

## **2018-2019 PPE PTO Executive Board Meeting Minutes, April 9, 2019**

A regular meeting of the PPE PTO Executive Board was held at Percy Priest Elementary School on Tuesday, April 9, 2019.

The meeting convened at 5:09 pm. Co-President Tarala Rybacki presided.

**Attendees:** Melinda Williams, Principal; Tarala Rybacki, Co-President; Ashley Wade, Co-Vice President; Emily Walker, Co-Vice President; Chris Moth, Parliamentarian; Baxter Lee, Treasurer; Kempton Presley, Co-Treasurer; Kiki Morton, Recording Secretary; Christie Brumleve, Teacher Liaison; Emily Cary, Teacher Liaison

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

Tarala Rybacki called the meeting to order with Ashely Wade seconding the motion.

### **II. Approval of March 2019 Meeting Minutes:**

A motion was made by Emily Walker for approval of the March meeting minutes. Ashley Wade seconds the motion. Motion passed.

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

- Currently \$30,000 short of annual revenue goal, but the spring auction hasn't occurred. Deficiency will be made up through the auction.
- \$7,800 currently in revenue for the spring event
- Kindergarten tote bags have arrived and new kindergarteners will be given a bag.
- Ashley Wade makes a motion to spend \$500 on two new exterior, enclosed bulletin boards from the Prep for School account. Tarala Rybacki seconds the motion. Motion passed.
- Opportunity to optimize the treasurer by hiring a bookkeeper for third party validation.
  - Bookkeeper will only make quickbooks updates, will not write checks or have access to PTO money.
  - Requests for proposals were submitted to three different accounting firms for a bookkeeper for 3-5 hours a month to update Quickbooks. One person will be selected.
  - Ashley Wade made a motion to hire a bookkeeper at the annual cost of \$2,400. Kempton Presley seconded the motion. Motion passed.

#### IV. Principal's Report:

- 4th Grade Gift- Tiger Paws Fundraiser
  - Raised \$5,500 for flexible seating for the 4th grade classrooms.
  - Every 4th grader will paint a tile to hang in the hall.
- Big Green Fair - was a success and vendors were pleased. The fair was held in the cafe due to rain.
- 2nd, 3rd and 4th Graders participated in MAP Testing in February.
  - Combined, the three grades exceeded district average in growth.
  - Mrs. Williams awarded the children with snow cones.
- Teachers and students are prepping for TN Ready. The writing piece starts next week, followed by math, etc.
- PPE had the most families in MNPS to attend the Frist Art Museum during spring break, so the art department received a \$250 donation from The Frist.

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

- Old Business
  - Auction Update
    - ◆ Ticket sales are currently at 235. 275 is target.
    - ◆ \$26,870 for the auction to date. Income includes parent parties, fixed priced parties.
  - Bylaws Update From Chris Moth and The Bylaws Committee
    - ◆ Cover letter will be emailed to the PTO membership on Wednesday, April 24th
      - ◆ Will include new Bylaws and the 2019-2020 budget that will be voted on in May.
    - ◆ May 14th PTO General Meeting will include bylaw voting, budget voting.
- New Business
  - Speaker for the May PTO meeting is TBD
  - Kass Benchoff & Jenny Delozal will be PTO Co- Vice Presidents 2019-2020.
  - Matthew Gilmore will be PTO Assistant Treasurer

#### VI. Adjournment

Tarala Rybacki made a motion to adjourn the meeting, Chrisite Brumleve seconded the motion. Meeting adjourned at 6:06 pm.

#### Upcoming Events

04/13 PTO Spring Auction at Richland Country Club  
04/18 Progress Reports Issued  
04/19 Spring Holiday- No School  
05/06-10 Teacher Appreciation Week  
05/14 Executive Board Meeting 5:00 pm

PTO Meeting 6:30 pm  
05/23 Last Day of School - Half Day

Kiki Morton  
Recording Secretary, PPE PTO Executive Board