021-22 draft goals and guiding principles](#)**
 - Building Community: Yu event helped build community
 - Curating Information: Website upgrade and newsletter are both key components sharing information
 - Building Trust: Principal's Chat is helping meet this goal

Open Board Positions

- There are currently 2 open positions on the PTO Board - Treasurer and Grant Committee. 10 applications have been received for these two openings. Below are the finalists:
 - Mini Grants: Kim Nudi
 - Treasurer: Yolanda Taylor
- Khaled and Subha (the co-chairs) will speak to the two candidates, and, if those conversations go well, the PTO will ask them to join the PTO Board.
- Jen made a motion to invite them pending the approval of the co chairs. Miranda seconded the motion. All voted in favor

Upcoming Dates

1. 2021-22 PTO calendar
 1. Jan. 10, 7pm board meeting
 2. Feb. 14, 7pm board meeting
 3. March 14, 7pm board meeting
 4. April 11, 7pm board meeting
 5. May 9, 7pm board meeting
 6. June 13, 7pm board meeting

2. PTO Officer meetings with the Principal
 1. Dec 14, 12:30pm
 2. Jan 28
 3. Feb 18
 4. March 25
 5. April 29
 6. May 27
 7. June 17

Thank you all !

**Lexington High School PTO
Board Meeting Minutes
Monday Jan 10 2021**



Date/Time	LHS PTO Board Meeting Monday, Jan 10 2021 7pm meeting start
Location	Zoom
PTO Board attendees	<ul style="list-style-type: none"> ● Kim McCormick, ● Jennifer Gerfen, ● Thilaka Ramesh ● Audra Myerberg, ● Khaled Bharazi, ● Dongzi Yu, ● Subha Sainathan, ● Cathy Swan, ● Debra Morales, ● Miranda Clark
Guest Attendees	No Guest Attendees

Welcome and Introductions
<ul style="list-style-type: none"> ● Welcome note by Kim and new board members introductions ● New VP Grants – Kim Nudi ● New VP of Finance - Rob Cho ● Covid Update -comparatively lesser than other schools ● PPC update -1400 staff-77 positive .No signs of closure. ● Elliott foundation ,President Nicole would like to coordinate more regarding grants. ● Guest speaker Julie Fenn on behaviors survey .2019 high school survey shows 48% tried alcohol 16% have tried pot, 13% considered suicides,7% vaped. ●
Secretary's Business -Tilly

- Jenn motioned to approve the dec minutes. Miranda seconded the motion. Minutes were approved by all.
- Co -secretary stepping down and position open

Finances - Khalid and Rob

- Changing signatures over citizens.
- Looking for non profit accountant .
- Not much of cheque requests .
- 51k budget and raised 65k so far.

Hospitality Update and Plans (Cathy)

- Teacher treat day-set in each of staffroom and main office .Boxes of hot chocolate .Gifts for administrative staff
- Pop corn in feb and coffee truck for valentine day .
- Bulletin board will be switched to snow plates
- Recap - Dec. 20 gifts to main office,
- Dec. 21 Teacher snacks in dept. Buildings,
- Dec 23rd Dr. Stephens and MO staff lunch for birthday
- Jan. & Feb. events.

Forums Plans (Craig)

- Parenting tips.
- Feb 7th -student health advisory council.
- March -substance abuse
- Life after LHS including parents in april /may
- Recap - December 20, 7pm - Principal's Perspective
- Johnny Cole – DEI January 18th, link to follow

Mini-Grants (Subha and Debra)

- Round 3 -Jan 15 deadline to submit the application on Special edn and counselling .Communicate with the concerned for submission and reimbursement .

- Next due date Jan. 15 - expect possible eVote

Communications Update and Plans (Miranda and Audrey)

- ENewsletter .
- Cindy helping with editing the drafts .
- Opening rates 68%
- Still working with the club to help improve the search cookie

New Business

- New co secretary position open

Other/miscellaneous (Kim and Jenn)

- 2021-22 PTO calendar
 - Feb. 14, 7pm board meeting**
 - March 14, 7pm board meeting
 - April 11, 7pm board meeting
 - May 9, 7pm board meeting
 - June 13, 7pm board meeting
- 2. PTO Officer meetings with the Principal
 - Jan 28**
 - Feb 18
 - March 25
 - April 29
 - May 27
 - June 17

Adjourn

8:12 meeting adjourned.

Thank you all !

**Lexington High School PTO
Board Meeting Minutes
Monday February 10 2022**



Date/Time	LHS PTO Board Meeting Monday, Feb 10 2022 7pm meeting start
Location	Zoom
PTO Board attendees	<ul style="list-style-type: none"> ● Kim McCormick, ● Jennifer Gerfen, ● Thilaka Ramesh ● Audra Myerberg, ● Khaled Bharazi, ● Dongzi Yu, ● Subha Sainathan, ● Cathy Swan, ● Debra Morales, ● Miranda Clark
Guest Attendees	No Guest Attendees

Welcome and Introductions
<ul style="list-style-type: none"> ● New Co-secretary Jingtao Wu joined the board.Welcome ! ● PPC Update-Guest speaker Barbara Hamilton discussed summer programs for 9th graders. ● Collet Powell joined as another guest speaker . ● COVID update discussed on test kit distribution and antigen test requirements ,Case numbers coming down.Some questions on further testing required if its positive .PCR not required for 90 days if tested positive .Board of health committee approved
Secretary's Business -Tilly
<ul style="list-style-type: none"> ● January minutes approved .Jenn made the motion and Craig approved

- JIngtao Wu new co-secretary.

Finances - Khalid and Rob cho

- Rob Cho - new co-treasurer. Welcome note by President.
- Since federal filing is easy and mass filling is convoluted tax accountant help needed PTO proposal is \$1500 for tax filing /year
- Ting referred to new a new consultant who is cheaper .Boards agreed to have it professionally done for first year and look for something cheaper later
- Reg actual expenses,reimbursement/ grants sent an email reminding that money is still available. \$60976 and another addition \$3k contributed towards the budget.Total contribution is 65k surplus at the end of the year.
- Total expense \$23,325 vs \$41k budget

Membership forum

- Nothing significant

Hospitality Update and Plans (Cathy)

- Delivery of mugs to the office with a box of coffee and hot chocolate with a return message of thanks from the school appreciating the hardwork and dedication .
- Feb 16 coffee truck
- March -Big machine popcorn setup after clearing from head nurse.
- Student senate made snowflakes on the welcome tree
- Discussion on Lexington education foundation galaxy (LEFG) award
- Nurses felt loved and thanked the gesture..
- 2900 left for hospitality

Forums Plans (Craig)

- Recap - Johnny Cole – DEI January 18^t
- Recap - SHAC/Forums - February 7th.
- In-person board meeting to be scheduled based on the weather and numbers in april
- March -substance abuse
- Life after LHS including parents in april /may

Mini-Grants (Subha and Debra)

- January submissions review-Counseling Dept.'s request for \$1,000 to get freshmen involved in a community service project. The committee felt it was not a grantable request
- The Board felt it best for Mini-grants to go back to the requester and discuss the idea of helping the 290 seniors who still need hours. It was pointed out that generally people who don't get grants are understanding and take it well.
- Next deadline March 15

Communications Update and Plans (Miranda and Audrey)

- Kim working with student group to figure out the website .They created an app for scheduling .Goal is to increase security on our sites and smart search.
- 66% open rate.
- Great job collaborating community leaders...hip hip hurray to the com team :)

New Business

- 2022-23 Board Openings and recruitment.
- Business on who wants to stay on board and any new people interested to join the board .
- Dr.Stevens meet- canceled in Jan but will be rescheduled feb 18 .

Other/miscellaneous (Kim and Jenn)

- A .2021-2022 PTO calendar
- March 14, 7pm board meeting
 - April 11, 7pm board meeting
 - May 9, 7pm board meeting
 - June 13, 7pm board meeting
- B. PTO Officer meetings with the Principal
1. Feb 18
 2. March 25
 3. April 29
 4. May 27
 5. June 17

Adjourn

Adjourn 8:30.

Thank you all !

LHS PTO Board Meeting
Monday, March 14th, 2022

7pm meeting start, 6:45 social pre-meeting

President LHS PTO is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/84645641663?pwd=cmQ5NnBQMnMvMIZGTURHM2ZYbE9QQT09>

Meeting ID: 846 4564 1663

Passcode: 8r9VTV

One tap mobile

+13126266799,,84645641663#,,,,*003464# US (Chicago)

+16465588656,,84645641663#,,,,*003464# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

Meeting ID: 846 4564 1663

Passcode: 003464

Find your local number: <https://us06web.zoom.us/j/kcvyq8Ff8A>

Attendance: Tilly (Chaula Patel, co-secretary); Mai (IT); Kim N. (co-chair, mini-grand), Subha (co-vp mini grand); Dongzi (recruiter); Cathay (hospitality); Audra (co-vp); Khaled (co-treasure); Craig (co-chair of forum); Kimberly M. (co-president); Jingtao; President (Jennifer); Rob (co-treasure); Meg (membership); Carrie (visitor); Emma; Miranda (communication, news letter);

1. Welcome and Introductions

- A. PPC Update-Candidates Forum
- B. COVID update-Mask lift
 - a. Mask requirement lifted
 - b. Weekly test is still required

2. Secretary's Business – [February 2022 LHS PTO Board Meeting - Google Docs](#)

- A. Approve minutes of February meeting
 - a. Approved with following updates
 - i. Link needs to be updated
 - ii. Edits needed to correct the typos

3. Treasurer's Report

- A. [Current P&L](#)
 - a. Funds are still coming in
 - b. Most of the funds are not used - will remind the heads of the functions
 - i. \$14,000 extra
 - ii. Department Contribution: \$1,715. Math dept. would like to be able to buy calculators. Put it into the mini-grands as a discretion budget?
 - c. LEF Trivia Bee - not billed this year. Options:

- i. Give as a gift for LEF ⇒ Favored
 - ii. Put in the extra fund
 - d. Jr/Sr.. Prom; Jr. Book Awards; Sr. Scholarship Awards, All Night Grad Party Contrib - All happening, except for Sophomore Cruise. Budgeted. Not paid yet
 - e. Special Events: Charles Yu' Books
 - f. Teacher Grants: one outstanding payment for the arts: Subha has ~\$2,190 left. Needs to be synced with mini-grand dept.
 - g. Student wellness & support: \$4,300
 - i. Over-spending in the mini-grand can be supported by this

B. Tax prep:

4. Membership Report

One order: no new print directory

5. Hospitality:

- A. From March: Galaxy Reward for LEF application
- B. Lunch truck/Cookie Monster truck in May
- C. Big Lunch in Spring (June): needs permission
- D. Teacher appreciation: "Feeding the teachers" from Andrew
Motion: spend extra \$3,000 in hospitality - approved!!!

6. Forums

A. review:

a. In Progress:

- i. 4/26: Healthy Relationships, Shafia Zaloom
- ii. 5/9: TBF: substance abuse with Kristie
- iii. Sept.: To LHS

b. In Peril

- i. Life after LHS: assemble a group of parents (students) to talk about the experience
 - 1. CALex organized a similar event last year. Kid volunteered themselves to the event
- ii. Social Media, Social Rules, Social Anxiety

B. Parents Academy

a.

7. Grants

8. Communications

9. IT

10. New Business

- A. 2022-23 Board Openings and recruitment.
- B. Principal's Mental Health initiatives

11. Important Dates

A. 2021-22 PTO calendar

- i. April 11, 7pm board meeting
- ii. May 9, 7pm board meeting
- iii. June 13, 7pm board meeting

B. PTO Officer meetings with the Principal

- 1. March 25
- 2. April 29
- 3. May 27
- 4. June 17

12. Adjourn

**Lexington High School PTO
Board Meeting Minutes
April 11, 2022**



Date/Time	LHS PTO Board Meeting April 11, 2022 7pm meeting start
Location	Zoom
PTO Board attendees	<ul style="list-style-type: none"> ● Kim McCormick, ● Jennifer Gerfen, ● Khaled Bharazi, ● Subha Sainathan ● Kim Nudi ● Dongzi Yu, ● PK Shiu ● Meg Khanolkar ● Ting ● Cathy Swan ● Miranda Clark
Guest Attendees	No Guest Attendees

Welcome and Introductions
<ul style="list-style-type: none"> ● PPC update - Kathleen Lenihan and Dr. Hackett were talking about elementary ½ days, Lextended replaced by another program, principal search for Hastings and LCP, schools in town asked to set aside funds for exclusion campaign for new high school. Are we willing to contribute funds to the campaign \$1,000. <ul style="list-style-type: none"> ○ School will be \$4-500M ○ There will be a debt exclusion to raise taxes ○ Khaled Barazi (Treasurer) confirmed that it was OK per our budget ○ Although our bylaws do not allow us to support individuals running, we may contribute to efforts such as this. ○ The funding ask may come again at a later time as this will be a multi-year effort

- Funds will be used for marketing to voters
- Kim N. moved and Khaled seconded that the LHS PTO fund \$1,000 for the new high school campaign. The motion passed unanimously.
- Asking for a liaison for the campaign - LHS needs to consider representatives and the time and energy required. Recommendation to recruit for a new VP position.

Secretary's Business -Tilly

- Kim N. moved and Khaled seconded to approve the March minutes. Passed unanimously.

Finances - Khaled and Rob

- SPED used their budget
- Working with mini-grants to make sure grantees have used their funds
- We paid for the ANGP and the LEF Trivia Bee
- Spent \$30,563, have \$20k+ to spend
- Planning to get the filing for taxes done by June 2022, it's ok that we're not doing it sequentially
- Will connect with new treasurer in the coming months

Membership - Meg and Evelyn

- No updates

Hospitality Update and Plans - Cathy

- Popcorn party for staff in April
- Food truck in May
- Pre-prom parties and event for rising 8th graders
 - PTO invited to help participate
 - Jr. Prom May 20
- Sophomore's will have a dance at the school
- LEF Constellation award ordered, framed, and will be presented in May for Teacher Appreciation Week + new bulletin board of thanks + grab and go breakfast snacks
- ANGP is gearing up and needs volunteers and donations!
- June will be big lunch and cookie monster truck

Forums Plans - Craig and Ting

- April 26th - Healthy Relationships Forum

- May 9 - Substance Use Prevention

Mini-Grants - Subha and Kim

- Finished all 4 cycles successfully
- Working on write-up for website for all awarded grants
- Had \$8k in budget, have \$400 left
- Willing to entertain any new requests if they come through in the coming months

Communications Update and Plans - Miranda and Audra

- Will be looking to recruit for next year or even to help with this coming year

Recruitment - Dongzi

- Survey was sent for open positions
- We have already identified candidates for some roles
- Focus on hospitality and communications
- Need co-president

Other/miscellaneous - Kim and Jenn

- Students are working on the PTO website re-design and add search and improve the calendar
- 2021-22 PTO calendar
 - i. May 9, 7pm board meeting
 - ii. June 13, 7pm board meeting
- 2. PTO Officer meetings with the Principal
 1. April 29
 2. May 27
 3. June 17

Adjourn

8:12 meeting adjourned.

Thank you all !

LHS PTO Board Meeting

Monday, May 16th, 2022

7pm meeting start, 6:45 social pre-meeting

- 20 Maple St. (Park on Ingleside)
- OR Zoom:
<https://us06web.zoom.us/j/5748605767?pwd=UzRmK2dYT2tMU1JZnNWpPV3hWZGxVUT09>

1. Welcome and Introductions

- A. PPC Update
- B. Site Council Update

2. Secretary's Business – April 2022 LHS PTO Board Meeting - Google Docs

- A. Approve minutes of April meeting

3. Treasurer's Report

- A. [Current P&L](#)
- B. Tax prep
- C. Get receipts in

5. Hospitality

- A. Review of Teacher Appreciation Week
- B. May 13 - Jr. Prom Reception
- C. May 20 - Food Truck
- D. June 2 - Sr. Prom Reception
- E. June 16 - Teacher Luncheon (dishes needed!)
- F. June 21 - Popcorn for kids
- G. June 24 - Cookie Truck

6. Forums

- A. Review of Substance Abuse Form from May 9

7. Grants

8. Communications

9. IT

10. Recruitment

- A. Vote upon new nominations for open positions
- B. Discuss president position opening
- C. On-boarding

11. New Business

- A. Principal's Chats
- B. Homework for June meeting
- C. June meeting/party

11. Important Dates

- A. 2021-22 PTO calendar
 - i. **June 13, 7pm board meeting**
- B. PTO Officer meetings with the Principal
 - 1. May 27
 - 2. June 17

12. Adjourn

**Lexington High School PTO
Board Meeting Minutes
June 13, 2022**



Date/Time	LHS PTO Board Meeting June 13, 2022 6:30pm meeting start
Location	Kim McCormick's Home
PTO Board attendees	<ul style="list-style-type: none"> ● Kim McCormick, ● Khaled Bharazi, ● Robert Cho ● Kim Nudi ● Dongzi Yu, ● PK Shiu ● Meg Khanolkar ● Ting Fang ● Miranda Clark ● Craig Sandler ● Evelyn Huang
Guest Attendees	Ruth Liu, Catherine Telliez, Kay Ho, Jacqueline Goohs, Stephanie Hsu, Jobina Gonsalves,

Welcome and Introductions
<ul style="list-style-type: none"> ● Welcomed guests who are the new incoming board members and some of their spouses. ● Meg has agreed to take on the role of Co-President for next year. Kim will assist as needed and guide Meg and we will look for a co-President throughout the summer. <ul style="list-style-type: none"> ○ Kim N. motioned to approve Meg as Co-President, Miranda seconded. The motion passed.
Secretary's Business -
<ul style="list-style-type: none"> ● Kim N. moved to approve the May minutes, Khaled seconded. The motion passed and the May

minutes were accepted.

- The secretary's were thanked for their work this year in tracking the business at PTO meetings.

Finances - Khaled and Rob

- Everyone who hasn't already done so was urged to get their reimbursable expenses in as we will aim to close the books mid July.
- Our fiscal year is July 1 to June 30.
- To date our expenses are \$44.8k, budgeted \$52k
- Our income is \$66.5k, budgeted \$62k
- We expect to end the year with between \$3-8k to put back into savings
- The finance team was congratulated for keeping up with the monthly activity of the budget and all incoming and outgoing funds and for coordinating department expenditures.

Membership - Meg and Evelyn

- No updates
- The Membership team was congratulated for a very successful year of securing memberships and producing the directory.

Hospitality Update and Plans - Cathy

- Hosted successful luncheon thanks to many donations from the community on June 16th for all staff. We also gave away a few scratch tickets to random staff who visited to lunch table - this was a huge success and greatly appreciated.
- We will be giving out popcorn and lemonade to students on the 21st
- We will be giving retirement and year end gifts to the administration on the 24th
- The hospitality team was congratulated for a very successful year of showing thanks and appreciation for LHS staff, see the impact results below ***

Forums Plans - Craig and Ting

- A recap of the Forums year was shared.
- The forums team was congratulated on an amazing year of bringing good content to the LHS community. See the attached impact below***

Mini-Grants - Subha and Kim

- Agreed to not entertain requests for grants now as the cycle has ended
- The next grant review will be Sept. 15th

- The Mini-Grants team was congratulated on a successful year of granting just over \$8k this year. See the attached impact below***

Communications Update and Plans - Miranda and Audra

- The last newsletter will be Monday the 20th
- Kim is finishing up the website work with LHS students and will give the link to the VPs as soon as it is ready for review. The goal is to launch the new site this summer.
- The communications team was thanked for their work each week in producing the newsletter and posting social news, see the impact report below***

Recruitment - Dongzi

- We will recruit for co-President over the summer
- We will recruit for communications VPs and website volunteers over the summer
- We will look for a LHS building and campaign representative early next year
- Dongzi was thanked for her amazing work in recruiting a wonderful board for next year.

Other/miscellaneous - Kim and Jenn

- Meg and Kim will be meeting with all VPs over the summer to plan for the upcoming year.

Adjourn

7:20pm meeting was adjourned and year-end festivities began.

Thank you all !

***Impact report on next page:

2021-22 GOAL OUTCOMES



BUILDING COMMUNITY

- 1,388 members, 200+ volunteers
- Hosted 6 Forums on relevant teen topics
- Secured volunteers for at-school events
- Thanked staff ~each month with gifts & treats
- Delivered monthly treats to LHS Admin Office



CURATING INFORMATION

- Weekly emails with +50% opens
- Weekly Facebook posts with 296 members
- Weekly website updates ~600 visits/month
- Created school directory
- Utilized Google drive for PTO data



NURTURING TRUST

- Stewarded donations:
 - \$7k in staff Mini-Grants
 - \$700/department
 - \$900/class
- Held monthly open PTO meetings
- Hosted 7 PTO + Principal Chats
- Hosted 1 school wide Principal presentation

