

## **2023-24 Percy Priest Elementary PTO Executive Committee Meeting Minutes, November 12, 2023**

A regular meeting of the PPE PTO Executive Board was held in the school library on November 12, 2023.

The meeting convened at 5:09pm. President Libba Alden presided.

**Attendees:** Russell Young, Principal; Brooke Temple, Vice Principal; Libba Alden, President; Carlin Graham, Treasurer; Mary Grace Robb, Vice Treasurer; Marcy Burrige, Fundraising Chair Report; Claudia Levy, Community Events Chair; Chris Bradshaw; Erin Kaiser, Secretary; Christine Brumleve, Teacher Liaison; Jenny Alfrey, Vice President (by phone).

### **I. Welcome & Call to Order**

1. Libba Alden called the meeting to order.

### **II. Approval of Prior Meeting Minutes**

1. A motion was made by Katie Agnew and seconded by Carlin for approval of the 10-17-2023 executive board meeting minutes. A motion was made by Marcy Burrige and seconded by Katie Agnew for approval of the 10-17-2023 general meeting minutes.
2. The motion was passed.

### **III. President's Report**

1. Libba Alden provided the President's report. She reported that we are closing up the INVEST campaign and congratulated the whole team on a successful Grandfriends Day.

### **IV. Principal's Report**

1. Dr. Young provided the Principal's Report.
2. He reported that we have a new gaga pit!
3. Construction update – The new building is coming along, and everyone is getting used to blasting. He is attending regular meetings with the MNPS construction and contractor teams.
4. A camera is installed and online, and we will circulate link when we get it. Anyone can log on at any time to check on the project. Chris Bradshaw will put the link on the front page of the website.
5. Grandfriends Day was amazing. The performances were a good addition to the day, and no one reported missing having lunch in the schedule. Shout outs to the 2 chairs and all staff and volunteers for making it a great event.
6. Dr. Young expressed thanks and said that he can't say enough about how helpful and awesome the classroom associates are!
7. PPE is rolling out a new dyslexia-based screener. Students who are designated as dyslexic will get a specialized learning plan, and the school will receive extra funds to implement these plans.
8. We won the Navigator Award at the principals meeting celebrating our great Navigator Days.
9. Next Navigator Day is the Kids Heart Challenged. It launched today. There are some incentives to get kids excited about participating: those who complete Finn's mission will be entered to win a contest for 2 tickets to the Superbowl. Also, 5 PPE kids will get to turn Mrs. And Mr. Tanner and Dr. Young into sundaes!

10. Dr. Young and Mrs. Temple reported that our latest speaker in the Storyteller Series did a great job and received amazing feedback.
11. School calendar for next year is out. School starts on Aug. 6th

**V. Treasurer's Report**

1. Carlin Graham provided the Treasurer's report. She gave a high-level summary of our budget performance to date and reported that all funds coming in (e.g., INVEST, first day school supplies, and Roar Store) surpassed are expectations.
2. Some checks are coming in as a result of Grandparents Day, and Claudia Levy reported that any she received will go into the treasurer's mailbox. Carlin will check.
3. Salaries – our CPA was concerned that we may have surpassed our budgeted amount for salaries, but after discussions, it was determined by Carlin, Mary Grace, Katie, Russell, and Libba that this only appeared to be the case because some of those line items, which recently posted, should have been billed on last year's budget. We budgeted more than enough.
4. Carlin also reported that we are negotiating with our banker to get a higher money market rate.

**VI. Vice President's Report**

1. Jenny Alfrey had nothing new to report for the Vice President's Report.

**VII. Community Events Chair Report**

1. Claudia Levy provided the Community Chair Report.
2. She reported that Grandparents' Day was a success. Feedback has been universal that the change to the musical performance from lunch was great. Videos are forthcoming, will be distributed through room parents. Everything went smoothly. The schedule worked well, and we can use that going forward.
  - 2.i. Notes to update for next year: get sign up genius out earlier so that more parents can volunteer; more reminders to wear navigator shirts. The café struggled to get enough sack lunches available, so next year, we will work to get a list in advance of how many will be needed (like for field trips) and just generally talk to cafeteria in advance to make a plan. Need more help in setting up chairs, banners, etc. the night before the event. Increase donuts purchase. Maybe move the Roar Store to allow for easier shopping with student and/or build in extra time for Roar Store and book fair.
3. Next big event is Arts Night. In addition to the kids art gallery, there will be different stations with interactive exhibits in the café (e.g., face paint, karaoke, etc). Kelly Terrell is helping plan. They are working on a schedule: 5pm – 3<sup>rd</sup> grade dance club performs; 6pm – karaoke.

**VIII. Fundraising Chair Report**

1. Marcy Burrige provided the Fundraising Chair Report.
2. She reported that we will wrap up Charleston Wrap at the end to of the month and wreath sales at the end of next week. Spirit night at GHG will be on Dec 4 (Dr. Young pointed out that we need to add to PTO calendar).
3. Yearly jewelry fundraiser will be December 7-9<sup>th</sup>.
4. That's it for 2023.

**IX. Communications Chair Report**

1. Chris Bradshaw provided the Communications Chair Report.
2. He reported that he can add events into the calendar so they will load directly into the calendars of all subscribers. He can put in details (e.g., wear navigator shirts!). If anyone has school events that aren't on there, we should send them to Chris (e.g. fundraiser spirit nights, etc.)

#### **IV. New Business**

1. Katie Agnew reported on the Storyteller Series. This is our first year for the speaker series, and she has learned that the \$2000 budget is not enough due to the costs of the speakers and signage. And scheduling is a challenge with volunteer groups. She recommends increasing the budget for next year. Also, this may be a great opportunity for sponsorships, possibly for spring (could seek a sponsor for the 2024 calendar year rather than the school year??)
2. Katie Agnew also reported on the building specs negotiations. We received approval to build a larger gym! It will include a scoreboard, divider, nice floor, bleachers, and can fit 900 people. Dr. Battle wants to start more organized sports at the elementary level, so the gyms will help make that possible.
  - 2.I. There is potential that, in the future, this may be city-funded, but at this point, the larger gym must be privately funded. So in order to be able to get it for our new school, we need to do some fundraising. Across all three elementary schools currently being built, \$5mill need to be raised. The entire amount needs to be pledged by February 9<sup>th</sup> (don't yet know about the payout date).
  - 2.II. Currently, we have \$1.4mill to put toward this as well as other "extras" in our building design—bonded play surface; nicer aluminum fence; increased landscaping (all of which will be needed approximately 2 years down the road, so it was suggested that we could potentially fundraise for these later)
  - 2.III. On Thursday, there is a Forest Hills commissioners meeting at City Hall. Katie is going to ask \$1.5 mill. She encourages all Forest Hills residents to attend, if able. She is working doing the same for Oak Hill in later November.
  - 2.IV. Other fundraising ideas: we could do a late springtime fundraiser (after the auction); we need to develop lists of potential donors.
  - 2.V. Ms. Brumleve suggested reaching out to businesses in the areas surrounding the other two school who may interested in helping fund the gym in those two communities. She suggested maybe reaching out to Council Representatives in those districts to get contacts for potential donors. Also reaching out to Melinda Williams for potential PPE alumni who may be interested in donating.

#### **V. Adjournment**

1. Libba Alden adjourned the meeting at 6:05pm.

Erin Kaiser  
Secretary, PPE PTO Executive Board