



PTO Board Meeting
Microsoft Teams
August 19, 2022

In Attendance:

Dr. Miller, Jessica Lawrence, Karla Avery, Kellee Murphy, Greta Crowley, Stacey Carlsen, Mindy Schwartz, Jen Weber, Alison Carlson, Kari Lewis, Laura Weekly, Ashlea Neal, Emily Faucette and Kate Wright

Excused Absences:

None

Unexcused Absences:

None

Dr. Miller – Principal's Update

- Enrollment highest in a while – excited about new talent
- 1st/3rd – we are at the exact number for enrollment
- Today is the 10-day count – will look at trends (do we get more after Labor Day, etc.). Will not know until EOD or Monday
- K enrollment is not where it needs to be; however, we will still be able to retain teacher if we lose funding for the teacher
- We only have one vacancy (PreK Para)
- Devices – 2nd grade deployed for testing.
- 81 devices taken over summer –with addition of 2nd grade devices we should have enough after testing to be one-to-one
- Using iPads for lower grades iReady testing (K and 1st)
- Teachers trained over summer w/new reading programs. Shift from prior thinking of how we read and towards teaching kids to decode/helps students read faster. Encourages critical thinking.
- Need Copy Moms! Reach out to Ms. Mariana – need a consistent person rather than Sign-Up.
- Methods of communication from teachers to parents – Dojo/phone calls/email, etc. Setting expectations with new families who are looking for information. Seems to be a disparity between classes – Dr. Miller can try to encourage 1 post/week
- International Day will not go away – kids get deep knowledge of different cultures – open to linking International Night with International Day
- Carpool/Traffic – New Traffic Officer in the morning. Officer Cole is still with us. No leniency with tardies.

Kari Lewis – Staff Update/Needs

- Teachers are very appreciative of PTO funds!!
- Supplies from SSTF (Sandy Springs Task Force) should arrive the week of Aug 22
- Teacher feedback- teachers need snacks and some need water bottles- PTO or homeroom parents? Water Bottles (Mr. E – Strong for Life Program, might be able to get those). Snacks – not great use of instructional supplies, should reach out to classroom parents. Imbalance of parent support – some classes do not have the same support, so GLC should reach out to their grade to share resources



- Grade Chairs are reaching out to Kari, whereas in the past they might have just purchased out of pocket– so this is really working to have her

Kate and Emily – Community Events Update

Picnic:

- Praying for no rain – if it rains, will move Pero's to Hammond Hills parking lot to try to meet the \$800 minimum. All hands on deck!
- Pero's, hot dogs, snow cones, spirit wear, balloon artist & DJ
- Decision to cancel will be made by 3:00

Fall Festival:

- Vendors are secured for rides, food, & fun. Lots of favorites from last year and some new ones.
- Police & Fire Depts are confirmed along with Mayor Paul
- In the process of securing youth volunteers and will be sending out Sign-Up Genius for parents once we wrap up the picnic
- Extra parking at AJA is confirmed
- Lots of new attractions this year - trying to elevate the experience from last year
- Mariana working to coordinate food from parents
- Cake Walk (Solidarity to coordinate), Photo Op, DJ (working on), crafts
- Need (8) teacher Dunk Tank participants – Kari to help solicit volunteers
- Thoughts about bring artist vendors back – question comes up every year – will look at

Karla Avery – Membership Update

- Membership is going strong – Membership Drive runs through the end of August
- As of this meeting, we have 175 members (55 teachers/120 families)
- Trying to post 2 events/week on FB page
- Total raised \$13,571 (\$1,429 short of \$15k goal) – still have Welcome Back Picnic – memberships trickle in throughout the year from various events
- Breakout of Membership Levels:

Hound (\$20) – 54% White (\$100+) – 30% Gray (\$250+) – 10% Blue (\$500+) – 6%

Greta Crowley – Fundraising Update

Corporate Sponsorship - *Trending at \$19,800 (new record for HPE!)*

Have not heard from:

- D1 Training – Anyone work out there? Bridget Mahle
- Home Depot – No response, anyone have another contact?
- HHSTA – Greta to email
- Nothing Bundt Cakes – New owner, trying to get the right contact
- Schulman Dentist – Greta emailed

High Hopes



- Last week of Sept – get forms in teacher mailboxes
- Carpool doughnuts? No chair this year, so might need our help
- MNO – trying to plan. Fall Break a little longer, which cuts into our fundraising month a bit
- Blue Moon Spirit Night 10/18
- *Proposed New* - Send email to prior year donors/here is what we were able to purchase with donations such as yours... Consider adding 10% to the donation from last year (?). Encourage large donors to pay via check to avoid fees
- Fire/Police Dept to help celebrate reaching levels (?)
- Bus Stop Buddy, Garden Buddies
- No Sunday Fundays, not much action
- 8/29 Committee Breakfast to kickoff planning

Laura – Hospitality Update

- Recruiting for Hospitality Co-Chair
- Goal is to have “day of” leaders to help them plug into PTO and get exposure to this process
- Welcome Back Lunch (Aug. 3) – Kid Cashew – teachers loved the healthier options. Would like to give away a few things at each luncheon (gift card, etc. Teachers really loved this.)
- Stock the Lounge (Sept. 12-16)
Feedback on preferred snacks (what went fast? last?)
Sign-ups begin next week. Actual stocking on Sept. 16?
- Fall Staff Luncheon (Oct. 19) – Rolling luncheon

Alison Carlson – Grounds Update

- Committee this year for the first time!
- Hands on High Point – Sept 18 – spruce up before FF – trash, pine straw, planting at front marquis, general cleanup (2 hours)
- Summer Projects – new basketball courts, courtyards, 4-square, hopscotch, carpool fence pressure washed/stained, back fence behind GaGa ball court was cleared of thorny bushes – looking for how much would cost to add or maybe Fulton County can maintain by mowing
- Upcoming Project – Library courtyard next on schedule (weed and lay mulch)
- Shade Structure in process (per Dr. Miller) and should be in place this school year

Kellee Murphy – Treasurer’s Report

- The PTO Audit was completed on 07/28/2022 with no exceptions and one recommendation and the carryover balance was \$160,749.56. The Form 990 tax return was eFiled and accepted by the IRS on 08/1/2021 and the copy was mailed to GDOR (8/1/22).
- July reconciliation is done. Lots of activity for August – teachers are spending their classroom budgets. We will be over budget for audit fees – Prior year revenue came in over \$200k (for the first time in PTO history), so the auditor had to file a regular form (@ \$250 over budgeted cost)
- Supply Budget – SPED wasn’t included in initial budget, BUT PreK was included, which didn’t need to since that is a funded program, so that went towards SPED – will be about \$400 over budget



Stacey – Technology Updates

- Any photos of an activity (esp. from committee chairs) – anything PTO budget is paying for – post these in Canva, under “Projects – HPE Photos for Marketing Purposes”. Include photos that can be used on the website. No more Google Photos. Suggest putting Canva app on phone – easier to upload.
- Google Drive – Any documents that you want people to have access to

Jessica – President’s Update

General PTO Meeting – Media Center

- Fundraising – Hospitality – Community Events (will do quick presentation as this is the easiest way for people to plug in)
- Agenda will be sent out
- Dr. Miller to present at end
- Meeting for all PTO members

Volunteer Opportunities

- The Donut Chair position is open. Might need to ask people to volunteer to take a month if can’t fill this position
- Recess Volunteers starting Aug 29 – Information to be sent out for Sign-Up. Easy way to be present during the school day
- Grade Level Reps (GLRs) – Propose that this role is responsible for grade level funds
 1. In past, not all grades used their GLR
 2. Propose GLR for each grade – have teacher supply requests go through the GLR rather than through the PTO President
 3. Looking for new people to engage as GLRs, rather than Board Members
- Based on the teacher survey sent last year on how PTO can help serve at the school – Teachers wanted help with carpool (and lunch monitors – too much liability in case a student chokes). We could take a Fun Friday Carpool – might need a Chairperson to help organize/staff.
 1. Child(ren) of volunteer can be dropped off early – in cafeteria until 7:10 bell
 2. Try to solicit Dads as well and make as simple as possible
 3. Start small – maybe 1x/month, work out kinks and make more regular

Meeting was adjourned at 9:20

Minutes Respectfully Submitted by Karla Avery, Secretary