

2023-34 Percy Priest Elementary PTO Executive Committee Meeting Minutes, August 15, 2023

A regular meeting of the PPE PTO Executive Board was held in the school library on August 15, 2023.

The meeting convened at 5:00pm. President Libba Alden presided.

Attendees: Russell Young, Principal; Libba Alden, President; Jenny Alfrey, Vice President; Katie Agnew, Past President; Carlin Graham, Treasurer; Marcy Burrige, Fundraising Chair Report; Claudia Levy, Community Events Chair; Chris Bradshaw, Communications Chair; Erin Kaiser, Secretary; Christina Brumleve, Teacher Liaison; Kate Allen, Teacher Liaison.

I. Welcome & Call to Order

1. Libba Alden called the meeting to order.

II. Approval of May Minutes

1. A motion was made by Libba Alden for approval of the GM and Exec on May 9, 2023 and GM and Exec May 24, 2023 meeting minutes with __ seconding the motion. The motion was passed.
2. A motion was made by Christina Brumleve for approval of the May 9 PTO Executive Board meeting minutes with Claudia Levy seconding the motion. The motion was passed.
3. A motion was made by Christina Brumleve for approval of the May 9 General Membership PTO meeting minutes with Katie Agnew seconding the motion. The motion was passed.
4. A motion was made by Christina Brumleve for approval of the May 24 PTO Executive Board and General Membership PTO meeting minutes with Jenny Alfrey seconding the motion. The motion was passed.

III. President's Report

1. Libba Alden provided the President's report.
2. She reported that sneak-a-peak and first week of school were reported to be a success.
 - 2.i. The placement of the Roar Store in café worked very well, but it was suggested that they set up additional points of sale to avoid long checkout lines. The people working the table were quick, but the volume was so large that the line backed up. Also, for next year, we may need to consider moving the Orientation Committee (car tags, totes, other BTS ites) to the front of the school rather than the blacktop.
 - 2.ii. Dr. Young reported that date for sneak-a-peak had to be changed this year to the day before school started (rather than the week prior), and as a result, attendance was higher. Ms. Brumleve and Mrs. Allen reported that the morning is ideal so that teachers can stay and continue setting up/sorting supplies. Everyone agreed that having different time slots for new families versus returning families was worked well.
3. INVEST timeline – Libba reported that Lindsay Moore and Blaire Jett are our INVEST chairs and a video will be played at open house, and then it will live on the INVEST website. Although the Causepilot site is up and running now, official kickoff for the INVEST campaign is Sept 24, and it will run through October 6.
 - 3.i. This year's recommended amount is \$375, which is the same as last year. Our anticipated goal is \$180k (raised from last year's \$140k due to higher enrollment).

- 3.ii. Incentives will remain the same as last year. Examples: granny white market icee coupon, popsicle/pizza parties for classes with 100% participation.

IV. Principal's Report

1. Dr. Young provided the Principal's Report.
2. He reported that PPE had a great, productive summer moving portables and furniture for rooms swaps! The campaign to move the playground equipment to the front of the building is almost done!
3. Introduction of the new 5th grader classes has gone well! Our 5th grade projection was low through the spring but increased during the summer just in time to get approval for three classes of 5th graders. Ms. Woj, who taught 5th last year but was expecting to come to PPE as our new PE teacher, agreed to be our third 5th grade teacher! The house ceremony celebration for 4th and 5th graders took place last week and was the start of a special new PPE tradition.
4. PPE has lots of new staff members, including 5 new classroom aids. We received approval for this because we have greater than 500 kids enrolled. They will help with carpool, fill in for classes, lead small groups, and help in many other ways to help our teachers and students feel cared for and receive a top notch education.
5. Open House will take place this Thursday. Grades 3-5 will start at 5pm, and at 5:30 there will be general announcement and INVEST video. The PTO will provide lunch for teachers the day after open house.
6. Enrollment
 - 6.i. Our projected enrollment was 502. Actual enrollment in 532. This could potentially result in a budget adjustment, which could be used to fund another PE teacher position so that the related arts schedule could return to what we've had in previous years.
 - 6.ii. Counseling services were increased as a result of an extra .4 from the PTO fund.

V. Treasurer's Report

1. Carlin Graham provided the Treasurer's report.
2. She reported that July numbers are higher in spending, which is very usual due to subscriptions for technology packages, etc. Looking forward to INVEST coming up.

VI. Vice President's Report

1. Jenny Alfrey provided the Vice President's Report.
2. She reported that she is working on the PPE Buddy program to support new families. There will be one more push/last call in newsletter and a room parent email to kindergarten classes for any families who are interested in the program.
3. She is also work on the volunteer form (from the newsletter) and tracking anyone who raises their hand. She hopes to get a good system rolling to improve the comminciation with event chairs to connect them with potential volunteers in a timely manner.
4. She is checking the vice president email address

VII. Community Events Chair Report

1. Claudia Levy provided the Community Events Chair report.
2. She reported that Maria Hadjifrangiskou is working on Science Night and may try expanding it to a week-long event in the spring -- late April, around Earth Day. They will work on daytime activities and engaging science-related speakers throughout the year.
3. Claudia and Libba provided an update on the Fall Family Picnic

- 3.i. We have received approval from metro. It will be on the blacktop. Theme is Dancing in the Streets. There will be dessert food trucks and an opportunity to prepurchase dinner from Tazikis. A DJ will be there.

VIII. Fundraising Chair Report

1. Marcy Burridge provided the Fundraising Chair report.
2. She reported that the Roar Store sold around \$25k during sneak-a-peak and the first day of school (compared to \$15k last year)
3. Update on Small Fundraisers
 - 3.i. Papa Johns will be starting this month
 - 3.ii. Mums and pumpkins will take place in the fall
 - 3.iii. Kaitlyn Brown photography will do a fundraiser for us in sept/oct
4. Update on Tiger Cup
 - 4.i. September 11th. Kass Benchoff already has secured lots of sponsors and is looking for more. She is working on increasing participation, including by sending emails to past participants.
5. Percy's Vintage Closet will take place on Sept 21
6. Songs Under the Stars will take place on Sept 28
 - 6.i. Talent confirmed – Joy Williams, Ross Copperman, JT Harding
 - 6.ii. Hosted by the Markham family.
 - 6.iii. Working on sponsorships and in-kind opportunities

IX. Communications Chair Report

1. Chris Bradshaw provided the Communications Chair Report.
2. He reported that all email lists were migrated successfully so that newsletters/calendars would go to the correct families.
3. Erin Kaiser reported that the teacher/class lists worked well on Membership Toolkit. 531 students are registered on MTK.

IV. New Business

1. All new staff members received welcome goody bags from the PTO this year.

V. Adjournment

1. Libba Alden made a motion to adjourn the meeting. Jenny seconded the motion. Meeting adjourned at 5:56pm.

Erin Kaiser
Secretary, PPE PTO Executive Board

