



VIRGINIA-HIGHLAND ELEMENTARY SCHOOL

PTO Board Meeting

General Monthly Meeting - March

Wednesday, 03.22.2023

Location: Atkins Park Tavern
774 Virginia Ave NE
Atlanta, GA 30306

In Attendance:

Elizabeth Adams
Denise Bringlisd (virtual)
Frank Brockway
Melissa Clark
Megan Graddy
Candice Harris
Guenther Huber

Lisl Huber
Michelle Karpinsky
Leah Matthews
Kelley Nduom
Sudie Nolan (virtual)
Chae O'Keefe
Ryan Valduga

Absent: Terry Harness

Discussion:

	Item	Discussion Lead
6:23	Welcome/Quorum <ul style="list-style-type: none">• Call to order by M.Clark at 6:23PM.• Motion to approve 02-28-23 meeting minutes (unanimous approval).• Motion to adopt the 03-22-23 agenda (unanimous approval).	M.Clark
Officers and Committees: Priorities, updates, proposed events		
6:23	Presidents' Report <ul style="list-style-type: none">• Gratitude	M.Clark, L.Matthews

	<ul style="list-style-type: none"> ○ Special thanks for the Teacher Appreciation Event. Sudie for hosting, Michelle for planning, Elizabeth for catering, Candice for welcoming. ○ Special thanks to Ryan for SPARK after dark VHE donation and planning. ○ Special thanks for our first community event. Kelly for planning, Megan for branding and communications, Candice for swag. ● Overview Old Business / Updates <ul style="list-style-type: none"> ○ Family fundraising mailer campaign has begun, special thanks to Frank and Megan. ○ Garden Party Planning announcements: <ul style="list-style-type: none"> ▪ New swag will be introduced. ▪ Eligibility of 10K donation match discussed. ▪ Possible garden party donation anchors and requests discussed: <ul style="list-style-type: none"> ● Adopt a classroom ● Books ● Art Supplies ○ Review of MES foundation donations discussed: <ul style="list-style-type: none"> ▪ AV update completion was announced. ▪ \$16,400 will be granted to curriculum and technology that meets the MES foundation pillars, and must be spent by the end of the '22-'23 academic school year. ● Draft Licensing List for T. Harness reviewed. 	
6:49	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ● Current balance is approximately \$89K. ● Projected balance is approximately \$195K. 	G.Huber/ J.Allen
6:57	<ul style="list-style-type: none"> ● Update on Security Resource Officer (SRO) <ul style="list-style-type: none"> ○ A request for a vestibule has been made to APS and Board of Education; status on request for SROs in all elementaries. ● A potential meet and greet with District 1 Representative Katie Howard (E Adams). 	M.Clark/ L. Matthews
7:02	<p>Principal's Update</p> <ul style="list-style-type: none"> ● Coffee Chat agenda was reviewed. ● One instructional staff position to be filled, interviews are scheduled. ● APS controls the schedule for painting (custodian led) and teacher move in/outs. Lisl + PTO member to attend the weekly 	D.Bringslid

	<p>project management meeting for coordination of facilities project supports.</p> <ul style="list-style-type: none"> o Snooze AM Eatery has offered employee volunteer support for service projects. 	
7:17	<ul style="list-style-type: none"> • Outreach requested for a VHCA transportation resolution. The committee is looking for representatives from Ansley, Sherwood Forest, and Morningside/Lenox Park. 	L. Matthews
7:31	<ul style="list-style-type: none"> • School grounds are being used as a film site for a holiday movie starring Jack Black. A donation has been requested. 	L. Matthews
7:34	<p>School Culture</p> <ul style="list-style-type: none"> • An April/May teacher event is being planned, the focus is team building. • Activation of Kindergarten ambassadors requested for activities such as playdates, parent get-togethers, 4 volunteers to help build community. • School calendar/PTO event calendar for PTO review on yearly activities such as the book fair and fun run activities. • Recruitment for grade level ambassadors to be neighborhood and ethnically diverse to reflect student body. 	M. Karpinsky
7:42	<ul style="list-style-type: none"> • PTO elections <ul style="list-style-type: none"> o Likely are tentatively scheduled for September '23. o Election committee discussed. 	C. O'Keefe
7:47	<p>Fundraising</p> <ul style="list-style-type: none"> • Seed fund family Mailers Campaign (F. Brockway) <ul style="list-style-type: none"> o A distribution via email was discussed. o Donations after August 1st are considered income towards the '23-'24 school year. • Requests for donations on a timeline was discussed with the following considerations: <ul style="list-style-type: none"> o MES uses this model. o Certain purchases are time specific, such as software curriculum in June/July. o Single yearly donation option versus multiple asks throughout the year. o Offering a monthly payment plan through Stripe's integration. o Improvements on receipts of donations was suggested to increase transparency and timeline of campaigns. • Initial Swag will be considered a school spirit item, more so than an avenue for fundraising, small profit margins expected. • Grants. 	F. Brockway/ E. Adams

	<ul style="list-style-type: none"> ○ Need help expanding Business Partners (E. Adams) - list pinned in Slack. <ul style="list-style-type: none"> ▪ The current focus is on Midtown Businesses & gathering contact information. ○ Donor rewards discussed. 	
8:34	<p>Facilities</p> <ul style="list-style-type: none"> ● Quake Solo has been approved for the first mural ● The Handprint Project for auditorium was reviewed. <ul style="list-style-type: none"> ○ Updated pricing on material and labor assuming all student participation was requested. ○ Further deliberation was made regarding the project being a fundraiser or a community-building project. ● A future mural collaboration between the art teacher and communications was discussed. ● A request for assistance obtaining a contact on turf was made. 	L.Huber
8:52	<p>Operations</p> <ul style="list-style-type: none"> ● PikMyKid contract signed, onboarding to begin. 	R.Valduga
8:523	<p>Community</p> <ul style="list-style-type: none"> ● VHE playdates discussed. ● Night-owl night-run idea discussed. 	K.Ndoun
8:59	<p>School Spirit</p> <ul style="list-style-type: none"> ● "All owls on me". ● New Yeti mugs (thanks to Sudie) previewed. ● Motion to use PTO media dollars to buy books in place of bindings that will be purchased by APS made by C.Harris <ul style="list-style-type: none"> ○ Unanimous approval 	C.Harris
9:11	<ul style="list-style-type: none"> ● SPARK Fine arts night - requesting families purchase art as a donation to decorate hallways at VHE. 	M.Graddy
9:13	<ul style="list-style-type: none"> ● A following PTO meeting was set for April 11th, 2023 at 6:30PM ● Inquiry for use of Atkins Park for following meetings made. 	M.Clark

Adjourned at: 9:21 PM
Minutes Compiled By: C.O'Keefe