

2017-2018 PPE PTO

Executive Board

Meeting Minutes, May 15, 2018

A regular meeting of the PPE PTO Executive Board was held at Percy Priest Elementary School on Tuesday, February 13, 2018. The meeting convened at 5:05pm. Co-Presidents Whitney Conyers and Courtney Evans presided.

**Attendees**: Courtney Evans, Co-President; Whitney Conyers, Co-President; Heather Chapman, Co-Vice President; Tarala Rybacki, Co-Vice President; Carlin Graham, Treasurer; Baxter Lee, Co-Treasurer; Marisa Adair, Communications Chair; Bonnie Paik, Recording Secretary

**Welcome and Call to Order:** Courtney Evans called the meeting to order with Michelle Sweeney seconding the motion.

**Approval of January Meeting Minutes:** A motion was made by Courtney Evans for approval of the January meeting minutes, Carlin Graham seconds the motion. Motion carried.

**Co-President’s Report:**

**Old Business**

* **Spring Auction Fundraiser**
* 215 Sold Tickets Including teachers
* 40 tickets remain
* Goal was 250 tickets
* **New Business**
* Potential Kindergarten Liason for next year
* New Families Calendar possibly add in description
* **New VPs Report**
* **Strategic Plan Priorities:**
* Facilities (includes security)
* Technology
* Teacher Resouces
* Personnel
	+ Emily Cary reaching out to parents and checking with Melinda Williams on her thoughts for the actual gift
* Field and Playground Maintenance
	+ Courtney is receiving a new bid from a past PPE parent. Eileen Wright and her husband may also be a possibility in providing the service
* Spring Auction Fundraiser
	+ An envelope will be sent home this Friday asking parents for a $5 or $10 to help buy items for the baskets. The money is divided equally among the classes
* Updated PPE Website
	+ Marisa Adair has received two bids and looks to present at the next Executive Board meeting
* Science Night
	+ Takes place 2/23 with “The Science Guy” in attendance.
	+ 3rd and 4th graders may attend.
* First Day School Supplies
	+ Lists will be provided at Metro Registration Sites so new Kindergarten families will receive information.
* **Board Selections for 2018/2019**
	+ Ashley Wade and Emily Walker, CO-VPs
	+ Baxter Lee, Treasurer
	+ Kempton Presley, Co-Treasurer
	+ Marisa Adair, Communications
	+ Michelle Sweeney, Parliamentarian
	+ Kiki Morton, Secretary
	+ Confirmed Committee Chairs:
		- Krystal Cox, Art Liaison
		- Katie Cameron, Grandparents Day
		- Courtney Evans, First Day Folders
		- Jessica Amden, Room Mom Coordinator
		- Leslie Hall, JT Moore Liaison
		- Polly Perkins, Library Liaison
		- Amy Ratliff/Catie Baxter/Shelly Bearden, Small Fundraisers
		- Mendee Patee/Keri Engesath, Used Book Sale

**Upcoming Dates:**

**Adjournment:** Courtney Evans makes a motion to adjourn the meeting. Emily Carey seconds the motion. Meeting adjourned at 6:30pm.

Bonnie Paik

Recording Secretary, PPE PTO Executive Board