



VIRGINIA-HIGHLAND ELEMENTARY SCHOOL

Executive Board Meeting

General Monthly Meeting - February

Tuesday, 02.28.2023

Location: Virginia-Highland Elementary School
774 Virginia Ave NE
Atlanta, GA 30306

In Attendance:

Elizabeth Adams
Judith Allen
Frank Brockway
Melissa Clark
Megan Graddy
Candice Harris
Guenther Huber
Michelle Karpinsky
Kelley Nduom
Chae O'Keefe
Ryan Valduga
Terry Harness

Absent:

Leah Matthews
Sudie Nolan
Lisl Huber

Discussion:

| Time | Item | Discussion Lead |
|------|---|-----------------|
| 6:05 | Welcome/Quorum | M.Clark |
| 6:05 | APS Goal Setting and Vision Casting | |
| 7:12 | Motion to approve of Meeting Minutes: 01-31-23 (approved) | M.Clark |

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| | Motion to approve Agenda: 02-28-23 (approved) | |
| 7:12 | Principal's Report <ul style="list-style-type: none"> • Go Team for new schools • PTO as stakeholders • Budget/staffing updates | T.Harness |
| Officers and Committees: Priorities, updates, proposed events | | |
| 8:03 | Treasurer <ul style="list-style-type: none"> • Budget, invoicing vs reimbursement • Little Green Light (LGL) sales • Reserves - protected \$40-50K back-to-school startup funds | G. Huber |
| 8:09 | Fundraising <ul style="list-style-type: none"> • Small business contact list request • Letter writing campaign marketing feedback • Yard Sign Campaign - 3/6 delivery • Garden Party 4/22 <ul style="list-style-type: none"> ◦ \$10K matching ◦ Motion to approve garden party budget (passed unanimous consent) | E. Adams/ F.Brockway |
| 8:21 | Communications <ul style="list-style-type: none"> • Newsletter <ul style="list-style-type: none"> • Motion to approve newsletter name (passed unanimous consent) • Adding cluster news • Branding | M.Graddy |
| 8:30 | School Culture <ul style="list-style-type: none"> • Teacher mix and mingle 3/17 • Budget • Volunteer Recruiting <ul style="list-style-type: none"> ◦ 5th Grade Committee, Room Parent Liaison | M.Karpinsky |
| 8:33 | School Spirit <ul style="list-style-type: none"> • Swag for community playdate 3/12 event • Motion to approve '23-24 swag budget (passed unanimous consent) | C. Harris |
| 8:40 | Facilities <ul style="list-style-type: none"> • Art teacher feedback on murals | M.Clark (proxy for L. Huber) |
| 8:41 | Community <ul style="list-style-type: none"> • JH Event 3/12 <ul style="list-style-type: none"> ◦ RSVPs ◦ Food/beverage offerings | K. Nduom |

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|------|---|------------|
| | <ul style="list-style-type: none"> ○ Doodle poll- final planning ○ Elements that should be part of event <ul style="list-style-type: none"> ■ PTO name tags/shirts ○ Motion to approve 3/12 community playdate budget (passed unanimous consent) | |
| 8:50 | Operations <ul style="list-style-type: none"> ● Motion to approve PikMyKid base offering for multiple year discount (passed) | R. Valduga |
| 8:53 | Secretary <ul style="list-style-type: none"> ● Password access management <ul style="list-style-type: none"> ○ Motion to approve budget (passed) ● Voice of the PTO ● Logging enabled for succession and recovery | C.O'Keefe |
| 9:00 | Presidents <ul style="list-style-type: none"> ● March meeting date set for Wednesday 3/22 @ 6:00PM ● 3/6 yard sign, buddy-system delivery | M.Clark |

Adjourned at: 9:05 PM
Minutes Compiled By: C.O'Keefe