



**TALLEY STREET UPPER ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION, INC.**

**2617 Talley St
Decatur, GA 30030**

MEETING MINUTES
February 9, 2023 6PM

Call to Order

The regular meeting of the Talley Street PTO Board of Directors was held in person and via videoconference on February 9, 2023. The meeting was called to order at 6:06 PM by Co-President Sara Weathersby and seconded by Co-President Kelly Brown.

I. Approval of Minutes from the January Meeting

The Board reviewed the January PTO meeting minutes. A motion to approve the minutes of the January 12, 2023 meeting was made by Sara and seconded by Kelly. The minutes were approved by a show of hands. Motion carries.

II. Treasurer's Report

Co-Treasurer Hetal Rathod presented the January budget report to the Board. The report reflects \$2,788.14 in receipts for January. Reading rally added \$250, bringing the total raised this school year to \$14,527.05. The PTO received \$1,168.09 in additional funds from 2022 TigerFest. \$483.99 was donated via Square for the Diversity Activity Committee fundraiser. Passive fundraising for January totaled approximately \$131. Expenses for January were low, primarily costs associated with student of the month and STEM supplies. Hetal upgraded the Square account and implemented an annual subscription, which saved \$50 compared to the monthly plan. Hetal also renewed the PTO's nonprofit corporate status with the Georgia Secretary of State for a cost of \$30. Therefore, the total expenditures for January equals \$810.97.

Next, the Board reviewed current revenue and expenses for TigerFest. The PTO has received \$213.90 for artist application fees, \$489.56 from event sponsors, and \$43.70 for artist booth with a fee. In 2023, TigerFest has \$1,915.25 total revenue so far (including the \$1,168.09 newly added from 2022). The \$1,168.09 is unplanned revenue. The Board could consider where to allocate these funds.

The Treasurer's Report was approved by a show of hands. Motion carries.

III. Principal's Report

There was not a report for the February meeting.

IV. Standing Committee Reports

PTO Co-Presidents Kelly and Sara shared multiple event updates with the PTO board.

Room Parent Coordinators

The week of March 20th will be Teacher Appreciation Week at Talley. Talley staff might also acknowledge the more typical teacher appreciation day in May. Room Parent Coordinators, India Epps and Lynda Kim will coordinate announcements for daily suggested activities. Additionally, a luncheon is planned for teachers in May after the Tybee Island trip. School Manager Ms. Edwards has approved this plan.

Yearbook

The Board received an update about the yearbook ordering process. The artwork design of the yearbook cover is near completion. The PTO plans to provide each child and staff member a yearbook. Parents can pre-order copies now through April 1st. Pre-payments to the vendor reduces the unit price later, when the price will increase from \$18 to \$20.

PTO Diversity Equity and Inclusion Committee/Talley Diversity Activities Committee

Several updates were presented with regard to DEI and DAC programming. The previously scheduled discussion about affordable housing will be rescheduled for a future date. Those interested in attending should receive information in the eblast. Secondly, the Talley Diversity Activities Committee held a successful Lunar New Year Parade in January. The hallways were filled with joyful sounds and colorful banners. The PTO supported with volunteers and funded the Lion Dance performers.

The Board noted additional exciting programming including the Manga African performers this week and a talent show that will occur later in the spring. Other DAC events planned throughout the year include Holi festival of colors, St. Patrick's Day, Passover and Ramadan. Hetal noted that there are remaining funds in the DEI committee's current budget. A brief discussion followed about allocating funds to events described or potentially a book club event.

V. Committee Reports from Committee Reps or the Board

Garden

The PTO Garden Committee is working with Ms. Capps to increase the accessibility of the garden for all students, including those with mobility limitations. The Garden Committee and staff are collaborating on sensory space ideas. Jen Serwitz is representing Talley in a district-wide farm to school initiative. The committee hopes to receive starter plants from Beacon Hill Middle School to supplement the Talley garden. The Garden Committee is exploring plans to sell plants at TigerFest

On a separate but related note, the Board learned that Talley administrators are working with the district and a contractor regarding drainage of the upper field. This endeavor should occur after TigerFest and is not supposed to impact the garden.

Safe Routes to School

Elizabeth Ingram from SRTS provided a report about the recent Mardi Gras parade in Oakhurst (also known as Mead Rd. Mardi Gras). An enthusiastic crowd of Talley families participated and all of the Houses were represented. The PTO greatly appreciates involvement from Talley teachers as well. Parade participants utilized the House banners and homemade signs. The parade judges noted the energy demonstrated by Talley families. Talley was awarded best "school crew." This event provided an opportunity to showcase the House system to the wider Decatur community. The Board appreciates SRTS co-chairs Elizabeth Ingram and Mallory Donaldson for organizing Talley families.

Elizabeth reported that during March, schools will celebrate “Love My Bus” by honoring our bus drivers. The school district will provide gift cards to bus drivers. This week’s eblast included a notice as well. The SRTS committee is organizing activities to celebrate the drivers of Talley students. Bus rider students are encouraged to make a card and show appreciation to the drivers.

Lastly, Elizabeth reminded the Board that “Walk and Roll” will resume the first week of March.

VI. Old Business

TREAT Update

Sara and Kelly provided an update about the TREAT program whereby volunteers help Talley teachers for an hour during non-instructional time. The program is well-received by staff and the PTO has completed a brief orientation with dozens of parent volunteers. Because the program covers all homeroom teachers, there are significant logistical needs. The Board discussed creating a committee to oversee TREAT and build on the current positive aspects. The Board noted that adequate parent involvement is critical to ensure the objectives of the TREAT program are fulfilled.

Discretionary Spending Policy

The Board resumed discussion of a discretionary spending policy. Secretary Lindsay Hodgson noted the objective of the document is to provide written guidance and set expectations for expenditures by the Co-Presidents that might not be detailed as a line item in the budget. Hetal is already tracking expenditures from the discretionary section of the budget as this category of expenditures occur. A discussion followed about appropriate specificity of the policy. Kelly moved to adopt the policy and Sara seconded. The motion carries.

VII. New Business

Nominations for 2023-24 Board

Kelly noted that the Board would soon begin the process to replace board members whose time with Talley is concluding. The PTO Co-Vice Presidents VPs will lead the nominations process. A suggestion was made to promote board openings to the lower elementary schools.

VIII. TigerFest

Fundraising

Fundraising Co-Chairs Kimberly Mohl and Tiffani Edney lead the next section of the PTO meeting.

TigerFest has an operating budget of \$3,500. The Co-Chairs have purchased most of the signage, and the majority of the signage should be reusable for future years. The PTO might want one additional banner for the stage. Two largest expenses are the bounce houses and the carnival prizes. Last year, the PTO spent \$1,300 on prizes. Co-Vice President Wendy Shaw has analyzed attendance and ticket sales to optimize how many prizes should be purchased. Co-Vice Chair Michael Shahriari has a plan for carnival games and has met with his committee.

Tiffani noted that we have 12-14 artists who are confirmed out of approximately 140 artists to whom information was sent. She expects we will have close to 20 artists by the event date. Tiffani continues to follow up with artists. Tiffani will begin sending out logistics information in March.

We may have one food artist (Grace) who would still like to participate even though TigerFest will include a bake sale. This particular food artist intends to sell decorated cookies. The bake sale could avoid similar products.

Dothan and Alex are working on musicians. An all call for musicians was promoted on Facebook. The Talley House band is confirmed. Other artists such as Uncle Stormy and the high school band from last year are in discussion. We may need to order equipment to support the performances.

The volunteer committee is working to streamline the process this year.

Silent auction is moving along. Emily Saliers has agreed to host a private concert. A parent has donated four Delta club tickets for the Renaissance Fair and a stay at a home in Serenbe. Multiple organizations and businesses are agreeing to offer items. Kimberly noted that popular items from last year will return as well as new items. The discussion reflected exciting progress for the silent auction.

Sara provided an update on food logistics. After reaching out several times to Crave BBQ, Sara is making progress with the owner. Crave will handle all of their sales with no minimum revenue amount. They will provide staff. Participants will pre-order online with a particular QR code and the food will be available for pickup during TigerFest. The Board discussed the likelihood of scheduling three food trucks, to balance the expected ticket sales.

The Fundraising Committee is working on communications, including promotional materials with sponsors. Noted that a "save the date" communications needs to be sent. A discussion followed about advertising with other schools in the district to encourage artist registration.

Wrist band cost: Entrance this year for TigerFest will be \$20 for each child and accompanying parents attend free. The Board discussed whether to offer sales the day of the event. Currently we do not have a capacity cap. The Board considered whether adults might want to attend without a child. Having multiple tiers and price points could create confusion and stress for volunteers. The Board considered at what age range would wrist bands start. 4 years and up. Discussion about volunteers getting in free. Do we need a 750 person cap for capacity? High need families identified by Talley counselors will be provided wrist bands.

Parking: Pre-event communications will encourage families to walk. There might be assigned parking for artists and volunteer performers. Directing participants to MARTA parking, Talley lot and public works lot next door.

Discussion about cotton candy machine upgrade.

Spirit wear will be offered at TigerFest. Will use current inventory and potentially offer one new design. Might replicate the yearbook theme of "Six Houses, One Talley." Could offer a stuffie that participants can purchase in addition to the carnival prizes.

Hetal suggests re-allocate \$1,100 in the additional Squarespace funds to the TigerFest budget. Sara moves and Kelly seconded. Motion passes. Hetal noted that Michael needs to know which volunteers will be designated as users on Square for the day of the event.

The Board discussed incorporating the houses in the event details. Asking Ms. Reno to MC and lead some of the cheers.

Photo booth: The Board discussed the possibility of having a professional photographer on site that day. Could sell photos, add to yearbook insert, use for future Talley photo installations.

TigerFest Committee Chairs:

Artists – Tiffani Edney

Music – Alex Arnett and Dotan Harpak. Talley House Band confirmed. Additional performers TBD.

Carnival Games – Michael Shahriari and Seema Lakdawala

Prizes – Sheetal Junghare and Wendy Shaw

Food – Sara Weathersby and Kelly Brown

Sales – Gehan Botrus and Lindy Miller

Volunteers – Amy Hoying and Megan O’Keefe

Middle school and high school students can volunteer, and this would fulfill service hour requirements.

Communication – Nydia Almond and Dania Harris

Silent Auction – Kimberly Mohl - Kelly Brown

Transformation – Wendy Shaw and Nydia Almond – coordinate logistics

Square sales – Michael Shahriari

Third Grade Parent Volunteers – Aimen Muneer, Odufa Aburime, Yara Haddad

IX. Adjourn

There being no other pending business, Sara moved to adjourn the meeting and Kelly seconded the motion. The meeting was adjourned at 7:26 pm. The next meeting of the Talley PTO Board of Directors is scheduled for Thursday, March 9th at 6:00 PM.

PTO Board Members Present for Meeting:

Co-President: Sara Weathersby

Co-President: Kelly Brown

Co-Treasurer: Hetal Rathod

Co-Treasurer: TCee Bell (virtual)

Secretary: Lindsay Hodgson

Communications Chair: Nydia Almond (virtual)

Fundraising Co-Chair Kimberly Mohl (virtual)

Fundraising Co-Chair: Tiffani Edney (virtual)

SRTS: Elizabeth Ingram (virtual)