



**TALLEY STREET UPPER ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION, INC.
2617 Talley St
Decatur, GA 30030**

MEETING MINUTES
September 8, 2022 6PM

Call to Order

The regular meeting of the Talley Street PTO Board of Directors was held via videoconference and in person on September 8, 2022 in the Talley Media Center. The meeting was called to order at 6:05 PM by Co-President Sara Weathersby.

I. Approval of Minutes from August Meeting

The board reviewed the August PTO meeting minutes. A motion to approve the minutes of the August 11, 2022 meeting was made by Sara Wethersby and seconded by Michael Shahriari. The minutes were approved by a show of hands. Motion carries.

II. Treasurer's Report

Co-Treasurer Hetal Rathod provided a treasurer's report to the Board. For the month of August, the PTO received approximately \$285 in passive fundraising primarily from the May 2022 Raging Burrito fundraiser. In August, PTO members contributed \$324.50. Spirit wear sales totaled \$4,471.58. The expenses for August totaled \$9,300.49. As reflected in the August treasurer's report, these costs are mainly attributed to spirit wear, house t-shirts, STEM supplies, and the welcome back staff luncheon. Refer to the treasurer's report for additional details. At the end of August, the PTO bank account balance stands at approximately \$46,401.88.

Sara raised a note about outstanding reimbursements. Hetal explained that at least one reimbursement check has yet to be deposited and she is in communication with the check recipient. Proceeds from the Cremalosa "dine out" are not reflected in the August report because the funds have not been received, but are expected to be approximately \$150. The funds will be included in a future treasurer's report.

The discussion moved to the topics of budgetary revisions. The proposed revisions, initially raised on the Talley Street PTO Slack #boardresolutions channel, were reviewed during this Board meeting.

House Fund New Line Item

The Board proposes to create a new line item in the annual budget for "House Fund" under the category of Student Enrichment, and to allocate \$1,200 thereto. Sara suggested that the \$1,200 be funded as follows: \$500 from the PBIS incentives line item, \$500 from the House Wheel line item, and \$200 from the photo replacements line item.

House Shirts Cost

The Board proposes to re-allocate \$400.94 from the discretionary line item to cover the current cost of the House shirts. The cost revision is due to shipping expenses and additional students at Talley.

Talley Diversity Activities Committee

The Board proposes to reallocate \$500 to funds to Diversity Activities committee consisting of Talley staff. This committee works in tandem with the PTO DEI committee. The funds will support a cultural dance event during Hispanic/Latino Awareness month.

My Mitsy

The Board proposes to reallocate \$550 from the discretionary line item for 2022-2023 My Mitsy fees.

Quickbooks

The Board proposes cancelling the Quickbooks subscription because the treasurer has other means of tracking the budget. Funds allocated to Quickbooks in the budget would be reallocated to discretionary spending. Future PTO boards and treasurers could revisit this decision as needed.

Following a discussion of the proposed budgetary revisions, and in light of the quorum of board members voting favorably on Slack for these revisions, the Board adopted all proposed budgetary revisions. The budget documents will be revised accordingly.

III. Committee Reports from the Board

Garden Committee

Jen Serwitz provided a report on behalf of the Garden Committee. The PTO allocated \$800 to the Garden Committee this school year. The committee hosted a successful plant and bouquet sale during the September SRTS Walk and Roll event. The financials are still being reconciled but currently estimate that approximately \$100 was raised. The Garden Committee will conduct another plant and vegetable sale during the October Walk and Roll.

Members of the committee meet in the school garden every Wednesday. About 55 visitors joined last Wednesday. Students can visit the garden with the permission of their teacher. The garden presents an opportunity for students who need a stress break. The Garden Committee hopes to use a portion of the budget to create a sensory garden. Members are discussing plans for m planters and ground materials that would address accessibility.

The Board inquired about potential work days for families. Jen reported that work days will likely happen this fall. Regarding garden improvements, Jen reported that a parent is donating 200 pounds of compost for the Talley garden. Higher quality soil should make the garden even more productive. More mulch will be added this fall. The Board expressed its appreciation to members of the Garden Committee and offered support for future endeavors.

Fundraising Committee

The Board next heard from Kimberly Mohl, co-chair of the Fundraising Committee. Kimberly updated the Board on the status of Reading Rally, which is slated for October 14-21. Reading Rally will likely be chaired by Kimberly and Tiffani. The committee is looking for more participation for Reading Rally and TigerFest. The Board inquired about using the house system structure to support Reading Rally and TigerFest. Kimberly reported that the Fundraising Committee has submitted a proposal to Talley teachers (Muhlhausen and Reno) regarding whether reading awards could be tied to Houses. An idea under consideration would be to allocate \$250 of the Reading Rally budget to Houses with the highest recorded reading minutes. Perhaps reading lists could be tied to House traits/animals. The Board discussed how to structure a successful Reading Rally event that could be replicated in future years.

Once Reading Rally has concluded, the Fundraising Committee will pivot to planning TigerFest. Co-Vice President Michael Shahriari has agreed to support TigerFest as one of the event committee chairs. More support and volunteers are needed. The Board considered how to increase participation in fundraising events. A suggestion was made to increase communications to families about how PTO funds are allocated and the critical importance of parent involvement. Several Board members spoke favorably about Ms. Long and the Talley News Network (TNN) as a method of raising awareness. The Board expressed its appreciation for the tireless work of the Fundraising Committee.

House Shirt Distribution to Students

Sara and Kelly provided a summary of the House shirt distribution. Sara reported that there was a wonderful turnout of volunteers to sort and distribute house shirts to the students. Classes arrived in the lunchroom to receive shirts. Towards the end, volunteers started running short of sizes, particularly youth mediums. Sara and Kelly will inventory the shirt sizes remaining. Will work with Ron Clark to try and exchange shirt sizes. Next year, the process should be even easier because the PTO will primarily focus on providing shirts to incoming third grade students.

Book Club Update

Sara updated the Board on plans for a Book Club event in coordination with Jambo Books. This year, the group will read and discuss "Dragons in a Bag" by Zetta Elliott on October 26th at the Decatur Rec Center. The goal of this book club is to foster community. Currently, twelve families are scheduled to participate.

IV. Standing Committee Reports

Room Parent Committee

Room Parent Co-Coordinator Lynda Kim presented updates to the Board. The class fund pool currently stands at \$14,120. Lynda suggested that window to contribute could remain open longer to increase revenue and meet targeted goal. Last year, room parents were allocated \$420 per teacher.

The Board considered additional opportunities to communicate with parents. Lynda noted that she would continue to follow up with room parents and facilitate collecting parent contact information. Board members suggested printing flyers to include in the student communication folders, talking to parents during walk and roll, as well as other ideas. The Board acknowledged the importance of reaching more families and raising sufficient funds for teachers.

Spirit Wear

Kelly provided the Board with an update on spirit wear sales. The PTO communicated information through printed and electronic notices. Since the store opened less than two weeks ago, the PTO has received \$5,628 in sales. This includes 137 youth House hoodies and 31 adult House hoodies. The current plan is to close the store on September 16th. The spirit wear committee will need help sorting and delivering items in early to mid October.

Yearbook

The yearbook theme for 2022-2023 will be "Six Houses, One Talley." The yearbook vendor will be Herff Jones. Fifth grade families will be able to order ads for \$5 each. The unit price for yearbooks is projected to be \$18 per book. All students will receive a yearbook, regardless of financial ability. The Board undertook a discussion about yearbook sponsors. The consensus from the Board was that sponsors

might complicate layout, logistics and add costs that are not always offset by the sponsorship amount. Moreover, sponsorships are needed for TigerFest.

Spirit Nights

The Board next received a report about Spirit Nights, scheduled for each month this fall. The Cremalosa Spirit Night raised approximately \$150. Next Thursday, Naan Stop is participating in a Spirit Night for September.

DEI Committee

The DEI Committee met last week and held a productive discussion about Hispanic/Latino awareness month events. A Peace and Pie event is scheduled for November 16th. Jambo books is working with teachers to select books. This year, instead of a monthly event, DEI is considering a focus on one equity event.

V. Principal's Report

Principal Heaton had a scheduling conflict due to an SLT meeting occurring at the same time as the PTO meeting. Sara conveyed an update on his behalf. First, Assistant Principal Johnson will be leaving Talley to fill an opening for an assistant principal at Beacon Hill Middle School. Talley administrators will work with SLT and PTO to consider candidates. A second update from Principal Heaton related to the accessories that were distributed to students as part of House celebrations. The PTO will take this concern under advisement when planning future accessory orders.

VI. Adjourn

There being no other pending business, Sara moved to adjourn and Kelly seconded the motion. The meeting was adjourned at 7:30pm. The next meeting of the Talley PTO Board of Directors is scheduled for October 13, 2022, at 6:00 PM.

PTO Board Members Present for Meeting:

Co-President: Sara Weathersby
Co-President: Kelly Brown (virtual)
Co-Vice President: Gwendolyn Shaw
Co-Vice President: Michael Shahriari
Co-Treasurer: Hetal Rathod
Secretary: Lindsay Hodgson
Communications: Nydia Almond
3rd Grade Member at Large: Briana Dayton (virtual)
4th Grade Member at Large: Jennifer Williams (virtual)
5th Grade Member at Large: Meredith Barnes (virtual)
SRTS Co-Chair Mallory Donaldson (virtual)
Fundraising Co-Chair Tiffani Edney (virtual)
Fundraising Co-Chair Kimberly Mohl (virtual)
Garden Committee Jen Serwitz (virtual)