

2024-25 Percy Priest Elementary PTO Executive Committee Meeting Minutes, August 20, 2024

A regular meeting of the PPE PTO Executive Board was held in the school library on Tuesday, August 20, 2024.

The meeting convened at 5:11pm. President Jenny Alfrey presided.

Attendees: Russell Young, Principal; Jenny Alfrey, President; Mary Grace Robb, Vice President; Carlin Graham, Treasurer; Kristin Gentry, Vice Treasurer; Marcy Burrige, Fundraising Chair; Claudia Levy, Community Events Chair; Kelly Reed, Communications; Erin Kaiser, Secretary; Libba Alden, Past President; Christina Brumleve, Teacher Liaison; Emily Cary, Teacher Liaison.

I. Welcome & Call to Order

1. Jenny Alfrey called the meeting to order.

II. Approval of Prior Meeting Minutes

1. A motion was made by Carlin Graham for approval of the May 14, 2024 meeting minutes with Kristin Gentry seconding the motion. The motion was passed.

III. President's Report

1. Jenny Alfrey provided the President's report.
2. She reported that the start to the school year was smooth and "cool."
 - i. First day was great, and so was sneak-a-peak, but sneak-a-peak needs its own committee! We have discussed this in previous years, but we want to make a formal note to remember when planning for next year
3. Invest campaign kicked off less than a week ago.
 - i. We have already raised almost \$45k, which is 24% of our goal, with 21% participation so far.
 - ii. The new app was built, and it is working well
 - iii. The grandfriends' letter went out today.

IV. Community Events Chair Report

1. Claudia Levy provided the Community Chair Report.
2. She reported that the "Topping-Out Ceremony" is coming up on 9/20. We will be celebrating the construction milestone of putting up our highest structural piece. This will replace our usual Fall Picnic.
 - i. The tentative schedule is 5-7pm. Allowing 30 minutes for people to arrive before the start of the ceremony, which will be on Priest Road. The Markham family will setup lawn games on their yard (construction team will put up temporary fencing to contain people from spilling into neighboring yards). A song will be prepared by Ms. Taylor, our new music teacher, and we will have an ice cream social with "toppings!" In advance, students and staff will sign an orange beam that will be used to "top off" the new gym.
 - ii. We have received facilities use permission from MNPS and approval from Forest Hills
 - iii. Taco Bamba will be doing a PPE spirit night that evening, so families can eat dinner before or after.
 - iv. Some items are still in the works: we are considering construction hat bowls; peel-and-drop ice cream for 1,000; shuttle to ease parking, games, Percy volunteer, tents, tables, etc

3. As part of the Community Events report, Jenny Alfrey clarified that in previous years, some social activities and teacher-led activities were formally in the “Community Events” bucket, but they were not actually community events. These designations have been clarified and cleaned up so that this chairperson will be in charge of only community events. The President and VP will take over in spearheading other events.

V. Principal’s Report

1. Dr. Young provided the Principal’s Report.
2. He seconded the President’s Report that it was a cool start to the school year. He welcomed teachers Ms. Brumleve and Ms. Cary (back) to the executive board.
3. We have 556 students enrolled this year.
4. Open house was a great turnout and kickoff for INVEST
5. Testing is done except for a few make-ups
6. Dr. Young reported on the formation of the new PPE Connections Parent Support Group. This group is a parent-founded, parent-led group aimed at increasing awareness of and providing support for parents of students with identified disabilities, as well as building an even more inclusive community. The group has been in the works since last year, and they look forward to rolling out this year, particularly as PPE has seen a significant growth in recent years of students with different needs.
 - i. With this growth, we have a need for additional staffing and support, both full-time and part-time positions, and everyone is encouraged to look for potential candidates interested in this opportunity.
 - ii. Currently, this need is being filled by classroom associates, and as a result the CA’s roles look different than they did last year. Ideas on how to support the CAs as their position evolves and changes:
 - I. Libba Alden reported that CAs have suggested more volunteers for stuffing Friday folders and help with lunch
 - II. Ms. Brumleve and Ms. Cary suggested that room parents should reach out to teachers to see what they need help with (*e.g.* laminating, cut out, folders, etc.); some may have things to do, but others may not
 - III. We should consider doing something special to show appreciation for our hardworking CAs and paras!
7. Our first navigator day is next week. This year’s navigator themes will tie into cultural month themes. Ms. Williams and Ms. Simmons will put together a resource for teachers and families. This month is Hispanic Heritage month, and Sept is national disability acceptance month, for which we are working on a partnership with the Run for Dyslexia
8. Dr. Young also reported that all of our new staff members have jumped right in!

VI. Treasurer’s Report

1. Carlin Graham provided the Treasurer’s report.
2. She provided a review of budget performance to date
3. Thanks to INVEST, we currently have more than \$100k in the bank, and \$207k in the money market. Expenses are currently low.
4. Dr. Young reported that he has the end-of-year salaries from last year.

VII. Vice President’s Report

1. Mary Grace Robb provided the Vice President’s Report.
2. She reported that she has been shadowing Jenny, our president.
3. She is working on a time capsule in conjunction with Boman Seibert in 5th grade. He came up with this idea last spring as a way to commemorate the current building, and the plan is to open it in 2057 on the 100 year anniversary of the school/old building.

VIII. Fundraising Chair Report

1. Marcy Burridge provided the Fundraising Chair Report.
2. She reported that:
 - i. The Roar Store brought in approximately \$35k
 - ii. Tiger Cup is coming up. Currently 16 teams are signed up, but they are hoping to get over 20. Marcy will get wording to Dr. Young for a Remind post to generate more interest. They are also looking for additional sponsors.
 - iii. Percy's Closet is coming up – they are still collecting items
 - iv. Songwriters night
 - I. We will have 4 musicians, and it will take place at Dyer observatory
 - II. Chairs and volunteers have questions about a potential auction:
 - I. They have a guitar – can they live action, silent auction, or raffle this off?? Jenny will check laws. Auction may be preferred. (John Vidalakis is a former live auctioneer!)
 - II. Jess Peoples is going to pre-paint the backdrop and will do a live painting of the stage during the event. Can the painting be auctioned off or donated? Raffle may be preferred if allowed.
 - v. Small fundraisers are being planned for the semester

IX. Communications Chair Report

1. Kelly provided the Communications Chair Report.
2. He reported that she is learning the website and platform
3. Newsletters: 3rd grade is now up-and-running

IV. New Business

1. Jenny Alfrey proposed establishing a finance committee. We are in a position now to make plans for the new building, including what we will need to purchase. She suggested calling for volunteers in the newsletter (financial background not necessary)
2. Jenny Alfrey recapped the auction meeting. We have an incredible team!
 - I. They brainstormed ideas about what to auction, especially items related to the new building (*e.g.* dedicated bricks, alum walk through of the current building, help with demo)
3. Jenny proposed a new building transition committee – including staff members and possibly Ms. Lolita
 - I. When will be the last time in the building? What pieces do we want for nostalgia? Are we considering saving bricks?
 - II. Committee will field suggestions.
 - III. Ms. Brumleve suggested that we formally invite past principals and past PTO presidents to attend any dedication/walk through/goodbye ceremonies
4. Dr. Young discussed the new position of Safety Ambassador, which we need to fill.
 - I. We have not been appointed one by MNPS, so we get to choose our own safety ambassador.
 - II. This position is an unarmed, uniformed security person whose main job is to monitor safety procedures within school (*e.g.*, make sure doors are locked, etc.), help with fire drills, and probably help where there are most students (*i.e.*, lunch room and playground)
 - III. He/she will work with MNPS to train and will be paid as full-time support position with health benefits.
5. Happy carts are being scheduled; teachers say thank you for lunch!

V. Upcoming Dates

1. Navigator days and lots of events!
2. Grade-level Moms' Nights Out

VI. Adjournment

1. Kristin Gentry made a motion to adjourn the meeting. Libba Alden seconded the motion. Meeting adjourned at 5:55pm.

Erin Kaiser
Secretary, PPE PTO Executive Board