**2020-2021 PPE PTO Board Meeting Minutes, April 13, 2021**

A regular meeting of the PPE PTO Executive Board was held virtually on Tuesday, April 13, 2021.

The meeting convened at 7:00 pm. Co-Presidents Kass Benchoff and Ginny Dolezal presided.

**Attendees:** Russell Young, Principal; Kass Benchoff, Co-President; Ginny Dolezal, Co-President; Nahed Zehr, Vice President; Geoff Watson, Treasurer; John Markham, Assistant Treasurer; Marisa Adair, VP Communications; Katie Agnew, Secretary; Christina Brumleve, Teacher Liaison; Emily Cary, Teacher Liaison; Ashley Wade, Ex-Officio.

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

Kass Benchoff called the meeting to order.

**II. Approval of March 9, 2021 Meeting Minutes:**

A motion was made by Nahed Zehr for approval of the March 9, 2021 Board and General Membership meeting minutes with Geoff Watson seconding the motion. The motion passed.

**III. Treasurer’s Report:**

* Geoff Watson provided the Treasurer’s report. He reported that all outstanding checks have cleared and the PTO has roughly $250,000 of cash on hand.
* He reported that taxes will be due later in the week.
* The library is over budget by $2,000, and the Treasurer and Co-Presidents are exploring why that is.

**IV.  Principal’s Report:**

* Dr. Young reported that state testing begins next week. Encore screening is underway and final MAP testing will be in May. Grade level assessments will also be performed.
* Intent to return forms are still trickling in and teachers are working to help fill information gaps.
* School pictures were taken today and will continue this week.
* The auction is on Friday, April 16.

**V.  Co-President’s Report:**

* **Old Business**
  + Budget Meeting
  + The budget meeting was held on March 22 and the budget is complete. It will be presented at the May general membership meeting for approval.
* **New Business**
* Auction
  + The auction will take place on Friday, April 16. So far 243 tickets have been sold. The window to purchase them closes Wednesday at noon.
* Yearbook
  + Individual and class pictures are being taken outside and will be turned into a yearbook. Pictures will not be available for purchase. Parents can contribute pictures to the yearbook as well. They will be available for purchase until April 30 and then will have a 6 week lead time to print.
* First Day School Supplies
  + First Day School Supplies kits will be promoted after the auction ends.
  + The PTO is working with Dr. Young to find a list of incoming kindergarteners to start sending them information about supplies kits and other summer happenings.
* Fourth Grade Present
  + The 4th grade teachers proposed inviting students in each class to create a design for next year’s field trip shirts, with the winner in each class advancing and competing against the other classroom winners. Voting would be among fourth grade students.
  + Tiger Paws may still be sold and the funds used to purchase next year’s field day shirts.
  + Other creative ideas were brainstormed and will be explored.
  + Field Day
  + Field Day is planned for May 20 and 21, with grades participating in 2 hour shifts. Parent volunteers may be needed.

**VI.** **Announcements:**

* Shake Shack Dine In and Out will be on May 3rd, all day, with 25% of profits to PPE.
* May 11 – Executive Board meeting at 5:00
* May 11 – General Membership meeting at 6:00 to approve budget and PTO slate. Emmie Stuart will discuss summer reading. Technology resources for summer learning may also be discussed.

**VII. Adjournment:**

Kass Benchoff made a motion to adjourn the meeting. Ginny Dolezal seconded the motion. Meeting adjourned at 7:52 pm.

Katie Agnew

Secretary, PPE PTO Executive Board