



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

**2617 Talley St
Decatur, GA 30030**

MEETING MINUTES
July 12, 2022 6pm

I. Call to Order

The regular meeting of the Talley Street PTO Board of Directors was held via videoconference and in person on July 12, 2022 in the Media Center. The meeting was called to order at 6:05 PM by Co-President Sara Weathersby.

Co-President: Sara Weathersby
Co-President: Kelly Brown (virtual)
Co-Vice President: Gwendolyn Shaw
Co-Vice President: Michael Shahriari (virtual)
Co-Treasurer: Tcee Bell
Co-Treasurer: Hetal Rathod
Secretary: Lindsay Hodgson
Communications Chair: Nydia Almond
3rd Grade Member at Large: Briana Dayton (virtual)

II. Approval of Minutes from the June 6, 2022 Meeting

The board reviewed the June PTO meeting minutes. A motion to approve the minutes of the June 2022 meeting was made by Sara Weathersby and seconded by Hetal Rathod. The minutes were approved by a unanimous show of hands. Motion carries.

III. Treasurer's Report

Co-President Kelly Brown reported that the board will undergo an audit of the last three years of financial documents. This process may take 1-2 months with the support of the co-treasurers. Our insurance provider requires an annual audit and an IRS 990 form. Sara and Hetal have an appointment with the bank to update signature authorizations. Co-Treasurers Hetal Rathod and Tcee Bell are working on a process to divide duties. The treasurers will coordinate with Sara regarding the PayPal account.

IV. Principal's Report

Principal Heaton presented to the board. Attendance for the upcoming 2022-2023 school year is about 40 students higher than expected. Each homeroom will likely have 23-24 students. The breakdown of classes by grade is 9 classes for 3rd grade, 9 for 4th grade, and 10 for 5th grade. Currently there is an opening for a fourth grade teacher and a paraprofessional position open to work with the Title I teacher. Talley will have one new fourth grade teacher who is new to CSD but has experience with STEM programs. There will be a new nurse this school year.

Talley is planning to hold lunch indoors this school year. Principal Heaton is working on a quote for a permanent outdoor cover structure that would start by the cafeteria door. This new structure would help shield students and staff from the elements during dismissal. The cost will depend on optional features such as lights. Now that we have the basic specifications, the administration will solicit bids.

The board heard an overview of the “House System” to promote character building and school spirit. Teachers from Talley have visited Ron Clark Academy to learn more. The program includes a digital app and visual aids to promote 6 different house related to countries and colors. Students will sit at Talley Rally based on their house instead of their homeroom.

Principal Heaton communicated a series of staffing and scheduling updates. Testing scores have arrived but are currently embargoed. Principal Heaton is pleased with the results and proud of the staff. The Infinite campus parent portal will open on July 26th and families will be able to see teacher assignments. New teachers will return on July 20th. The Existing teachers will be back on July 26th. The third grade orientation video is out of date. Principal Heaton is working on an updated presentation.

A parent welcome letter will be distributed on July 21st for all schools in the district. Principal Heaton will post updates on blackboard and Facebook. Meet and greet on August 1st will offer an opportunity for families to meet their teachers and see the main areas of the school. Encourage parents to complete the annual update as soon as possible.

Talley will undergo an IB review this fall. The school may learn this spring about full IB certification. Principal Heaton and staff will be attending the IB world conference.

The Free and reduced lunch program resumes this year. During the last two years, federal funds covered breakfast and lunch for all students but that program is ending. The costs have risen and there is a \$4.00 transaction fee to add funds to student lunch accounts. Interested parents need to submit an application for free and reduced lunch.

School Leadership Team meetings will resume during the school year. Parents will receive more information about participating and joining the SLT.

Sara asked the board to consider a change in the PTO meetings because the second Tuesday conflicts with the CSD board meeting.

V. 2022-23 Proposed Budget Review and Approval

Sara led a discussion of the upcoming budget. The starting PTO balance is \$52,849.16. The Board plans to reinvest the majority of these funds in the school. Tiger Fest created a one-time windfall. Expected income for 2022-23 is \$44,825. The Board should consider whether line items are one time or recurring costs. For instance, we will need to purchase house t-shirts for this year. Might not need to replace each year. The Board can amend the budget and make adjustments as we move forward in the year.

Sara provided a topline overview of the budget. Tiger Fest: Business sponsorships for Tiger Fest would be income above the existing projected income. Spirit wear does not yield a lot of income. Yearbook: There are up-front costs for yearbook sales. Historically the sales do not fully cover production costs.

DEI Committee: Within the DEI budget, there are line items managed by the PTO committee as well as events that the PTO coordinates with the Talley staff diversity activities committee. Robert Stinson is returning as our chair. The PTO looks forward to coordinating with the staff diversity activities committee. Student Enrichment. Discussion of social events. The PTO has secured a sponsor for the popsicles. Families and staff enjoy the in person moving on/big bash. The Board anticipates hosting a similar event for this year. PBIS Incentives is separate program from the House system. PTO has set aside funds for this program that may focus more on intrinsic rewards and productive behavior where

appropriate. Student of the Month was a new program from last school year to celebrate students who can set a positive example for their peers. House System: Part of the House Implementation will include a sorting wheel and a t-shirt for each child. This will heighten the experience of the House program. The sorting ceremony will happen likely two weeks after school starts. STEM: \$4000 has been aside for the STEM program on curriculum support and supplies. SRTS: The SRTS committee runs the Walk and Roll and crossing guard support activities.

Staff Appreciation: Staff appreciation provides \$50 gift cards to thank staff who don't have a room parent. This helps with equity throughout the school. Staff Lunch occurs on meet and greet day from Raging Burrito. Snack Cart will return on July 26th for the teacher's first day back. In September, snack cart will resume twice a month. Board discussed options to collect snacks at meet and greet. Other staff appreciation activities and the principal's discretionary fund were discussed.

School Facility Improvement: The PTO is working to obtain new photography for Talley. The budget sets aside funds this year to start a program, with the intention is that families could submit photographs and sponsor the program.

Garden Committee is very busy engaging with staff and students. This committee has been a great steward of PTO funds.

A goal of the PTO is to end the school year with sufficient balance to start next year. The budget reflects that the two main fundraisers of Reading Rally and Tiger Fest. Discussion about parents signing up through their employer to make a member donation to Talley. Clarification would help to distinguish between PTO member giving and room parent pool. A PTO donation is submitted through the website and uses PayPal. Sara moved to approve the budget. Communications Chair Nydia Almond seconded. Motion carried unanimously.

VI. Welcome Back staff activities planned for July/August

- a) Snack Cart 7/26 sponsored by PTO (delegate to teacher appreciation committee chair)
- b) Staff Lunch sponsored by PTO 8/1- select a point person
- c) Staff t-shirts and swag - staff working on design and vendor options.

VII. Meet and Greet

The Meet and Greet will be held on Monday, August 1st from 1 to 3 pm. The PTO will have an information/volunteer and spirit wear sale tables set up in lobby. We are looking for additional members for several committees, including DEI. Principal Heaton will communicate more details about the program flow closer to the event. The PTO may have a QR code for parents to access information. The Board undertook a discussion about parent directory and login credentials. Discussion about timing of communications.

VIII. Popsicle Social

Proposed for Saturday, August 6th from 10 am to 1 pm, with staggered arrival per grade as follows: 3rd grade at 10am, 4th grade at 11am, 5th grade at 12 noon. The Mosser Group is confirmed as our popsicle sponsor. Planning to bring outshine brand popsicles. Co-Vice President Gwendolyn Shaw will be the point person. Co-Vice President Michael Shahriari is also available to help.

The Board discussed waiting to order additional spirit wear because the House system has logoed apparel. Discussed complication with spirit wear store and PTO sign up. Nydia is managing this process and Michael offered to help.

IX. Old Business

X. New Business

The Board will have a more formal presentation about the House System during the August PTO meeting.

XI. Adjourn

A motion was made to adjourn at 7:39 PM by Sara and seconded by Wendy. The next meeting of the Talley PTO Board of Directors is tentatively scheduled on August 11, 2022, at 6:00 PM.