



**PTO Board Meeting
Staff Meeting Room
August 18, 2023**

Members In Attendance:

Jessica Lawrence, Kellee Murphy, Kate Wright, Laura Weekly, Stacey Carlsen, Emily Faucette, Danielle Miller, Alison Carlson, Tyler Grogan, Kym Crosby, Karla Avery

Excused Absences:

Krys Cage, Mochandra English

Unexcused Absences:

None

Prior meeting minutes from the June Budget PTO Meeting unanimously approved by the Board

Karla Avery – Membership Update

- **Membership Update**
 - Membership is going well – almost all of the PTO Board has joined (mandatory per the Bylaws)
 - We had a great turnout at the Boo-Hoo/Yahoo Breakfast – lots of new faces. Jessica Kurelic was a very gracious hostess and might be open to do it next year!
 - Will continue to do weekly social media posts throughout the end of the month
 - Kym got us Menchies!!! Will add to our social media
 - As of yesterday, we had 45 Teachers / 125 Households (for comparison, for full year 2022-23, we had 64 Teachers / 160 Households)
 - Memberships were not pushed at the Welcome Back Teacher Breakfast, so hopefully we will make up these 20 memberships once the word gets around and teachers start seeing the new magnets – Kate has emailed the Grade Level Chairs to ask them to push their teams.
 - As far as membership totals, we are trending the same in total memberships, but this year that number is comprised of more families
 - \$20 price point seems to be working

Kellee Murphy – Treasurer Update

- **Treasurer Update**
 - The PTO Audit was completed on 7/30/23 with no exceptions and the carryover balance was \$201,973.23. The Form 990 tax return was eFiled and accepted by the IRS and the copy was mailed to GDOR on 8/1/22.
 - Audit went well – budget is in, and teachers are starting to spend their money
 - Idea for a General Supply budget for next year – for snow cones and things that will be used across the committees



- Conflict of Interest Forms
 - Will be distributed for approvals next month

Laura Weekly – Staff Hospitality

- Welcome Back Lunch
 - Kid Cashew – teachers loved, and the pricing was right!
- Goal of committee for this year - to ensure new members are involved and partnered up so they can see how events work for next year. Cultivating leadership!
- Hospitality Meeting
 - at Laura's house 8/27 – for committee to get to know each other/build relationships
- Stock the Lounge
 - Planned for September – stay tuned

Kym Crosby and Tyler Grogan – Corporate Sponsorship

- Corporate Sponsorship Update
 - Huge thank you to everyone that has helped this committee to get going, since Kym and Tyler are both new to this role
 - 4 levels of sponsorship this year – Our PTO families continue to support our school
 - 15 businesses have verbally committed (\$16K) – Goal for the year is \$20k
 - Idea to plug into our neighborhood FB pages and to take forms with us to approach businesses as we are out and about in Sandy Springs
- High Hopes Update
 - Working on calendar
 - Committee will be meeting at end of August/early Sept
 - Currently gathering raffle items
 - Buddy visits, Garden Buddies, Kona Ice Trucks...welcome all ideas (old and new)
 - Discussed ideas for MNO – maybe at a boutique, supporting local businesses

Community Events

- Back to School Picnic (Kate Wright for Krys Cage) - Aug 18
 - Same as last year – hotdog plates/chips, Pero's Pizza, Sno-cones!
 - Yard Games, no balloon artist this year
- Fall Festival (Emily Faucette for Krys Cage) – Oct 14, 11-3:00
 - Rides are secured – some new rides from past years
 - Food – Hispanic plates, CFA, hotdogs, Buon Fornello
 - High School/Middle School volunteers – they cannot take money, but asking Board members to take shifts where money is exchanged
 - Have one of the High School volunteers to be a photographer (maybe from a school Photography Club?)



Alison Carlson – Grounds

- Hands on High Point – trying to get a date close to Fall Festival (Oct 1, 1-3:00)
- Pike Nurseries – maybe reach out for a partnership “Hands on HPE sponsored by Pike Nurseries”??
- Planters – Exchanged ideas for how to maintain these (there are a lot of them) and upkeep/watering is an issue
- Working on location of the new playground climber (slated for Oct) – the site plan was created before pavilion and Gaga Ball court was added.

Emily Faucette - Vice President's Update

- New GLR System with Dojo (Jessica Lawrence for Emily)
 - 1st Grade GLR – Emily to reach out
 - GLR Dojo Account – trying to get this to work, running into complications.
 - New idea to move to GroupMe instead, asking parents to push out the GroupMe links and communications
- Birthday Cart for Staff
 - Dr Miller/Sheri have asked for a celebration cart that we could wheel around on teacher birthdays to pass out snacks, etc. (\$300-\$400 budget)
 - Use teacher favorite things list from last year - Snacks, drinks, bath bombs, candles, (for male teachers, look around home for new things that we can give out to the male teachers/staff)
 - Cart will be stored in library (Sheri Hess responsible for the execution of the cart)

Kate Wright – President's Update

- Postage for Welcome Back Letters
 - Dr Miller asked if PTO could reimburse this year - \$500 used from President's Discretionary Fund. School had to send out report cards this year, so school funds were used for that instead
 - Dr Miller said this mailing can be done electronically going forward
- Chairs and Committee Needs
 - Big needs – High Hopes (no fundraising experience necessary – Buddy yard buddy or flag) distribution, donut distribution, etc.), Grounds
- New Buddy – Beth Owens and Hoagie Sopher
 - Buddy should not wear t-shirt/shorts (that is the “old” Buddy)
- Newsletter
 - Goes out once a week, ties everything together that the PTO is doing
 - Newsletter is also on the website
 - As well as a separate Dojo/website post



- Partnering with HPCA (High Point Civic Association)
 - Families deciding if HPE is where they want to be, due to less than stellar ratings
 - Looking to promote HPE on the marketing materials to put ourselves out there in the community
 - Principal's Coffee (and invite other staff) – idea to bring that back

- Pre-K Funds/Budget Amendment
 - Pre-K usually get funds from the state (\$2k), but this year they aren't
 - Ask – can the PTO make an addition to the budget to add pre-K funds of \$250 per class (\$500) – motion unanimously passed
 - Ask – can the PTO purchase a new 9x12 rug for one of the classrooms (\$400-\$500). No rugs available from the county.

Meeting was adjourned at 9:30: *Minutes Respectfully Submitted by Karla Avery.*