

2022-2023 PPE PTO Executive Board Meeting Minutes, Tuesday, May 9, 2023

A regular meeting of the PPE PTO Executive Board was held in person on Tuesday, May 9, 2022. The meeting convened at 5:00 pm. President Katie Agnew presided.

Attendees: Russell Young, Principal; Brooke Temple, Assistant Principal; Katie Agnew, President; Libba Alden, Vice President; Nahed Zehr, Past President; Chris Bradshaw, Communications Chair; Christie Boyd, Community Events Chair; Megan Callender, Fundraising Chair; Andrea Rothe, Treasurer; Carlin Graham, Assistant Treasurer; Emily Cary, Teacher Representative; Christie Brumleve, Teacher Representative.

- I. Welcome and Call to Order
 - a. Katie Agnew called the meeting to order.

- II. Approval of April 2023 Meeting Minutes
 - a. Katie Agnew made a motion to approve the April meeting minutes. Libba Alden seconded. Minutes were approved.

- III. President's Report
 - a. Katie Agnew a quick overview of the budget that was approved by the Board at the May 2, 2023 meeting. Since then, Andrea Rothe had provided some feedback about yard sign costs and Katie wanted the board to discuss that and whether composting costs incurred by the Green Team should be added to the budget. After a long conversation, it was decided that Andrea's feedback did not impact the budget and the Board did not feel that there was room in the budget to include composting expenses. Therefore, no changes to the budget that were passed were necessary.
 - b. Katie provided an update on safety measures, saying that MNPS has said it is considering safety upgrades to buildings and more teacher training but nothing definitive had been decided. The Board discussed at length what its next steps should be and agreed that it would wait and see what develops this summer with MNPS, the city council and the state legislature. No PTO funds would be spent at this time.
 - c. Next, Katie gave an update on the new building. She explained again the estimated costs MNPS had provided for the changes to the new building that the PTO has requested. She talked about various sources of funding, including one private donation and the possibility of the City of Forest Hills contributing. She also talked about approvals that will be necessary to give MNPS comfort that the money is available to spend, both by the City of Forest Hills but also primarily from the PTO.
 - d. The Board talked about the pricing, process, and sources of funds at length. After taking into account how much the Board wants to hold on reserve for typical year expenses, what it may spend on safety improvements and the private donation already committed, the Board agreed that it could allocate \$400,000 of cash on reserve to the new building. Katie asked for a motion to approve spending this money. Andrea Rothe made a motion to approve spending up to \$400,000 on the new building. Nahed Zehr seconded her motion. All present voted in favor. It was further agreed that once all sources of funds are determined, the Board would work together to determine priority spending, should there not be enough money to pay for the entire list of desired improvements.

- IV. Principal's Report

- a. Dr. Young talked about the 3rd grade testing law at length, answering questions from the Board about the law's specifics and possible impacts.
 - b. Dr. Young also talked about the final plans for retirement celebrations and other end of the year details.
- V. Treasurer's Report
- a. Andrea Rothe and Carlin Graham gave an update on the PTO's financial performance over the past month and year to date.
 - b. The Board discussed the amount of money still available for teacher supplies and various ways to get teachers to spend it earlier in the year. It was decided that next year teachers would be asked to spend their allocation by the end of the first semester, to ensure funds are spent on supplies used in that school year. Andrea and Carlin will coordinate this with Morgan Parker, the school financial secretary.
- VI. Vice President's Report
- a. Libba Alden talked about the work she's doing to prepare for next year, particularly finding volunteers to chair events and supporting committees, and finalizing the PTO calendar with the teacher calendar committee.
- VII. Community Event Chair's Report
- a. Christie Boyd talked about the upcoming Spring Picnic, scheduled for Friday, May 12.
- VIII. Fundraising Chair Report
- a. Megan Callender reported that all fundraisers are complete for the year, except the 1st Day School Supplies fundraiser that is ongoing through June.
- IX. Communications Chair Report
- a. Chris Bradshaw said he had nothing to report.
- X. New Business
- a. None.
- XI. Adjournment
- a. There being no other business to discuss, the meeting was adjourned at 6:00.

Katie Agnew,

President, PPE PTO Executive Board