

2023-34 Percy Priest Elementary PTO Executive Committee Meeting Minutes, March 19, 2024

A regular meeting of the PPE PTO Executive Board was held in the school library on March 19, 2024.

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

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

I. Welcome & Call to Order

1. Libba Alden called the meeting to order at 5:11.

II. Approval of Prior Meeting Minutes

1. Libba Alden called for a motion for approval of the February 13, 2024 Executive Board Meeting minutes. The motion was made by Claudia Levy with Carlin Graham seconding the motion. The motion was passed.
2. Libba Alden called for a motion for approval of the February 13, 2024 General Meeting minutes. The motion was made by Claudia Levy with Marcy Burrige seconding the motion. The motion was passed.

III. President's Report

1. Libba Alden provided the President's report.
2. She reported that the auction was a successful evening. The school raised a lot of money, and it was a fun evening for all! Accounts are being finalized and will hit in April, but \$105k was received, and the expenses came in under budget.
 - 2.i. Loveless Café was a great venue – it was good to work with, with great food, and everyone gave positive feedback. Future auction chairs should definitely look at it again!
3. Friday folder flyers – we will conduct a trial run for 2 weeks of not including PTO announcements in Friday folder to save paper and internal resources.
 - 3.i. Jenny Alfrey will update Ms. Cathy and workroom volunteers.
 - 3.ii. Claudia Levy will update community events volunteers about this change.

IV. Principal's Report

1. Dr. Young provided the Principal's Report.
2. He reported that the 5th Grade field trip to Biz Town was a success today! Students supported each other and gave great presentations.
3. Budget Update
 - 3.i. Our school enrollment projection is up, which in turns means we will need to spend more judiciously due to the way funds are allocated.
 - 3.ii. There is a baseline amount per kid that must be allocated to a fulltime school nurse and safety ambassador. We may receive a small amount for economically disadvantaged kids that can go toward a teacher salary.
 - 3.ii.I. Note: the safety ambassador is hired at the district level. It is someone to monitor the building. They are unarmed. We have not had one assigned.
 - 3.iii. The Mayor's office will make a donation to bridge the gap for federal funds.
 - 3.iv. As we are budgeting the PTO funds for next year, we need to keep in mind that we may need to earmark some for teachers' salaries because this year's school

budget will be under for salaries. As we grow, we will want to continue to adjust and be as supplemental as possible.

- 3.v. Note: the projection is questionable because 5th grade is hard to predict. We do not know if we will need 3 or 4 teachers. 40 is a conservative projection, but we want to err that way because if we are below the projection, we will have to make cuts later.
- 3.vi. We don't yet know how many teachers we will need to hire.
- 3.vii. We have a great Leadership Team!
4. Gym
 - 4.i. We raised the necessary money! Huge thanks to the Martins! And Katie Agnew!
5. New Building
 - 5.i. It is coming along quickly! The crew is working hard. But our current school schedule/normalize is the priority!
 - 5.ii. Aerial photos are in.
 - 5.iii. Projected to be done by May.

V. Treasurer's Report

1. Carlin Graham provided the Treasurer's report. She gave a high-level review of the budget performance to date, which is attached.
2. Mary Grace Robb provided April's projection, which is \$105k (budget was \$90k), but the auction numbers will not hit until April

VI. Vice President's Report

1. Jenny Alfrey provided the Vice President's Report.
2. She reported that board nominations will be underway soon.
 - 2.i. Mary Grace Robb is going to run for VP, stepping up to President in 2025-26. This leaves a non-traditional gap in the treasury spot, so we need to fill 1-2 Treasurer positions, depending upon whether Carlin Graham decides to stay in her role.
 - 2.i.I. Reminder that we should spell out that one position is a one year term and another is a two year term!
 - 2.i.II. Mary Grace will oversee and help train the treasurer/assistant treasurer, as needed.
 - 2.i.III. Call for volunteers will stress a need for organization, leadership, and wanting to be involved. Finance background not necessary
 - 2.ii. We will get nominations in the coming weeks and will slate it 3 weeks before final PTO meeting in an April 23 email. We will put out a call for interest in the weekly newsletter. Claudia, Marcy, and Jenny are working on all of the chair positions (some are time pressing, e.g. auction chairs).
3. Signup for newsletters. – incoming kindergarten families. Chris Bradshaw will have a link put on website so that we can get them signed up, and that will give us some names of new families!

VII. Community Events Chair Report

1. Claudia Levy provided the Community Chair Report. She reported that:
2. Math Night is Thursday and is all set. Thinking about logos and/or signage
3. Science Night is in the works

- 3.i. There will be 6 stations, and the layout is figured out. They need to work on budget and a few additional things.
- 3.ii. Take away bags will be donated by Waddey and Patterson
- 3.iii. Date is April 29th
- 3.iv. Facilities use forms all set to go
- 3.v. Signup in 15-minute increments to arrive; expecting big turnout!
- 4. Fun Run – in the works, call with the city, Sunday 5/5; partnering with FH Pathways
- 5. Talent Show – in the works; chair is Annie Pons
- 6. 5th grade parties:
 - 6.i. Father/daughter dance at school
 - 6.ii. Mother/sun event at Pins Mechanical
- 7. Field Day – on May 3rd.

VIII. Fundraising Chair Report

- 1. Marcy Burridge provided the Fundraising Chair Report.
- 2. She reported that the Tiger Tennis Social is April 12. There will be a morning session (sold out) and afternoon session (still room)
- 3. Doughbird spirit night on Wednesday
- 4. Market Fresh fundraiser coming soon.
- 5. Elan is going to do a monthly giving in April; for any products and services bought, a portion goes to PPE
- 6. Tzakis sprit night in April
- 7. Nashville Sounds fundraiser on 4/20 and 4/21 with special link for purchase
- 8. Marcy will email any dates to Libba, Chris, and Jenny via PPEvicepresidents@gmail.com

IX. Communications Chair Report

- 1. Chris Bradshaw reported that there are no new Communications announcements.

IV. New Business

- 1. March Mathness – Thank you to Mrs. Allen! The kids are excited!
 - 1.I. March Mathness successfully set an example for school Houses to spread down to grades 1-3 in future years.
- 2. Ms. Cathy is back! Thank you to Ms. Bray, who stepped up to do dismissal!

V. Upcoming Dates

- 1. Next meeting on April 16

VI. Adjournment

- 1. Libba Alden adjourned the meeting at 6:08pm.

Erin Kaiser
Secretary, PPE PTO Executive Board

