

2023-24 Percy Priest Elementary PTO Executive Committee Meeting Minutes, April 16, 2024

A regular meeting of the PPE PTO Executive Board was held in the school library on April 16, 2024.

Jenny Alfrey motioned to convene the meeting at 5:10pm. President Libba Alden presided.

Attendees: Russell Young, 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; Erin Kaiser, Secretary; Katie Agnew, Past President; Christina Brumleve, Teacher Liaison; Kate Miller, Teacher Liaison.

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 Jenny Alfrey for approval of the March 19, 2024 meeting minutes with Carlin Graham seconding the motion. The motion was passed.

III. President's Report

1. Libba Alden provided the President's report.
2. She reported that as incoming president, Jenny Alfrey is starting to taking reins; she is doing the weekly newsletter and working on next year's budget
3. Tiger Dash is coming up on May 5. We are teaming with the the FH Pathway Lemonade Walk. We have approval to block off Otter Creek Road and half of Hounds Run. Kelly Terrell is working on a map, and Jackie Osborne is helping to plan. Claudia Levy reported that we have food trucks and 2 dessert trucks lined up. The Lemonade Walk is a separate fundraiser but will be happening at the same time. Our rain date is May 19.

IV. Principal's Report

1. Dr. Young provided the Principal's Report.
2. He provided a recap of our last Navigator Day. We partnered with the FH Pathway Project. Jacob Radford visited. Students were encouraged to brainstorm ways to help the cause without donating, raising awareness, planning for future generations, etc. The completion goal for the pathway is 2064! Students ran laps around the playground – they ran the equivalent distance of a trip to Destin, FL!
 - i. For future Navigator Days, Dr. Young would like to look for similar meaningful partnerships within the community and keep them going for years to come (e.g., Nashville Dolphins and FH Pathway Project)
3. TCAPs started this morning – everyone got to school on time! Kids and teachers did great!
 - i. Classes in our younger grades (K-2) adopted homerooms in grades 3-5 during testing. They will do nice things to encourage our TCAP takers to do their best and stay positive!
4. Retirement announcement – Nurse Donna Alessio will be leaving us at the end of the year. The PTO should start brainstorming ways to send her off and show how much we appreciate her! Staff advised that she likes plants, cruises, and notes from children.

V. Treasurer's Report

1. Carlin Graham provided the Treasurer's report.
2. She reported that we should expect to see a significant drop in our balance because the \$400k that we pledged for the new gym has gone to MNPS.

3. She provided a review of budget performance to date: we have \$168k in our operating account and \$205 in the money market. \$85k will be taken out for salaries. We do not know numbers for Tiger Tennis yet.
4. Carlin, Jenny, Mary Grace, and Dr. Young are working on the budget for next year. They will send out to staff to get feedback.

VI. Vice President's Report

1. Jenny Alfrey provided the Vice President's Report.
2. She provided a slating-of-the-board update: We are still looking for an asst treasurer (no one has come forward), but we have some ideas on who to ask. A volunteer has come forward for the communication position (a new family), so we have a great option. We are working filling the chairs for the events, but we have many covered. We need to focus on early events!

VII. Community Events Chair Report

1. Claudia Levy provided the Community Chair Report.
2. She reported that Science Night will be held on Monday, April 29. There will be 7 stations, a banner is in production, flyers will be finalized this week; there is a signup genius for signing up in 15 minutes in each heat; need signup for volunteers; set up is 5, event is 5:30-8; need more yard signs; easel in entry way
3. Talent Show – Mary 17 -- foam board poster will be put up outside of cafe

VIII. Fundraising Chair Report

1. Marcy Burrige provided the Fundraising Chair Report.
2. She reported that fundraisers are starting to wind down
 - i. Elan Skincare will continue this month.
 - ii. Tazikis spirt day tomorrow.
 - iii. Nashville Sounds game this weekend
 - iv. First day school supplies kicks off this week; will circulate to Libba so that Katie Wilson (new kindergarten liaison) can circulate to new students.
 - v. Signature Nails fundraiser on May 2

IX. Communications Chair Report

1. Chris Bradshaw was not present, but he sent an update, which Libba provided.
2. A new kindergarten checkbox as been added for signup forms and news blasts for next year's incoming kindergarten families.

IV. New Business

1. Givebacks
 - I. Jenny Alfrey reported on Givebacks, a Metro-appointed software system rolled out last spring that is a free resource available to us. Currently, PPE only uses it for forms, but it may be useful for other purposes, such as the auction. We understand that it is fully supported, but we want to be sure.
 - II. Shauna is our liaison – Jenny and Mary Grace will meet with her see if we want to transition anything to her. Potential capabilities: auction (currently we use cause pilot), fundraising, website (currently we use wordpress, which works well, so we likely will NOT transition)
 - III. Our subscription to Cause Pilot is expiring, so this may be a good time to transition.
 - IV. Questions to investigate: Who is providing support? Is it MNPS? Or someone at the company? Can they support our auction in real time? Is the tax payout easy?

- V. Cause pilot is just over \$1k/year
 - VI. This would be a big transition, but Jenny and Mary Grace will work on investigating/researching to see if it is doable/worth it. We need to get references and talk to other PTOs who use it.
2. Planning for our upcoming general board meeting in May
- I. Potential childcare offer – Marcy will reach out to her contact with Wyndi to see if they can provide childcare to make it easier for parents to attend.
 - II. Presentation ideas: (a) A teacher presenter to discuss class link, iReady, summer online availability. (b) Emmie Stuart, our librarian, to discuss summer reading
 - III. Votes for the slated board
3. New building update
- I. Question: When will this building be torn down? We do not yet know for sure, but likely 6 months to a year after we move to new building.
 - II. Question: Where will the playground be in the meantime? We don't know; we will have to wait and see. We may have extra rooms in the building for indoor recess!

V. Adjournment

- 1. Jenny Alfrey made a motion to adjourn the meeting. Libba Alden seconded the motion. Meeting adjourned at 5:54pm.

Erin Kaiser
Secretary, PPE PTO Executive Board