

**2018-2019 PPE PTO  
Executive Board  
Meeting Minutes, August 14, 2018**

A regular meeting of the PPE PTO Executive Board was held at Percy Priest Elementary School on Tuesday, August 14, 2018.  
The meeting convened at 5:10 pm. Co-Presidents Heather Chapman and Tarala Rybacki presided.

**Attendees:** Melinda Williams, Principal; Tarala Rybacki, Co-President; Heather Chapman, Co-President; Emily Walker, Co-Vice President; Ashley Wade, Co-Vice President; Marisa Adair, Communications Chair; Kiki Morton, Recording Secretary; Whitney Conyers, Ex-Officio; Emily Cary, Teacher Liaison; Christina Brumleve, Teacher Liaison; Kempton Presley, Co-Treasurer

**I. Welcome and Call to Order:** Tarala Rybacki called the meeting to order with Heather Chapman seconding the motion.

**II. Approval of May 2018 Meeting Minutes:** A motion was made by Christina Brumleve for approval of the May meeting minutes, Heather Chapman seconds the motion. Motion carried.

**III. Treasurer's Report**

Tiger Store has made \$7,000 to date.

Teacher Supply Fund has had money taken out with checks going to the teachers, Mrs. Twitchel, EL, Encore, etc.

Each teacher received \$325 to use for classroom supplies and some specials areas received slightly less. This area was slightly over budget, because a few specials areas hadn't been budgeted for classroom expense checks. The money will be made up.

Kelly McMullen to audit budget.

10 people have paid INVEST prior to August 16 kickoff date.

**IV. Principal's Report**

PPE enrollment is under Metro's projection by 30 children.

495 students are enrolled at PPE this year.

(95) 4th graders this year with 4 teachers.

(96) Kindergarteners with 5 teachers (metro projection was off for kindergartens, with less enrolling than projected)

There are 6 first grade teachers this year.

All teachers will remain in place after the 20th school day.

**PPE welcomes the following new teachers this year:**

Jessica Morris - 4th grade

Jessica Ely - 3rd grade

Susan Acker - 1st grade

Kirsten Pannell is interim for Ms. Parker for 9 weeks during her maternity leave.

Vanderbilt is starting a Reading Club in conjunction with Ingram Industries and information is being sent home in Friday folders.

TN Ready scores from 2018 spring testing went home with 4th grade students on Friday.

Arrival & Dismissal has gone well in the first week of school.

PPE had budgeted for 22 teachers K-3. Only 21 teachers were hired based on classroom size and the remaining salary went back to the Metro system for a teacher added at a different elementary.

**V. Co-President's Report**

**OLD BUSINESS**

**i. Review of New Families Open House, First Day & Traffic**

Traffic flow the first week has gone well.

**ii. Committee Chair and Room Parents Meetings**

Meetings have gone great. There are lots of parents participating for the first time in various room parent and committee roles.

A room parent grade captain has been assigned to each grade. The captains will make sure room parent emails go out to the classes and they will organize social grade activities. Captains can also help with auction baskets.

Michelle Sweeney is stepping down from The PPE PTO Executive Board Parliamentarian role due to a schedule conflict.

The PTO will reach out to the entire school for recruitment of the position. A new parliamentarian will be appointed and elected by the board, per the school by-laws.

**iii. School Supply Kits**

Raised over \$1,000 from the boxes. Goal was 30% participation and reached. School supply kit organizer, Heather Chapman, suggests that if school supply kits are ordered again next year, create a committee to oversee the ordering/delivery due to the amount of time coordinating this project. Feedback from parents was positive regarding ordering the kits for their children.

#### **iv. New Families Committee**

1st grade parent Katie Agnew created a kindergarten manual for kindergarten parents. The committee pulled emails for kindergarten students over summer to send out kindergarten manual and communicate with parents.

### **NEW BUSINESS**

#### **i. Open House**

Thursday August 16

Parents meet in classrooms to meet the teachers, view WPPE- evening announcements that will include introductions of: staff/specials teachers/PTO Presidents

New INVEST video will be shown

5:30 - K-2nd grades

7:00- 3rd- meets in classroom/ 4th grade meets in cafe and then visits classroom

PTO to provide dinner for teachers

#### **ii. INVEST Kickoff**

Thursday August 16 -INVEST kicks off at the Parent Open House

New Invest video to play at open house. Video shows parents where INVEST money is being spent.

Venmo option will be explored for accepting INVEST and future school payments.

A credit card processing fee will be added to the INVEST amount on the website.

Verbiage will be added to the PPE website explaining credit card fees.

Parents can write a check to avoid credit card processing fees.

INVEST 2018 suggested amount per student is \$350 per child to meet \$140,000 goal.

#### **iii. Website Update**

Marisa Adair worked in conjunction with a web designer to complete the new PPE website this summer.

Website hosting fees of approximately \$20 will be paid monthly.

A list will be compiled of all children that do not want to participate in social media, website, any media coverage, etc.

**iv. Golf Tournament Volunteers**

Co-Presidents meeting with Tiger Cup Committee Tonight.

Committee will spread the word to room parents for a save the date for Tiger Cup.

**v. Facility Rental Fees and Clubs- Chess Club**

Chess club director will need insurance and to pay facilities fee to continue Chess Club at PPE per Metro schools.

PTO insurance cannot be used in connection with a commercial concern.

**VI. ADJOURNMENT**

Heather Chapman makes a motion to adjourn the meeting. Ashley Wade seconds the motion. Meeting adjourned at 6:40pm.

**Upcoming Events/Dates:**

**8/16 Open House and INVEST Kick-Off**

**8/22 Fall Picture Day**

**8/31 Teacher Planning Day, NO SCHOOL!**

**9/3 Labor Day, NO SCHOOL**

**9/6 Small Fundraiser- Magpies in Belle Meade**

**9/7 Progress Reports**

**9/7 Family Picnic- PPE Playground 5:00pm**

**9/11 Executive Board Meeting, 5:00pm**

**PTO Meeting, 6:30pm**

**9/24 Tiger Cup**

**9/28 Auction Committee Meeting - Library 8:15am**

Kiki Morton

Recording Secretary, PPE PTO Executive Board