



General PTA Meeting Minutes (Approved)

January 16, 2019  
8:15 AM – 9:15 AM

- I. Call to Order
  - a. 8:23 AM - Angela Howard called the meeting to order
- II. Approval of Minutes and Roll-Call
  - a. 8:23 AM - Donna Earley requested attendees to sign-in and presented 11/14/18 General Meeting minutes for approval
  - b. Motion to table minutes approval until next General Meeting made by Deonne El-Diery, seconded Whitney Dzuima. – 19 votes
- III. Financial Review
  - a. 8:25 AM - Brian Conlan presented 1st half financial results (see addendum for details):
    - i. Wells Fargo Checking Register Balance as of 11/30/18: \$181,763.26
    - ii. Wells Fargo Savings \$40,046
  - b. Brian Conlan has held meetings with the PE, arts and music departments to ensure these departments are receiving the requested materials from PTA funding
  - c. Break down of revenue and expenses were reviewed (see addendum)
    - i. Expenses net \$85,000 in liquid cash
  - d. We have not been paying the Georgia and National PTA membership dues monthly. We have received an invoice from Georgia and National PTA bodies and will remit payment.
  - e. Audit Group formation occurs every May. This is a group that approves who will perform the annual audit.
    - i. Historically, audits have been in-house. But due to size of budget and PnL, audits are now performed by an independent 3rd party out-of-house.
    - ii. 3 quotes will be presented for the audit business and voted on by the Audit Group
    - iii. Audit Group formation will be an agenda item for the next BoD meeting
  - f. Audits have been posted and a wider communication of the posting will go out in the Digital Dolphin.
  - g. 2016-2017 and 2017-2018 audit cover pages are to be signed by the previous treasurer, Keith Cyr. Angela Howard to get Keith's signature.
- IV. Administration Report
  - a. 8:33 AM Audrey Sofianos
    - i. Thursday January 17th is 100th day of school
    - ii. Budget season has started for MES planning and is a part of the GO Team process.

- iii. Next GO Team meeting is on January 22nd 6 PM in the Media Center – survey results will not be discussed just yet as the survey closes that day.
- iv. Concern raised by Whitney Dzuima regarding this past year’s APS budget cut to MES due to the enrolment discrepancy between planned enrolment and actual enrolment. Audrey Sofianos responded that there are mitigation plans in place this year to counter-balance any unforeseen projection issues. There is also a reserve fund to mitigate this circumstance so that we do not lose teachers.
  - 1. MES is not looking at staff cuts and does not see any supplies inventory issues for this year.
  - 2. There were operating costs this year where PTA has helped with K Center transportation that also alleviated some of the APS funding shortfall.
  - 3. MES Administration is making sure that these items are built into the budget for next year.
- v. Officer Suarez is organizing a safety workshop for MES parents. The goal of the workshop is for MES families to be more informed regarding teacher training for school safety protocols. The date for the workshop is TBD.

#### V. SWAG Report

- a. 8:43 AM - Sandra Adams discussed the SWAG Reserve Fund (see addendum). These funds were set aside to renovate the school garden but the spend was put on hold until after impending renovations.
  - i. Rather than have the funds sit in the general SWAG budget. The SWAG committee would like to deposit the funds in a separate savings account for this specified garden renovation purpose.
    - 1. Deonne El-Diery asked for clarification on the origin of these funds and how they were/should be allocated when SPARK split from MES. Historically, there were questions regarding sharing of these seed funds for gardens at the 2 schools.
      - a. Sandra Adams presented documents showing the origin of funds from Schoolyard Sprouts and detailing \$3000 that SPARK got from the Schoolyard Sprouts Foundation when the split occurred.
      - b. There is still uncertainty around how the 2 schools are going to be structured and the overall vision of the garden(s). A Cluster Advisory Committee is going to be formed to help come to an agreement between the schools, PTAs, etc.
      - c. Regardless, the funds exist and need to be earmarked for this purpose and the savings account is the best way to do this.
  - ii. Motion made by Susanna Roberts to move SWAG reserve funds to a savings account earmarked for future garden renovation, Zac Howard seconded the motion.

#### VI. Operations Report

- a. 8:52 AM Carpool Procedures were presented by Aisha Stith (see addendum for details).
  - i. Main concern is motorists continuing to perform U-turns on Barclay despite signage, and cars continuing to turn onto Dolphin Drive from East Rock Springs.
    - 1. Carpool Reminders are going to be sent out via Digital Dolphin, FB and school website (new map to be uploaded).

#### VII. Enrichment Report

- a. 8:55 AM – Ginger Pursley gave updates on the Variety Show, Book Fair and Family Science Night.
  - i. Audition for Variety Show has occurred – first finale practice is Wednesday 01/16/19 afternoon. Tickets go on sale for General Admission on 25th of January.
    - 1. Would love to have more art in the show as a part of the art exhibit portion. Please encourage participation.
  - ii. Family Science Night registration closes this Friday 01/18/19
  - iii. Book Fair – The book fair begins January 28th and goes all week. The decision was made to have 2 book fairs on both the main campus and at the K Center. The Kindergarten Center book fair will feature books curated especially for this age group. Little Shop of Stories is performing the book fair.
    - 1. Wednesday night all families (K-5) are invited to attend the main campus book fair. Books from the K Center will be brought over to the main campus for this event.
      - a. Whitney Dzuima voiced concern about having a separate book fair and the exclusive nature of school activities general in favour of the main campus over the K Center. This was compounded by the recent Variety Show Auditions where Kindergarten families had to arrange their own transportation. This view was shared by Matt Fox.
        - i. Principal Sofianos clarified that the book fair decision was made by administration and came down to weighing the issues of disrupting an entire day and loss of instructional time.
        - ii. Discussion around this topic resulted in ideas: have a PTA meeting in the K Center, K Family experience survey, principal's coffee at the K Center to provide a forum to express concerns regarding the K Center issues.
        - iii. Susanna Roberts is the Kindergarten PTA Liaison and will craft a communication to get feedback regarding the survey and have a coffee.

#### VIII. New Business

- a. Nominating Committee – See addendum for details regarding purpose, timing and structure of nominating committee.
  - i. Deonne El-Diery expressed concern that not enough time was given to the parent population to put together a nominating meeting and lapses in communication to the broad community in general.
  - ii. Motion was made by Deonne El-Diery to table the nominating committee to a later date. Whitney Dzuima seconded the motion.
- b. Voting on all 3 motions on the floor:
  - i. Motion 1 to table approval of meeting minutes received a majority of 19 votes in favour.
  - ii. Motion 2 to move the SWAG garden renovation funds to a separate savings account received a unanimous vote in favour.
  - iii. Motion 3 to table the formation of the nominating committee for a later general meeting received a majority of 12 votes to 11 in favour of postponement.

#### IX. Adjournment of meeting was made at 9:9:32 AM

# General PTA Meeting

January 16, 2019

8:15 - 9:15 AM



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## General PTA Meeting Agenda January 16, 2019



Co-Presidents Angela Howard Niccole Burton	1 min	• Call to Order and Welcome
Secretary Donna Earley	2 min	• Approval of 11/14/18 General PTA Meeting Minutes • Roll Call – Sign-In Sheet
Treasurer Report Brian Conlan	10 min	• Financial Review
Administration Report	10 min	• Open Items
VP SWAG Report Sandra Adams	2 min	• SWAG Savings Account
VP Operations Report Aisha Stith	10 min	• Carpool Procedures
VP Enrichment Ginger Pursley	5 min	• Variety Show • Book Fair • Family Science Night
General	15 min	• New Business ○ Nominating Committee ○ Open Items
Adjournment		

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## Minutes Approval and Roll-Call



- 11/14/18 General Meeting Minutes
  - Hard copies are available at front
  - Motion to approve needed
- Please be sure you have signed in with Alison James for quorum establishment

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## PTA Treasurer Report



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## Aug-Dec 2018 Financial Report



### • Current Balance Sheet

- Wells Fargo Checking Register Balance as of 11/30/18: \$181,763.26
- Wells Fargo Savings \$40,046
- Details on next slides and via hard copy

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## Aug-Dec 2018 - Revenue



	Actual 2018-2019	Estimated Revenue 2018-2019	(Under)/Over Budget
<b>REVENUE</b>			
<b>Fundraising</b>			
Halloween Carnival	\$ 26,092.60	\$ 25,000.00	\$ 1,092.60
5th Grade Haunted House	\$ 4,023.15	\$ -	\$ 4,023.15
5th Grade Bball Challenge	\$ 258.62	\$ -	\$ 258.62
Dolphin Donors	\$ 26,250.00	\$ 30,000.00	\$ (3,750.00)
Amazon Rewards	\$ 101.04	\$ 250.00	\$ (148.96)
Public Rewards	\$ -	\$ -	\$ -
Spirit Wear	\$ 2,540.00	\$ -	\$ 2,540.00
Box Tops	\$ -	\$ -	\$ -
Boosterthon	\$ 161,475.00	\$ 140,000.00	\$ 21,475.00
Game Night ( Braves/Hawks)	\$ 855.00	\$ -	\$ 855.00
Game Night (GT)	\$ -	\$ -	\$ -
Casino Night	\$ -	\$ -	\$ -
Total Fundraising	\$ 221,595.41	\$ 195,250.00	\$ 26,345.41
<b>Other Revenue</b>			
Interest Revenue	\$ 25.64	\$ 25.00	\$ 0.64
Dine Outs	\$ 1,039.00	\$ 2,000.00	\$ (961.00)
Fresh Harvest	\$ 271.86	\$ 700.00	\$ (428.14)
Talent Show	\$ -	\$ -	\$ -
Yearbook	\$ -	\$ -	\$ -
5th Grade Events	\$ 215.00	\$ -	\$ 215.00
MES Foundation	\$ 500.00	\$ 500.00	\$ -
Book Fair	\$ -	\$ -	\$ -
Interest Savings	\$ 16.05	\$ -	\$ 16.05
Misc Revenue	\$ 91.00	\$ 600.00	\$ (509.00)
Misc Donations	\$ 862.70	\$ -	\$ 862.70
PTA Membership	\$ 2,875.00	\$ 3,300.00	\$ (425.00)
Symphony Trip	\$ 3,800.00	\$ 5,000.00	\$ (1,200.00)
Specials Collection - Staff Holiday	\$ 13,830.00	\$ 10,000.00	\$ 3,830.00
Total Other Revenue	\$ 23,526.25	\$ 22,125.00	\$ 1,401.25
<b>TOTAL REVENUE</b>	<b>\$ 245,121.66</b>	<b>\$ 217,375.00</b>	<b>\$ 27,746.66</b>

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## Aug-Dec 2018 - Expenses

	Actual 2018-2019	Budget 2018-2019	(Under)/Over Budget
<b>EXPENSES</b>			
<b>School-Instructional</b>			
Art Supplies	\$ 283.59	\$ 1,500.00	\$ (1,216.41)
Music/Instruments	\$ -	\$ 3,775.00	\$ (3,775.00)
PE	\$ 790.60	\$ 1,800.00	\$ (1,009.40)
Instructional Technology	\$ -	\$ -	\$ -
Teacher Supplies	\$ 8,250.84	\$ 12,000.00	\$ (3,749.16)
5th grade	\$ 96.61	\$ 4,400.00	\$ (4,303.39)
Media Center	\$ -	\$ 15,000.00	\$ (15,000.00)
Triathlon Club	\$ 2,374.75	\$ -	\$ 2,374.75
Total Curriculum	\$ 11,796.39	\$ 38,475.00	\$ (26,678.61)
<b>School-Office Administrative</b>			
Principal Discretionary	\$ 1,228.00	\$ 2,500.00	\$ (1,272.00)
Operations/Front Office	\$ 491.05	\$ 2,000.00	\$ (1,508.95)
Lunchroom	\$ 150.00	\$ 150.00	\$ -
K-Center (including Splash)	\$ 197.88	\$ 2,500.00	\$ (2,302.12)
Total School-Office Admin	\$ 2,066.93	\$ 7,150.00	\$ (5,083.07)
<b>PTA Administrative</b>			
PTA Presidents Discretionary	\$ 1,270.00	\$ 4,000.00	\$ (2,730.00)
Professional Service Fees (Offsite)	\$ 2,025.33	\$ 2,400.00	\$ (374.67)
Insurance Expense	\$ 875.00	\$ 875.00	\$ -
Bank Fees	\$ 10.00	\$ 480.00	\$ (470.00)
Square Fees	\$ 1,056.00	\$ 750.00	\$ 306.00
Intuit Fees	\$ 100.00	\$ 300.00	\$ (200.00)
Secretary/Treasurer Supplies	\$ -	\$ 200.00	\$ (200.00)
Total PTA Administrative	\$ 5,336.33	\$ 9,005.00	\$ (3,668.67)

<b>PTA Enrichment</b>			
Cultural Arts/Symphony	\$ 3,616.00	\$ 7,200.00	\$ (3,584.00)
Cultural Arts/ Chinese Dance	\$ 850.00	\$ 850.00	\$ -
Cultural Arts/ GA Ensemble	\$ 290.00	\$ -	\$ 290.00
Book Fair	\$ -	\$ -	\$ -
Visiting Authors/Artists	\$ 400.00	\$ 4,500.00	\$ (4,100.00)
Book Swap	\$ -	\$ -	\$ -
Family Science Night	\$ -	\$ 2,500.00	\$ (2,500.00)
Cheer Club	\$ -	\$ -	\$ -
Garden (SWAG)	\$ 6,647.07	\$ 10,000.00	\$ (3,352.93)
Wellness (SWAG)	\$ 735.58	\$ 1,000.00	\$ (264.42)
Jr. SWAG	\$ -	\$ 640.00	\$ (640.00)
Sustainability (SWAG)	\$ 96.94	\$ 200.00	\$ (103.06)
Earth Week (SWAG)	\$ -	\$ 350.00	\$ (350.00)
Grants	\$ -	\$ 3,000.00	\$ (3,000.00)
Total Enrichment	\$ 12,435.27	\$ 31,640.00	\$ (19,204.73)

<b>PTA Communications</b>			
Website Hosting and Maintenance	\$ -	\$ 27.90	\$ (27.90)
Digital Dolphin	\$ -	\$ 426.75	\$ (426.75)
Yearbook	\$ -	\$ 300.00	\$ (300.00)
MySchoolAnywhere	\$ 462.15	\$ 495.00	\$ (32.85)
Communications - Other	\$ -	\$ -	\$ -
Total PTA Communications	\$ 462.15	\$ 1,252.65	\$ (790.50)

<b>PTA Fundraising</b>			
Boosterthon 2018	\$ 65,921.68	\$ 50,000.00	\$ 15,921.68
Boosterthon 2019	\$ 2,000.00	\$ 2,000.00	\$ -
Halloween Carnival	\$ 15,943.28	\$ 13,000.00	\$ 2,943.28
Casino Night	\$ 18,212.46	\$ -	\$ 18,212.46
Total Fundraising	\$ 102,077.42	\$ 65,000.00	\$ 37,077.42

<b>PTA Operations</b>			
Signage	\$ 683.27	\$ 1,500.00	\$ (816.73)
PTA Food Service	\$ -	\$ -	\$ -
PTA Memberships	\$ -	\$ -	\$ -
GVN Membership	\$ 125.00	\$ 125.00	\$ -
Teacher Appreciation	\$ 1,229.19	\$ 2,000.00	\$ (770.81)
Laminating	\$ 223.80	\$ 1,000.00	\$ (776.20)
Safe Routes to School - Volunteers	\$ -	\$ -	\$ -
Transportation - Buses & Carpool	\$ -	\$ 1,000.00	\$ (1,000.00)
Field Day	\$ -	\$ 800.00	\$ (800.00)
Facilities	\$ 10,720.00	\$ -	\$ 10,720.00
MES Foundation	\$ 900.00	\$ -	\$ 900.00
Specials Staff Holiday Gift	\$ 12,000.00	\$ 14,000.00	\$ (2,000.00)
Total Operations	\$ 25,481.26	\$ 20,425.00	\$ 5,056.26

<b>TOTAL EXPENSES</b>	\$ 199,858.78	\$ 173,147.65	\$ (26,711.13)
<b>YTD Operating Inc./Loss</b>	\$ 85,265.01	\$ 44,227.25	\$ 41,037.76



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## VP SWAG – Sandra Adams



### • SWAG Reserve Funds

- \$9,810.86 set aside in the general PTA account
- \$5,000.00 was given to MES from the Schoolyard Sprouts Foundation (Fall 2014)
- Remainder was raised by dine outs and grants (until Spring 2015)\*

### • Intent

- Fund a Garden Renovation Project
- Put on hold due to impending MES renovations

### • Request

- Place these funds in a separate savings account in order to assure they are used for their original intended purpose when needed
- Motion needed

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## VP Operations – Aisha Stith



### Carpool Procedure – Main Campus

- Lane starts at corner of Barclay, Berkshire, E Sussex (Please use 3-way stop etiquette).

#### Please **DO...**

- Be a good role model by following carpool rules, and being courteous & cautious of others.
- Line-up along the median (driver's side) & shut your engine off when in non-moving line.
- Pull-up completely, stay in your car, & allow children to exit on their own.
- Utilize visitor's parking spaces if your child requires special assistance or extra time.
- Say goodbye & have students ready to exit car before reaching drop-off area.

#### Please **DON'T...**

- Enter carpool from E. Rock Springs Road or turn into Dolphin Dr during car pool.
- Park or drop-off children along Barclay Rd, in-front of Haygood, or on E. Rock Springs Rd.
- **Cut the carpool line by making a U-Turn on or crossing median on Barclay.**
- Use your cellphone in carpool, for everyone's safety.

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## Carpool Maps



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## VP Enrichment – Ginger Pursley



- Variety Show
- Family Science Night
- Book Fair

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## PTA General Meeting Timeline



- 3 General Membership PTA Meetings are required during the school year (Article XIII of MES PTA Bylaws).
- Suggested objectives of the 3 meetings:
  - First meeting – Budget approval by the general membership
  - Second meeting – Nominating Committee is formed (Article VI, Section 8)
    - Must occur at least 1 month prior to election of officers
  - Third meeting – Officer Election (Article VI, Section 3)
    - Must occur in May
    - Slate must appear in school office 10 days prior to election (Article VI, Section 9)
- In an effort to ensure all MES business is covered and to provide the parent community more opportunities to voice concerns, MES PTA elects to have 2 meetings per semester.

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## PTA Nominating Committee



- 5 members and 1 alternate elected by PTA (Article VI, Section 8)
  - Must be PTA member
  - Committee will elect its own chair
  - Nominates eligible person for each office and reports its nominees at **May** General Meeting.\*
  - Co-presidents not eligible for this committee.
- Motions for Nominating Committee members

\*Nominees may also be made from the floor at the May General Meeting.

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## Thank you for your participation!

Your PTA Executive Committee



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Addendum 2  
Sign-In Sheet Screen Captures

**mes**  
**PTA** Morningside Elementary School

Sign-In Sheet

General Membership Meeting  
January 16, 2019

1. Lisa Olmsted
2. Jessica Roberts
3. Whitney Dismore
4. Shea Johnson
5. Aisha Simpson
6. Ginger Purdy
7. Donna E. Kelly
8. Arden Cowland
9. Zach Howard
10. Angela Howard
11. BRIAN CONLAN
12. Cara Frattasi
13. Dawn Burnerford
14. Sandra Draper
15. MATT FOF
16. Audrey Sefranos
17. Allison Castle



**PTA** Morningside  
Elementary  
School

18. Carisa Quinn
19. Sandra Adams
20. Jill Wolfe
21. Dionne Malick
22. Caroline Wainright
23. Jennette Blake
24. Thana Lusk
25. Cindy Phelan
26. Paul Lister
27. Sally Carroll
- 28.
- 29.
- 30.
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- 34.
- 35.
- 36.
- 37.
- 38.