

MHES PTO Meeting, Thursday, August 17th, 2021 from 6:30 to 8:00 p.m. Website:
medfieldheightspto.com | Email: medfieldheightspto@gmail.com Zoom Meeting
Information - Meeting ID: 852 7469 0520/ Passcode: 838894

August Board Meeting Minutes

- I. **Meeting called to order by** Latarsha Bryant, PTO President at 6:35 p.m.

- II. **Attendance:** Latarsha Bryant, Erin Bolton, Desiree Cleves, Jennifer Jarvis, Tasha Williams, Kerry Ford Morancy, Denise Stanley, Courtney Proctor. There were eight voting members in attendance; a quorum was reached.

- III. **Minutes:** no previous minutes

- IV. **Officer/Committee Reports:**
 - A. **Budget Review for 2021-2022 Fiscal year**
 1. **School requested items - Paper Order, Headsets, No PPE Needed**

- V. **Budget Review for 2021-2022 Fiscal year**
 - A. **School requested items - Paper Order, Headsets, No PPE Needed**
 1. Budget review by Desiree Cleaves
 - a) FFEE has our money
 - (1) What is their protocol for fundraising?
 - (2) Venmo/CashApp/PayPal?
 - b) Taking into account the profit share with MHES and our lack of fundraising, we have an assumed balance of \$6195
 - c) Should we hold onto the MHES portion, in order to make purchases on their behalf? What gives us and them the most flexibility?
 - d) Amber/Cathy haven't asked for much so far, except for paper
 - (1) We are still doing Wednesday folders
 - e) DC doesn't want to keep a shadow budget
 - f) Amber would like to have a Spring fundraising event
 - g) What about in-school events? Can we save money on those things?
 - (1) e.g. Young Audiences, classroom parties
 - h) Art supplies, therapy tools, after school clubs, brochures, art show? To be taken out
 - i) Does the new Social Worker need supplies?
 - j) Are we still doing twice annual teacher appreciation? In the past we only did one, unless we had a windfall that year
 - (1) EB says we should keep the one at the beginning of the year
 - (2) We have about 6 new staff members, around 36 total for gift cards

- k) Math Night, Literacy night (October 28th) are still happening
 - (1) We can ask for parent donations for snacks
- l) Do we want to revisit the policy about soliciting donations/unrestricted gifts?
 - (1) AK hasn't wanted to do that, but we could add a stretch goal
 - (a) \$2500
 - (2) TW says that people want to just donate, rather than buy something or donate through a fundraiser that has overhead costs
- m) Square One fundraiser? Ms. Robinson needs a PTO helper, we split the proceeds. Does Judi want to coordinate? Let's check in with both
- n) Snowflake Dance?
 - (1) Keep it free, but ask for donations? How to raise money, especially if it's virtual
 - (2) Snowflake later in the year? Christmas in July? Drag Bingo?
 - (3) Craft kits to pick up? They could pay for those, but then do it at home.
- o) Fun Run? Yes, but let's not plan it as hybrid, plan as an outside event, even if families can't attend
 - (1) Bounce house?
 - (2) Treats/water station?
 - (3) Swag?
 - (4) EB thinks \$10,000 is reasonable

VI. Old Business: no old business

VII. New Business:

1. **Upcoming Events**

- a. **Ice Cream Social/ School Supply Drop-off : Fri. Aug 27, 2:30-3:30**
- b. **First Day of School Greeters : Mon. Aug 30th** (30-45 minutes)
- c. **Back to School Night: Tues. Sept 21st, 6pm to 7pm**

2. **School Activities**

- a. **Super Purple Friday: Fri. Sept 17th**
Are we donating supplies or time? Or just wear purple?
- b. **First Fundraiser Night: Sept or Oct**
Determine if we want to start in Sept or Oct and discuss with Tasha
- c. **Book Fair: Mon. Oct 25 thru Fri. Oct 29th**
Volunteers to participate/Signup genius
- d. **Literacy Night : Thur. Oct 28th**
Need donations for snacks/Signup genius
- e. **American Education Week - Mon. Nov 15th thru Fri. Nov 19th**

VII. Next Meeting:

1. **October Meeting - Thur. Oct 14th** (zoom or physically in school) / Planning for presentation)

VIII. Announcements: no announcements

IV. Meeting Adjourned at 8:10 pm

X. Minutes compiled by Jennifer Jarvis, Secretary