

## **2018-2019 PPE PTO Executive Board Meeting Minutes, January 15, 2019**

A regular meeting of the PPE PTO Executive Board was held at Percy Priest Elementary School on Tuesday, January 15, 2019.

The meeting convened at 5:10 pm. Co-Presidents Heather Chapman and Tarala Rybacki presided.

**Attendees:** Melinda Williams, Principal; Heather Chapman, Co-President; Tarala Rybacki, 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; Chris Moth, Parliamentarian; Kiki Morton, Recording Secretary

### **I. Welcome and Call to Order:**

Tarala Rybacki called the meeting to order with Emily Walker seconding the motion.

### **II. Approval of November 2018 Meeting Minutes:**

A motion was made by Tarala Rybacki for approval of the November meeting minutes. Emily Walker seconds the motion. Motion passed.

### **III. Treasurer's Report:**

- INVEST goal was exceeded by \$1,822.78 with a total of \$141,822.78 donated
- Tiger Cup Golf Tournament raised \$12,323.27; \$4,323.37 over the projected budget
- Scholastic Book Fair earned approximately \$1,000 to be spent in the library
- The December Art Show had a \$1,433 profit after expenses to be used for the art program
- Tiger Store is showing a profit of \$622.31
- An Amazon account has been set up for teachers & staff to make tax exempt purchases

### **IV. Principal's Report:**

- Car rider tags will be made and donated by a company for new students (and any replacement tags) next fall. A sponsor company's logo will be on the tags.
- The PPE support staff was very appreciative of the holiday gift of cash from the PPE parents that participated.

- PPE and The Girl Scout's collected almost \$1,000 in gift cards in December for The Last Minute Toy Store.
- PPE collected items in December for the non-profit, Open Table
- Attendance Matters Launch through MNPS
  - Parent or guardian absence notes will not be accepted after five unexcused absences, regardless of if the absences are consecutive or not. Physician notes will be required for students after reaching this number of absences.
  - Chris Moth makes a motion for the PTO to send a letter to parents regarding the importance of Attendance Matters. Christina Brumleve seconds the motion. Motion passed.
  - Teachers will send out an attendance email to each class.
- MNPS facility team is working on repairing the broken sump pump in the front school yard
- PPE is on a MNPS list for new curtains for the front and the back of the cafeteria stage. Condensation pipes in the cafeteria will be removed so that the curtains can close.
- PPE is scheduled by MNPS for a safety vestibule. Construction will be a 3-day process. Construction date is TBD.
- Professional Development budget guidelines will be updated by the board and delivered to teachers.

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

### **OLD BUSINESS**

#### **● BYLAWS REVIEW COMMITTEE REPORT**

- Bylaws Review Committee - Christie Brumleve, PPE PTO Faculty Member; Austin McMullen, PPE Parent and Attorney; Chris Moth, Parliamentarian and Chair; Emily Walker, PPE PTO VP for Fundraising
- The Bylaws Review Committee Report is reviewing reserve funds management, membership redefinition, board position responsibilities, learning curve improvements, "Hold Harmless" provisions, technology & communications, Open vs. Closed Meetings and IRS & MNPS operational requirements.
- The Bylaws Review Committee presented the following timeline for its deliverables:
  - ◆ January 15- Present list of errors and omissions to the Executive Board (Deliver an outline of the cover note to the membership that will accompany the Bylaws website release April 9.)
  - ◆ February 12- Present preliminary revised Bylaws to Executive Board and announce effort to membership at PTO general meeting
  - ◆ March 5- Gather additional final inputs from Executive Board. Lock-in of recommendations. Last date to know new officer list, as nominating committee reports April 9.

- ◆ April 9- Final vote of Executive Board to recommend the final Bylaws changes to the membership. New Bylaws (both final and with change markup) go on PPE website, with cover letter of introduction.
- ◆ May 14- Membership approval of budget, Membership ratification of new Bylaws, and Membership election of new slate of officers under new Bylaws
  - Chris proposed a motion to continue with the bylaw meeting and Emily Walker seconded the motion. Motion passed.
- **MATH NIGHT-** Mathnasium Math Night went well and had a good turnout. Recommended again for next year's 3rd & 4th graders.
- **ART SHOW-** had a positive feedback from families and the committee recommended doing it again next year.

## **NEW BUSINESS**

- **THREE YEAR STRATEGIC PLAN-** Motion made to approve the 2019-2022 PPE Strategic Plan by Heather Chapman. Kempton Presley seconded the motion. Motion passed. The detailed Strategic Plan can be read and downloaded from the PPE website.
- **SCIENCE NIGHT** - February 8th - 3rd & 4th graders. Dr. Schwartz from Hillsboro High School will bring students to run the stations
- **USED BOOK SALE-** Will be held February 6-9. The book sale generates approximately \$1500 for the school

## **VI. ADJOURNMENT**

Heather Chapman makes a motion to adjourn the meeting. Emily Carey seconds the motion. Meeting adjourned at 6:20 pm.

## **Upcoming Events**

1/21- NO SCHOOL MLK DAY

2/1- AUCTION COMMITTEE MEETING AT 8:15 AM

2/6-2/9- USED BOOK SALE

2/08- SCIENCE NIGHT 5:30-7:30 PM

2/12- EXECUTIVE BOARD MEETING 5:00 PM & PTO GENERAL MEETING 6:30

Kiki Morton

Recording Secretary, PPE PTO Executive Board