

# 2022-2023 LEXINGTON HIGH SCHOOL PTO BOARD MEETING MINUTES

**Monday 09/12/2022**



PTO Board attendees	PTO Board Members	Present (Y/N)
		Kim McCormick
	Meg Khanolkar	Y
	Thilaka Ramesh	Y
	Jingtao Wu	Y
	Nancy and Rob Cho	
	Sharon Huang	Y
	Audra Myerberg	
	Ruth Liu	Y
	Catherine Telliez	
	Kay Ho	Y
	Subha Sainathan	Y
	Kim Nudi	Y
	Jacqueline Goohs	
	Priyanka Dhau	Y
	Evelyn Huang	Y
	Stephanie Hsu	Y
	Jobina Gonsalves	Y
	Dongzi Yu	
	Shashank Rajvanshi	
	Mai Yang	Y

<b>Guest Attendees</b>	No Guest Attendees	
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<b>Welcome and Introductions - Meg</b>
<ul style="list-style-type: none"> <li>● <b>Welcome note by Meg!</b></li> <li>● PTO Mission and 2022-23 draft goals and guiding principles discussed</li> <li>● 2022-23 PTO calendar</li> <li>● Introduction of all board members</li> </ul>
<b>Secretary's Business -Tilly and Jingtao</b>
<ul style="list-style-type: none"> <li>● Update <a href="#">contact sheet</a></li> <li>● Maintain complete list of agenda and minutes</li> <li>● Minutes will be uploaded in Secretary's Center</li> </ul>
<b>Finances (Treasurer) - Rob/Nancy and Sharon</b>
<ul style="list-style-type: none"> <li>● FY22-23 <a href="#">budget</a> - explanation</li> <li>● Discussion completed to see if paypal fees can be reduced</li> <li>● Overall balance ~1000</li> <li>● Paypal bank fee: won't change much this year, might increase</li> <li>● Deficit -2100</li> <li>● Reminder of <a href="#">expense submission</a> process</li> <li>● Raising special events to \$3k</li> <li>● Budget \$4100 income from printed directory</li> <li>● Budget \$3800 expense from printed directory</li> </ul> <p>Motion to approve the budget. Subha made the motion .Dongzi second the motion and all in favor</p>
<b>Communications - Audra and Ruth</b>
<ul style="list-style-type: none"> <li>● 393 members on FB. 12 this week alone</li> <li>● Most posts reach between 150 to 200 views</li> <li>● Newsletter - Open rate 70%</li> <li>● Webmaster candidate interested for this post</li> <li>● Ruth will be writing the news letter</li> </ul>
<b>Forums - Catherine and Kay</b>

Forum Team- Ho key , CRAig Sandler,Emms/TIng Fang, Jennifer Roney, christina Lin ,Lei Lin,Debbra, Karen Fu, Upasna Chhabra

- LHS parents / guardians Q and A with Counseling - Late Sept/Oct TBD
- Executive function workshop Michelle at Engaging Minds - Nov
- Race at the top - Natasha Warikoo - Dec
- Life after LHS - Jan
- Rest TBD

#### **Grants - Subha and Kim**

- Four deadlines in a year Sept 15th, Nov 15th, Jan 15th, Mar15th
- 6 request made so far for this year for a total of \$3,146

#### **Hospitality - Priyanka and Jacqueline**

- Sept staff appreciation breakfast
- Forthcoming ideas are Bulletin board, food trucks, treats, luncheon, food truck and pizza
- Streamline events based on budget

#### **Membership - Stephanie and Evelyn**

- Steps will be taken to send 2 more emails to those who have not logged in
- Email those who have logged in but haven't become members
- Volunteers 153 signed up for 256 slots
- Goal to raise \$50,000 through membership and donation
- Only people \$20,000 membership and \$8000 with donations
- Reminder to encourage friends and neighbors to [join](#) (emails, posts, WOM)
- Volunteerism update given

#### **Recruitment - Jobina and Dongzi**

- Co-president search is still on. Email sent to PPC chair.
- Editors position filled

#### **IT - Shashank and Mai**

1. Access to and regular checking of [@lhspto.org](mailto:@lhspto.org) email accounts completed
2. Access to and management of gDrive folders completed

#### **New Business**

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### Other/miscellaneous

#### A. Board meetings - 7 pm over zoom unless noted otherwise

- Oct 17
- Nov 14
- Dec 12
- Jan 23
- Feb 13
- Mar 13
- Apr 10
- May 8
- June 12 end of year party

#### B. Officer meetings with the Principal - 6:30 pm over zoom

- Sep 28
- Nov 30
- Jan 25
- Mar 29
- May 31

### Adjourn

8:42 pm meeting adjourned.

**Thank you all !**

**Monday 10/17/2022**



Date/Time	LHS PTO Board Meeting Monday, 10/17/2022 7pm meeting start	
Location	Zoom	
PTO Board attendees	PTO Board Members	Present (Y/N)
	Kim McCormick	Y
	Meg Khanolkar	Y
	Thilaka Ramesh	Y
	Jingtao Wu	Y
	Rob Cho and Nancy	Y
	Sharon Huang	Y
	Audra Myerberg	Y
	Ruth Liu	Y
	Catherine Telliez	Y
	Kay Ho	Y
	Subha Sainathan	Y
	Kim Nudi	Y
	Jacqueline Goohs	
	Priyanka Dhau	Y
	Evelyn Huang	Y
	Stephanie Hsu	Y
Jobina Gonsalves	Y	
Dongzi Yu	N	
Shashank Rajvanshi		

	Mai Yang	Y
Guest Attendees	No Guest Attendees	

<p>Welcome and Introductions</p> <ul style="list-style-type: none"> <li>- Reminder: All board members should become PTO members</li> <li>- Reminder: to keep eyes on finding our successors</li> <li>- Asking Parents to bake cookie for 10/31 decorating events</li> </ul>
<p>Secretary's Business</p> <ul style="list-style-type: none"> <li>- List of the attendees was added to the Sep minutes</li> <li>- Location of the meeting minutes: should be under 2022-2023</li> <li>- Need a motion to approve the Sep minutes: Approved</li> <li>- Reminder: please update the contact list</li> </ul>
<p>Finances (Treasurer)</p> <ul style="list-style-type: none"> <li>- Rob's new job has kept him very busy. Asking to recruit a new treasurer for the board.</li> <li>- PNL (profit and loss) is reviewed by Sharon <ul style="list-style-type: none"> <li>- Income by 10/2: \$43K</li> <li>- Expenses: \$7829.27</li> <li>- 7/1 to 10/2: \$35K left</li> </ul> </li> <li>- Amazon Smile should be mentioned in the News Letter - Catherine.</li> </ul>
<p>Communications</p> <p>Ruth: reduce the content in the newsletters a little bit to be more focused on the high school  Sweet time spot: 7 to 7:30 Sunday evening or any night before the school starts.  Readership: 60 to 70%  Looking forward:</p> <ul style="list-style-type: none"> <li>- what is the guideline for accepting into the newsletter?</li> <li>- More will be discussed next meeting</li> </ul>
<p>Forums</p> <p>Set up Forum through Jan</p> <ul style="list-style-type: none"> <li>- First one is next week - virtual. Executive Function</li> <li>- LHS[?]: Nov 10th [Ruth: please send the write-up to her &gt;=2 weeks before the events] and Jan 18th for a Q&amp;A session in the community center. Help is needed to get the questions from the parents.</li> <li>- Andy Baker: Life after LHS 2.0: New Nobel Prize Chemistry winner this year - virtue event - Catherine</li> <li>- Joanne [?]: life skills for teens at the end of the school year. Sports and mental health</li> </ul>

- Jared Cassedy will receive an award for teaching Country Music - Kim M.
  - Mattress fund raising sale this Sunday
- PTO Forums website management: Send the updates to Audra

## Grants

We have received 18G total via 20 applications - very busy first cycle

Approved 10 applications for 5,879; 2 applications still pending; rejected 8 (prize gifts, gaming equip. Field trips)

Q: should we ask very detailed questions on the 2 applications pending approval:

- Crochet projects: supplies?

A: Yes

Kim N.- decorations in classrooms/offices should not be the reason for grants. Consumable items should not be included.

Kim McCormick (president) : Teachers have applied for grants for their pizza parties.

List of approved grants will be sent out to treasurers this week

Q1. Can the school department use their \$700 for field trips? Any restrictions?

- Kim M. The principal is surprised about teachers asking for \$ for field trips. Will get back to us when he responds. He also thinks there should be some flexibility, even though it is not typical. We give \$900 each year to each class. They can use that money for any purpose.
- Catherine - Diamond used the department \$ for field trips organized by school.
- Meg: \$700 is not sufficient. There may be other places for them to ask for \$
- Kim N. - 3 field trip requests coming from the same department in school, total of \$5,000. Supporting it may not benefit the majority of the students, may not be a good use of funds. Subha agrees.

Q2. Turn around time for grant applications?

- Kim M. - all our votes should be able to be viewed publicly. When voting via emails, please 'Reply to ALL'.
- Google drive
- Priyanka - sheet is too cumbersome to read. A word doc might be helpful to explain the application, and use the sheet to vote.

Q3. How many times should we send reminders for follow-up responses before we call it a 'no'?

- Kim M.: Keeping follow-up with the teachers this year.

Q4. Should there be budget \$ - yes.

Q5. Our current deadlines are Sep 15, 11/15, 1/15 and 3/15. Can we combine 1/15 and 3/15?

- Yes. We will start next year, as this year we have published the cycle.

## Hospitality

- Priyanka: ran through the Event schedule with Jacqueline. depending on the budget
- 1. Food truck - 1 to 2. Waiting for dates from XXX
- 2. Later this week or next - a bulletin board for a thankful tree for teachers
- 3. Food Truck in Jan
- 4. Need an event in Nov. - Apples for teachers?
- 5. Dec- sourced sweet treats for staff meetings in the past. But the treats have been wasted. Small gifts and lunches for office staff
- 6. May - Lunches for all staff
- 7. March - Custodian lunch
- Catherine/Kim: Connection with Wilson. Asking for flowers has been successful. Will connect with her old farm in Berlin [??] about free apples.
- Meg: Are we supposed to make ads for Wilsons? Catherine: a small thank you note seems sufficient in the past. Evelyn can make the connection. But there may be some people who don't like Wilson because of the owners'/family members' political affiliations.
- Should support local business.

## Membership

- Our membership and donations shy of \$44,000; still short of the goal of 50,000
- Special drive has been set up by donation button at the PTO webpage starting this week
  - Need some art work for the special drive - Kim will send Evelyn some art work
  - Set up an amount for a special drive: 4 amounts: \$25, \$50, \$75 and \$100. For people who want to donate other amounts, they should use the button multiple times.
  - Send the URL to IT to get the button on the App.
  - Audra will work on the donation page
  - Ask for specific thing: such as raise more money for more mini grants - Kim; lack of donation (less than previous years) - Rob
  - Priyanka: why focus on the mini grants
    - Previous years there were a lot of applications on mini grants. To support our classrooms, teachers and students -Subha
  - Goal of the special drive: \$11G or more. In case not met, another drive might be needed, such as "food truck".
- Today EOB will be the last day to register at the PTO
- We made our membership member goals, but the donation is not making the goal.
  - Last year members- 1350, this year is 1234
  - Donation is less
- Evelyn: need to be careful about the purposes that people choose when they donate the \$. Kim M.: These are guides, not designation. Evelyn has confirmed the language about the guide is still there.

## Recruitment

- New treasurer position will be posted in the news letter
- Co-president position: Kim will stay with us for another year. :)



- Motion is passed.

IT

New Business

Other/miscellaneous

Adjourn

9:05 meeting adjourned.

Thank you all !

**Monday 11/14/2022**



Date/Time	LHS PTO Board Meeting Monday, 11/14/2022 7pm meeting start	
Location	Zoom	
PTO Board attendees	PTO Board Members	Present (Y/N)
	Kim McCormick	
	Meg Khanolkar	Y
	Thilaka Ramesh	Y
	Jingtao Wu	Y
	Rob Cho and Nancy	
	Sharon Huang	Y
	Audra Myerberg	Y
	Ruth Liu	Y
	Catherine Telliez	Y
	Kay Ho	Y
	Subha Sainathan	Y
	Kim Nudi	Y
	Jacqueline Goohs	
	Priyanka Dhaul	Y
	Evelyn Huang	Y
	Stephanie Hsu	Y
Jobina Gonsalves	N	
Dongzi Yu	N	
Shashank Rajvanshi	Y	

	Mai Yang	
Guest Attendees	No Guest Attendees	

Welcome and Introductions
Secretary's Business
- Oct minutes approved
Finances (Treasurer)
- Numbers are looking good - 7k raised - Sharon needs to know which grant is for when she needs to send the money to that mini grant
Communications
Forums
Grants
-
-
Membership
Recruitment
-
IT
New Business

Other/miscellaneous

Adjourn

9:05 meeting adjourned.

Thank you all !

Monday 12/19/2022



<b>Date/Time</b>	<b>LHS PTO Board Meeting</b> <b>Dec 19th, 2022</b> 7pm meeting start
<b>Location</b>	Kim's house
<b>PTO Board attendees</b>	<ul style="list-style-type: none"><li>● Kim McCormick</li><li>● Meg Khanolkar</li><li>● Stephanie Hsu</li><li>● Jingtao Wu</li><li>● Subha Sainathan</li><li>● Kim Nudi</li><li>● Shashank Rajvanshi</li><li>● Evelyn Huang</li><li>● Kay Key Kuen Ho</li><li>● Sharon Huang</li><li>● Catherine Yan</li><li>● Ruth Liu</li><li>● Audra Myerberg</li><li>● Thilaka Ramesh</li><li>● Dongzi Yu</li></ul>
<b>Guest Attendees</b>	Jen Roney, Seri Latif, Jeannie Lu, Chunzhi Zhao, Christina Lin

<b>Welcome and Introductions</b>
<ul style="list-style-type: none"><li>● PPC Update - LEA, Curriculum, Restorative Justice</li><li>● Principal Meeting</li></ul>
<b>Secretary's Business -Tilly and Jingtao</b>

- Approved nov minutes.

### **Finances - Sharon**

- Current [P&L](#)
- NET OPERATING INCOME \$34,748.97

### **Membership - Stephanie and Evelyn**

- Goals (\$50,000) and Current (49,500 approx, Fundraiser \$7635)

### **Hospitality Update and Plans -**

- December - Socks for staff + Lunch for office staff
- January - Lunch Tacos for staff
- Principal and office staff planned for food basket and beeswax hollowed lanterns.

### **Forums Plans - Catherine**

- January 18 Forum-Christina and Craig will be moderators in cary library –Natasha Warikoo book “Race at the top” will be discussed.
- January 31st (to be confirmed)- Sarah Ward M.S., CCC/SLP on Fostering Executive Function Skills Sepac/Septa. PTO will co-sponsor event
- February FOLMAD Event TBD. LHS Performance Art Panelists. PTO co-sponsored event
- March 11 Parent Academy Sepac/Septa. PTO co-sponsored event
- March 29: PTO Life After LHS Graduate Panelists Q&A: venue will encompass college, gap year, alternative path, neurodiversity career planning challenges, reframing/redefining career path challenges. Partnership with LHS Principals. IAL and CAAL will support/co-sponsor
- April date TBD- Kristen Demirev: Substance Abuse Prevention
- May (late in the month) Joanne Loomer Life Skills for Teens moving onto college (primarily senior students and parents event)

### **Mini-Grants - Subha and Kim**

- Two grants passed and one pending

### **Communications Update and Plans - Ruth and Audra**

- Website updates ongoing with Jeanie and Chunzhi helping .
- 70% opening rate

### **Recruitment - Dongzi**

- New treasurer starting from January Nancy Liakas.Yay!

### **IT-Shashank**

- Reach out with any IT questions .

### **Other/miscellaneous - Kim and Meg**

- A. Board meetings - 7 pm over zoom unless noted otherwise
  - Jan 23
  - Feb 13
  - Mar 13
  - Apr 10
  - May 8
  - June 12 end of year party
- B. Officer meetings with the Principal - 6:30 pm over zoom
  - Jan 25
  - Mar 29
  - May 31

### **Adjourn:**

8:33 meeting adjourned.Thank you Kim for hosting such a fabulous party and thank you all for joining !

**Have a fantastic Holiday and Happy new year to all !**

**Monday 01/23/2023**



<b>Date/Time</b>	<b>LHS PTO Board Meeting</b> Monday, <b>01/23/2023</b> 7pm meeting start	
<b>Location</b>	Zoom	
<b>PTO Board attendees</b>	<b>PTO Board Members</b>	<b>Present (Y/N)</b>
	Kim McCormick	Y
	Meg Khanolkar	Y
	Thilaka Ramesh	Y
	Jingtao Wu	Y
	Nancy	Y
	Sharon Huang	Y
	Audra Myerberg	
	Ruth Liu	Y
	Catherine Telliez	
	Kay Ho	Y
	Subha Sainathan	Y
	Kim Nudi	Y
	Jacqueline Goohs	Y
	Priyanka Dhaul	Y
	Evelyn Huang	Y
	Stephanie Hsu	
	Jobina Gonsalves	
Dongzi Yu	Y	
Shashank Rajvanshi		
Mai Yang	Y	



<b>Guest Attendees</b>	No Guest Attendees	
<b>Welcome and Introductions</b>		
<ol style="list-style-type: none"> <li>1. PPC Update - Movie Theatre, LEA, Parent engagement</li> </ol>		
<b>Secretary's Business</b>		
<p>Approve Minutes of <a href="#">Dec.</a> meeting</p> <ul style="list-style-type: none"> <li>- Added Dongzi and Cristina Lin to the attendees</li> <li>- Grant: application 'pending' should be changed to 'taken back on the day of minutes approval'</li> <li>- Dec Minutes is approved with the above adjustments</li> </ul>		
<b>Finances (Treasurer)</b>		
<ol style="list-style-type: none"> <li>1. Welcome our new treasurer Nancy</li> <li>2. Current <a href="#">P&amp;L</a></li> <li>3. <a href="#">Budget Vs Actuals</a> <ol style="list-style-type: none"> <li>i. Amazon is terminating the Amazon Smile. Other options from Kim:           <ol style="list-style-type: none"> <li>1. Setup GoFundMe</li> <li>2. Tight with other corporations</li> <li>3. Shopping Days at the bookstore in town; Summer Reading List</li> <li>4. Wilson's Farm: e.g., 20% of the sales for a day will go to Clark</li> </ol> </li> <li>ii. Looks great: \$34,000 net income left for the rest of the year. Not including the upcoming events</li> <li>iii. Current on most of the reimbursement except for 2 checks (one for Jacqueline and one for Meg)</li> <li>iv. Two grants paid in Dec.</li> <li>v. Paypal money has been moved to PTO bank. All membership using in LumaPay           <ol style="list-style-type: none"> <li>1. Need to figure out a way to classify the money in Quickbooks</li> </ol> </li> </ol> </li> </ol>		
<b>Communications</b>		
<ul style="list-style-type: none"> <li>- Weekly Newsletter ongoing</li> <li>- Please send pictures from the Taco events to Ruth</li> <li>- Please send the pictures from the teachers who received mini grants to Ruth</li> </ul>		
<b>Forums</b>		
<ol style="list-style-type: none"> <li>1. January - Author talk       <ol style="list-style-type: none"> <li>a. Successful: 53 people onsite, 168 showed up</li> </ol> </li> </ol>		

- b. A book club will be started in school
- c. Two cases of water left for next forum
- 2. SEPAC Sarah Ward
  - a. Co-sponsoring SEPAC
- 3. SHAC
- 4. H4A Andrew Stephens
  - a. Will do something Honors-for-all
  - b. Parents are against Honors-for-all. Principal will give a talk when he is ready
- 5. Q: Avon, LHS, SC discussion??? Virtual forum?
  - a. Need to discuss with Andrew
  - b. Needs a different perspective presented as well unless this meeting is only for listening to the teachers. ⇒ May not be at this time
- 6. Parent Academy
- 7. Life/Paths after LHS
  - a. 3/29 LHS auditorium
  - b. Grade 9 and 10 students are not interested in listening to students who are still here
  - c. Some parents are interested in students from IVY leagues
- 8. Kristen Demirev - Substance Abuse Prevention
- 9. Joanne Loomer
  - a. Forum for seniors: life skills for college

## Grants

Vote on [third](#) cycle

- 1. Biology Department (Sarah Legge): Yes
- 2. Kerry Dunne: bring in Holocaust survivor: Yes
- 3. Martha Queenin: Yes

No objections. Pass all 3 above

- 4. Not recommended grants:
  - a. Cassedy: \$500 to pay a composer to write a piece of music so that we can play it.
    - i. Ruth: It would be a great experience for the students to work with a composer
    - ii. Catherine: will the composer interact with the students?
    - iii. Kim: in the past we have given funds for partial or full pieces to be written. It would be valuable to extend the benefit to students who are not in the Band

Voting results: 9 in favor of going back and ask him above questions

- b. Babbitt: Pilot Student Recognition Program. It does not feel the right way to award the students

## Hospitality

**Meeting was interrupted at 8:07 due to an issue with zoom and resumed at 8:10**

3. January - Lunch for staff
4. February - Bulletin Board and popcorn
5. March and April events are in the plan
6. May Lunch
7. June: Cookie Monster

Feedback from the teachers in other buildings:

- The food is usually set up in the main building.
- Can we bring the leftovers to other buildings?

**Membership**

Print directory, resubscribe

- Printed directory is out;
- Switched to LumaPay; No need to create a new account any more; but need to reconcile the categories in the backends

**Recruitment**

Vote treasurer in

- Meg made the motion to vote Nancy in: All voted yes.
- Asking members to think about the plan for the rest of the year. And let Dongzi know if replacement is needed.

**IT**

1. Will let Subha know the voting results

**New Business**

- 

**Other/miscellaneous**

- A. Board meetings - 7 pm over zoom unless noted otherwise
  - Feb 13
  - Mar 13
  - Apr 10
  - May 8
  - June 12 end of year party
- B. Officer meetings with the Principal - 6:30 pm over zoom
  - Jan 25 - being rescheduled - postponed to next Wednesday

**Adjourn**

8:35 meeting adjourned.

**Thank you all !**

**Monday 03/13/2023**



<b>Date/Time</b>	<b>LHS PTO Board Meeting</b> <b>Monday, 13/03/2023</b> <b>7pm</b> meeting start	
<b>Location</b>	Zoom	
<b>PTO Board attendees</b>	<b>PTO Board Members</b>	<b>Present (Y/N)</b>
	Kim McCormick	N
	Meg Khanolkar	Y
	Thilaka Ramesh	Y
	Jingtao Wu	N
	Nancy Liakas	Y
	Sharon Huang	Y
	Audra Myerberg	N
	Ruth Liu	Y
	Catherine Telliez	Y
	Kay Ho	Y
	Subha Sainathan	Y
	Kim Nudi	Y
	Jacqueline Goohs	Y
	Priyanka Dhau	N
	Evelyn Huang	Y
	Stephanie Hsu	Y
Jobina Gonsalves	Y	
Dongzi Yu	Y	

	Shashank Rajvanshi	Y
	Mai Yang	Y
<b>Guest Attendees</b>	No Guest Attendees	

<b>Welcome and Introductions</b>
<p style="text-align: center;"><b>Welcome Note given by Meg</b></p> <ol style="list-style-type: none"> <li>1. PPC Update - Negotiations, MSBA, Johnny Cole, Metco, LexSeeHer       <ol style="list-style-type: none"> <li>a. World language selection and Friday's half day will continue for this year .Instead of suspending students they would make them work on a project at the end of the day in the best interest of the students .</li> <li>b. MSBA presentation by Johnny Cole ,Barbara Hamilton presentation on family and friends ,Plans about apple picking ,</li> <li>c. LexSeeher - Fund raising by april 1st were few other topics discussed.</li> </ol> </li> <li>2. Update Google drive</li> <li>3. Website volunteers needed.</li> </ol>
<b>Secretary's Business</b>
<p>Approve Minutes of <a href="#">Jan.</a> meeting.Jacqueline seconded the motion made by Meg. Minutes approved</p>
<b>Finances (Treasurer)</b>
<ol style="list-style-type: none"> <li>1. Current <a href="#">P&amp;L</a>.</li> <li>2. <a href="#">Budget Vs Actuals</a></li> <li>3. Every dept needs to be notified as to much how much money is left so they could use the money .\$200 left.Sophmore cruise is cancelled and hence can it be used for junior Prom.</li> </ol>
<b>Communications</b>
<p>1.Communications -Audra will not continue .Ruth will continue.Position open at this time.</p>
<b>Forums</b>
<ol style="list-style-type: none"> <li>1. Parent Academy - Community Center, March 11, 10-2:30 pm- completed.Donated to the police and fire dept the food</li> <li>2. Navigating Life after LHS - LHS Auditorium, March 29, 7 pm .Andy will be moderating event.We need more people for prerecording and setup the program</li> </ol>

3. [Dr Bonnie Halpen-Felsher](#) Stanford Labs - Substance Abuse Prevention co-sponsor with Julie Fenn/SHAC - virtual seminar, April 12 - time TBD
4. Julie Hackett - LHS Science Lecture Hall, May 1, 5-6pm
5. Director Emily Hayes, Youth Counseling Connection (Possible in person talk to parents at Community Center mid-May)
6. Joanne Loomer - Senior Parent Workshop - LHS Library Media Room, May 23, 8:45-10AM
7. More planned ahead.

## Grants

Last round and emails are sent .

1. Fourth cycle update were sent .
2. Photos+write-up of past grants to be implemented as part of the grant completion.
3. Department funds usage updated .

## Hospitality

1. March - staff breakfast bagels in brown bag next thursday .Flyers of PTO.
2. April - Custodian lunch order from DELI.
3. May - Staff Luncheon sourced from parent. Sign up genius.
4. June - Ice cream sandwich truck.

Successful lunch for staff in January and bulletin boards were completed.

## Membership

1. Print directory, resubscribe.
2. Ongoing discussion on whether to Print directory or email version /pdf .To be finalized soon .

## Recruitment

1. LHS PTO manpower survey.
2. 10 will return to current role.
3. 2 undecided.
4. 6 will not return to current role. Mini grant, IT, secretary, communication roles needs to hired.
5. 2023-2024 folder needs to be updated after this.

## IT

All good at this time.

**New Business**

- N/A

**Other/miscellaneous**

1. Board meetings - 7 pm over zoom unless noted otherwise  
Mar 13  
Apr 10  
May 8  
June 12 end of year party
2. Officer meetings with the Principal - 6:30 pm over zoom  
Mar 29  
May 31

**Adjourn**

8:30 meeting adjourned.

**Thank you all !**



**Monday 4/10/2023**



<b>Date/Time</b>	<b>LHS PTO Board Meeting</b> <b>Monday, 4/10/2023</b> <b>7pm</b> meeting start	
<b>Location</b>	Zoom	
<b>PTO Board attendees</b>	<b>PTO Board Members</b>	<b>Present (Y/N)</b>
	Kim McCormick	
	Meg Khanolkar	Y
	Thilaka Ramesh	
	Jingtao Wu	Y
	Nancy Liakas	Y
	Sharon Huang	
	Audra Myerberg	
	Ruth Liu	Y
	Catherine Telliez	Y
	Kay Ho	Y
	Subha Sainathan	Y
	Kim Nudi	Y
	Jacqueline Goohs	Y
	Priyanka Dhau	
	Evelyn Huang	Y
Stephanie Hsu		
Jobina Gonsalves	Y	

	Dongzi Yu	Y
	Shashank Rajvanshi	
	Mai Yang	Y
<b>Guest Attendees</b>	No Guest Attendees	

<b>Welcome and Introductions</b>
<p style="text-align: center;"><b>Welcome Note given by Meg</b></p> <ol style="list-style-type: none"> <li>PPC Update - Contract Negotiations, New High School</li> </ol>
<b>Secretary's Business</b>
<p>Approve Minutes of March: Subha seconded to approve the March minutes. March Minutes is approved</p>
<b>Finances (Treasurer)</b>
<ol style="list-style-type: none"> <li>Current <a href="#">P&amp;L</a>: <ol style="list-style-type: none"> <li><b>\$3000 in special events not yet spent</b></li> <li><b>\$2500 for Student Supports not yet spent</b></li> <li><b>\$3800 for Principal events not yet spent but will be spent on prom buses according to the Principal</b></li> <li><b>Overall \$17,000 not spent yet</b></li> </ol> </li> <li><a href="#">Budget Vs Actuals</a></li> </ol>
<b>Communications</b>
<ol style="list-style-type: none"> <li>70% people read the newsletters.</li> <li>Community Announcement might need one-person's help to link the websites of the announcements</li> <li>VP for next year - Website and facebook page need people to help</li> </ol>
<b>Forums</b>
<ol style="list-style-type: none"> <li><a href="#">Dr Bonnie Halpen-Felsher</a> Stanford Labs - Substance Abuse Prevention co-sponsor with Julie Fenn/SHAC - virtual seminar, April 12 - time TBD</li> <li>Julie Hackett - LHS Science Lecture Hall, May 1, 5-6pm</li> <li>Director Emily Hayes, Youth Counseling Connection (Possible in person talk to parents at Community Center mid-May)</li> </ol>

4. Joanne Loomer - Senior Parent (only) Workshop - LHS Library Media Room, May 23, 8:45-10AM
  - a. Life skills needed for college life.
5. A few things in the work for coming Fall - navigating through the LHS system for parents.

## Grants

1. Photos+write-up of past grants
  - a. Photos and write-ups of the past grant usages are being done.
2. Funds usage:
  - a. All the teachers who got the minigrants have been notified. Minigrants is over-spent
  - b. Each dept. Has \$700 to use, but only \$800 were used so far for all departments. Kim proposed to reach out to the department heads and ask them to spend it.
  - c. Minigrant for Library : K-12 technology conference in library, \$500 dept funds (left) can be used.
  - d. Next year there should be a tracking system to follow the spending of the grants by department.
  - e. Sarah Carter, next year's PTO president in Clark, is willing to become the VP of the HS PTO board.
  - f. A meeting between the president and the treasures in May to discuss how to spend \$

## Hospitality

1. April 20th - Custodian lunch (during break): lunch will be ordered from a local deli place, about \$350
2. May 5th - Staff Luncheon sourced from parent: parents will make the dishes (sign-up):
  - a. **short announcement and pictures will be needed for the newsletter on 4/23**
  - b. **One-off Email communications are also needed to be sent this week**
  - c. **Donations on Sign-up Genie due next week: checks can be brought into the main office.**
3. June - Cookie Monster Ice cream sandwich truck

## Membership

1. Print directory format next year, Increase membership by \$5 to \$30
  - a. Meeting on Wed (Meg, Stephnie, Evelyn and the new VP) to discuss what will be done next year.
    - i. Should we go with digital format directory, rather than paper format?
    - ii. Evaluate against the impact on the fund raising activities
    - iii. Quite a few people are in favor of the hard copy format
  - b. Membership fee increase to cover the hard-copy cost?
    - i. It has not been raised for at least 6 years.
    - ii. The short-fall might be more due to the reduction in the donations. Before Pandemic, the donations were done at the beginning of the school year.
    - iii.
  - c. Should Newsletters only go to the members:
    - i. People might be disappointed not getting them.

## Recruitment

1. 2023-2024 update.
  - a. A few vacancies to fill in the PTO board
  - b. co-president : Catherine Yan
  - c. Forum: Catherine will help.
  - d. Minigrant VP: Sarah Carter
  - e. Membership: Dongzi/Lakshmi
  - f. Still needs: IT VP, secretary and communication VP.

## IT

1. New member set-up needed in May/June.
2. Google form sent by Kim:
  - a. Can people see the vote results/responses? - Yes
  - b. Mini-grant voting questions:
    - i. Do we need a \$ threshold for voting?
    - ii. Cover partial amount as one of the options for the vote? - 'More information' can be an option.

## New Business

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## Other/miscellaneous

- A. Board meetings - 7 pm over zoom unless noted otherwise
  - May 8
  - June 12 end of year party
- B. Officer meetings with the Principal - 6:30 pm over zoom
  - May 31

## Adjourn

**8:34 meeting ended.**

**Thank you all !**

**Monday 5/08/2023**



<b>Date/Time</b>	<b>LHS PTO Board Meeting</b> <b>Monday, 5/08/2023</b> <b>7pm</b> meeting start	
<b>Location</b>	Zoom	
<b>PTO Board attendees</b>	<b>PTO Board Members</b>	<b>Present (Y/N)</b>
	Kim McCormick	Y
	Meg Khanolkar	Y
	Thilaka Ramesh	Y
	Jingtao Wu	Y
	Nancy Liakas	Y
	Sharon Huang	Y
	Audra Myerberg	Y
	Ruth Liu	Y
	Catherine Telliez	Y
	Kay Ho	Y
	Subha Sainathan	Y
	Kim Nudi	Y
	Jacqueline Goohs	Y
	Priyanka Dhau	Y
	Evelyn Huang	Y
Stephanie Hsu	Y	
Jobina Gonsalves	Y	
Dongzi Yu	Y	

	Shashank Rajvanshi	
	Mai Yang	Y
<b>Guest Attendees</b>	No Guest Attendees	

<b>Welcome and Introductions</b>
<p style="text-align: center;"><b>Welcome Note given by Meg</b></p> <ol style="list-style-type: none"> <li>1. PPC Update on Dyslexia group, Tentative contract, community groups</li> <li>2. Update Google drive</li> <li>3. Site council Elections was discussed.</li> </ol>
<b>Secretary's Business</b>
<p>Approve Minutes of <a href="#">April</a> meeting. Meg made a motion to approve and it was approved.</p>
<b>Finances (Treasurer)</b>
<ol style="list-style-type: none"> <li>1. Current <a href="#">P&amp;L</a>. \$2000 under the budget Junior and Senior PROM planned . Total Expenses \$40,146.70 (actual) , \$52,200.00 (budget)</li> <li>2. <a href="#">Budget Vs Actuals</a></li> </ol>
<b>Communications</b>
<ol style="list-style-type: none"> <li>1. End of Year video</li> <li>2. Post cards</li> </ol>
<b>Forums</b>
<ol style="list-style-type: none"> <li>1. Director Emily Hayes, Youth Counseling Connection Student Parent Dialogue on May 18 at 6:30 pm . ( possible in person talk to parents at Community Center mid-May)</li> <li>2. Joanne Loomer - Senior Parent Workshop - LHS Library Media Room, May 23, 8:45-10AM</li> <li>3. Caitlyn Hayden with Kristie Demirev, Suicide Prevention and Awareness (QPR) Training, TBD evening sometime in May or early June</li> </ol>

## Grants

1. Photos and write-up of past grants to be completed for this year by the end of May. Cycles Finished all cycles and write up will be shared to the members
2. Funds usage discussed as well.

## Hospitality

1. April 20th - Custodian lunch (during break): lunch will be ordered from a local deli place, about \$350
2. May 5th - Staff Luncheon sourced from parent: parents will make the dishes (sign-up):
  - a. **short announcement and pictures will be needed for the newsletter on 4/23**
  - b. **One-off Email communications are also needed to be sent this week**
  - c. **Donations on Sign-up Genie due next week: checks can be brought into the main office.**
3. June - Cookie Monster Ice cream sandwich truck

## Membership

Thank you email to be sent to all for the work done so far.

## Recruitment

1. 2023-2024 update.
  - a. A few vacancies to fill in the PTO board
  - b. co-president : Catherine Yan
  - c. Forum: Catherine will help.
  - d. Minigrant VP: Sarah Carter
  - e. Membership: Dongzi/Lakshmi
  - f. Still needs: IT VP, secretary ,hospitality and communication VP

## IT

To begin transfer of knowledge and work on transition .

## New Business

- N/A

## Other/miscellaneous

1. June 12 end of year party at Meg's residence
2. Officer meetings with the Principal - 6:30 pm over zoom May 31
3. Site council election going on for one .Jennifer Roney is stepping down

**Adjourn**

**7:56 meeting ended.**

**Thank you all !**



**Lexington High School PTO  
Board Meeting Minutes  
Monday 6/12/2023**



<b>Date/Time</b>	<b>LHS PTO Board Meeting</b> <b>Monday, 6/12/2023</b> <b>7pm</b> meeting start	
<b>Location</b>	@meg home in person	
<b>PTO Board attendees</b>	<b>PTO Board Members</b>	<b>Present (Y/N)</b>
	Kim McCormick	y
	Meg Khanolkar	Y
	Thilaka Ramesh	y
	Jingtao Wu	N
	Nancy Liakas	y
	Sharon Huang	N
	Audra Myerberg	Y
	Ruth Liu	Y
	Catherine Telliez	Y
	Kay Ho	Y
	Subha Sainathan	Y
	Kim Nudi	Y
	Jacqueline Goohs	Y
	Priyanka Dhaul	N
	Evelyn Huang	N
	Stephanie Hsu	y
Jobina Gonsalves	Y	
Dongzi Yu	Y	

	Shashank Rajvanshi	y
	Mai Yang	N
<b>Guest Attendees</b>		New members

<b>Welcome and Introductions</b>
<p>Welcome Note given by Meg.</p> <p>Principal joined the meeting with thank you appreciation gift and card given at the end .</p> <p>No major PCC update</p> <p>Update google drive</p>
<b>Secretary's Business</b>
<p>Approval Minutes of <a href="#">May</a> meeting. Kim made a motion and Nancy approved it.</p>
<b>Finances (Treasurer)</b>
<p>1. Current Income is \$60,060 against Budgeted at \$50,000. Expenses budget is \$52,000 and current expenses is \$49,000</p> <p>2. Budget Vs Actuals</p>
<b>Communications</b>
<ol style="list-style-type: none"> <li>1. End of Year video to be done .</li> <li>2. Sunday will be the last newsletter that will be sent.</li> <li>3. Post cards to top donors with thank you note.</li> </ol>
<b>Forums</b>
<p>Last forum for the year running today</p>

<b>Grants</b>
Photos and write-up of past grants to be completed for this year . Almost 20 grants approved during this period.Funds usage discussed as well.
<b>Hospitality</b>
June - Cookie Monster Ice cream sandwich truck-June 22nd
<b>Membership</b>
Thank you email to be sent to all for the work done so far.End of the year postcards with thank you notes distributed to all the PTO members.
<b>Recruitment</b>
<ol style="list-style-type: none"> <li>1. 2023-2024 update with open positions filled <ol style="list-style-type: none"> <li>a.co-president : Catherine Yan</li> <li>b. VP Forum: Emma</li> <li>c.Minigrant VP: Sarah Carter</li> <li>d.Membership: Lakshmi</li> <li>e.Co secretary -Kelly</li> <li>f.VP communication-Jamuna</li> <li>g,VP hospitality -Julie</li> </ol> </li> </ol>
<b>IT</b>
To begin transfer of knowledge and work on transition .
<b>New Business</b>
<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Other/miscellaneous</b>
End of the year party hosted by <a href="mailto:president_1@lhspto.org">president_1@lhspto.org</a> . Thank you for such a wonderful party .
<b>Adjourn</b>

8:06 meeting ended.

**Thank you all !**