

**2018-2019 PPE PTO
Executive Board
Meeting Minutes, November 13, 2018**

A regular meeting of the PPE PTO Executive Board was held at Percy Priest Elementary School on Tuesday, November 13, 2018.

The meeting convened at 5:10 pm. Co-President Heather Chapman presided.

Attendees: Melinda Williams, Principal; Heather Chapman, Co-President; Ashley Wade, Co-Vice President; Emily Walker, Co-Vice President; Marisa Adair, Communications Chair; Whitney Conyers, Ex-Officio; Emily Cary, Teacher Liaison; Christina Brumleve, Teacher Liaison; Kempton Presley, Co-Treasurer; Baxter Lee, Treasurer; Chris Moth, Parliamentarian; Kiki Morton, Recording Secretary; Kelly McMullen, Audit Review

I. Welcome and Call to Order:

Heather Chapman called the meeting to order with Ashley Wade seconding the motion.

II. Approval of October 2018 Meeting Minutes:

A motion was made by Heather Chapman for approval of the October meeting minutes. Christina Brumleve seconds the motion. Motion passed.

III. Treasurer's Report:

\$152,000 revenue has been collected against a target of \$262,000.

\$117,000 collected in INVEST donations to date. \$23,000 short of \$140,000 goal.

Golf Event is slightly short of budget, but deposits are still coming in.

Tiger Store expenses match income.

1st payment of salaries was \$18,000.

\$250 deposited from the food truck donations at the Family Picnic. Parnassus Truck donated 20% of of sales in the form of gift cards.

Baxter Lee makes a motion to have co-chairs Emily Walker & Ashley Wade to sign reimbursement checks during the absence of Tarala Rybacki. Kempton Presley seconds the motion. Motion passed.

IV. Principal's Report:

Parent Teacher Conferences were well attended

Principal for a Day - Paulie Coffin, an assistant metro principal spent a day shadowing Mrs. Williams

PPE Prospective Families Open House - 17 families attended

Nov.15th- Metro School Choice Festival at the fairgrounds - Mrs. Williams will attend representing PPE

PPE Scholastic Book Fair and PPE Grandparents Lunch are both held this week

V. Co-President's Report:

VI. OLD BUSINESS

INVEST

\$23,000 still needs to be collected from families to make the goal of \$140,000 for the school year

2018-2019 pledged INVEST amount is \$151,000.

TIGER CUP

70 golfers attended

BYLAW REVIEW COMMITTEE

Kempton Presley makes a motion to ask Austin McMullen to join the by-law review committee. Melinda Williams seconds the motion. Motion passed.

The committee will report at each board meeting.

ONLINE SCHOOL DIRECTORY

233 out of 404 families have confirmed and registered for the online school directory.

Parents are now able to download the school directory app.

UPDATE ON FACILITY REPAIRS

Facilities Update will be given at the board meeting tonight by Jeff Casella Architecture & Katie Cameron.

PPE is 4th in line on Metro's renovation list for improvements.

VII. NEW BUSINESS

AUDIT REVIEW & RECOMMENDATIONS

Kelly McMullen presented an audit review at the board meeting.

PPE PTO budget will be posted online.

4th grade gift is required to be spent in the fiscal year.

Kempton Presley makes a motion for an exploratory committee to hire a privately independent accountant to help with monthly bookkeeping of the PPE budget.

Christine Brumleve seconds the motion. Motion passed.

VIII. ADJOURNMENT

Heather Chapman makes a motion to adjourn the meeting. Kempton Presley

seconds the motion. Meeting adjourned at 6:16 pm.

Upcoming Events

11/13-16 PPE Book Fair

11/14- 3rd grade music program for the school only

11/15- 8:30am 3rd grade music program for parents

11/15-16 Grandparents Lunch (K,2nd,4th- Thursday 11/15) (1st & 3rd- Friday 11/16)

11/15- School Choice Festival for Metro Schools

11/21-23- Thanksgiving Break- No School

11/30- Mathnasium - Math Night for 3rd and 4th Graders 5:30pm-7pm

12/5- Art Show

12/21- Half Day & Holiday Parties

12/24-0/7- No School Holiday Break

01/15- Executive Board Meeting at 5:00 pm

Kiki Morton

Recording Secretary, PPE PTO Executive Board