

2019-2020 PPE PTO Executive Board Meeting Minutes, November 12, 2019

A regular meeting of the PPE PTO Executive Board was held at Percy Priest Elementary School on Tuesday, November 12, 2019.

The meeting convened at 5:04 pm. Co-Presidents Ashley Wade and Emily Walker presided.

Attendees: Melinda Williams, Principal; Ashley Wade, Co-President; Emily Walker, Co-President; Kass Benchoff, Co-Vice President; Ginny Dolezal, Co-Vice President; Kempton Presley, Treasurer; Matthew Gillmor, Assistant Treasurer; Kiki Morton, Secretary; Tarala Rybacki, Ex-Officio; Marisa Adair, Vice President Communications.

I. Welcome and Call to Order:

Ginny Dolezal called the meeting to order with Kiki Morton seconding the motion.

II. Approval of October 2019 Meeting Minutes:

A motion was made by Kass Benchoff for approval of the October meeting minutes with Ginny Dolezal seconding the motion. Motion passed.

III. Treasurer's Report:

- Current PPE assets in bank \$308,015.88.
- INVEST pledges are now at \$141,136.80 and are due November 14th.
- 5 part time PPE PTO funded employees will receive the MNPS teacher pay raise of 3%. The 3% needs to be included in the future budget and the amount needs to be reviewed to determine if the 3% trajectory is sustainable for the years to come. PPE PTO funded positions include the interventionists, enrichment teacher and workroom employees.
- PayPal/Square and Stripe Fees
 - Need to review charges in the Tiger Store and any other school transactions to make sure transaction fees are added to all charges.
- Old checks that have not been cashed are located under Reconciliation Discrepancies.
- The PayPal Account needs to have former PPE PTO Treasurer Baxter Lee's name removed and replaced with PPE PTO.

IV. Principal's Report:

- Jami Duke, the Enrichment Teacher, will be leaving PPE and her position will be posted.
- Nan Hayes, the Workroom Coordinator, will be resigning December 18th. A two day a week workroom position will be posted.
- 2 Paraprofessionals are needed at PPE and the positions have been posted.
- PPE Prospective Family Open House was well attended. Over 27 families arrived the first hour.

V. Co-President's Report:

- **Old Business**
 - PPE Songwriters' Night was postponed until May 2nd due to bad weather in October.
 - Spring Auction- March 7, 2020
 - The auction will be held at Richland Country Club.
 - The auction will have an 80's theme and a save the date is going out soon to parents.
 - Math Night, hosted by Mathnasium Brentwood, was successful. Family members were included this year.
 - Grandparent's Day
 - Has been advertised in the weekly newsletter and a flier has been sent home in Friday folders.
 - An INVEST card with PPE statistics has been printed to have on hand at Grandparent's Day.
 - Art Show- artwork is being sold in advance through Bidcoz or the night of the event.
 - Tiger Store
 - \$1,400 in merchandise was sold during parent teacher conferences.
 - Tiger Store is low on inventory.
 - PPE will have a pre-sale for long sleeve t-shirts.
 - A Radnor Lake Service Day is being discussed for PPE families.

- **New Business**

- The PPE Happy Cart made the rounds in October to all of the staff and teachers. It had apples, popcorn and other seasonal food for PPE employees.
- MNPS is now requiring teachers to submit a fundraising form for monthly Scholastic book sales.
- Scholastic Book Fair needs a line item for future years due to new MNPS rules.
- An email will be sent to parents reminding them of hookup line procedures and neighborhood speed limits.

VI. Announcements:

- Book Fair- 11/18-22
- Green Hills Grille Dine Out- 11/25
- Thanksgiving Holiday- 11/27-29
- Art Show- 12/4
- Winter Break- 12/20/2019-1/7/2020

VII. Adjournment

Kiki Morton made a motion to adjourn the meeting. Matt Gillmor seconded the motion. Meeting adjourned at 6:08 pm.

Kiki Morton
Secretary, PPE PTO Executive Board