



General PTA Meeting Minutes

February 6, 2019

8:15 AM – 9:15 AM

- I. Call to Order
 - a. 8:18 AM – Donna Earley called the meeting to order
- II. Presidents Welcome
 - a. 8:19 AM – Angela Howard and Niccole Burton reviewed PTA Mission and Values (see addendum). Changes and improvements regarding PTA procedure have been put in place, but there will be certain etiquette guidelines followed during the meetings as outlined in the slide deck below.
 - b. 8:22 AM – Audrey Sofianos shared her enthusiasm for our school, families and the PTA organization. And introduced Brenda Hallman as our new parliamentarian.
- III. Approval of Minutes and Roll-Call – 8:23 AM – Donna Earley
 - a. Donna Earley asked everyone to sign-in via the sign-in sheet and requested approval of 11/14/18 and 01/16/19 General PTA Meeting Minutes.
 - b. Quorum was confirmed by Allison James and full sign-in sheet is posted below in addendum.
 - c. **Motion to approve 11/14/18 and 01/16/19 general PTA membership meeting minutes was made by Jenny Richman. The motion was seconded by Suzanne Roberts. The motion was passed by a majority vote of 21.**
- IV. Treasurers Report – 8:26 AM – Brian Conlan
 - a. Book Fair success – gross sales of \$30,000 sold over 1000 books. \$5000 spent for the K-Center alone.
 - b. The SWAG savings account has been established and savings account balances are as follows:
 - i. Wells Fargo Checking Account Balance - \$192,055.57
 - ii. Wells Fargo Savings Account Balance - \$40,047.50
 - iii. SWAG Savings Account implemented. SWAG Savings Account Balance - \$9,810.87
 - c. January 2019 audit reports are being finalized.
 - d. 2017-2018 and 2016-2017 audit reports have been finalized with all proper signatures. Hard copies are available in the back and have been posted to the MES website:
<https://www.atlantapublicschools.us/Page/52897>
 - e. There was a change in the 2018-2019 budget from proposed to actual regarding additional Book Fair signage needed for the K-center. Therefore, more funds were added to the Book Fair budget, and this still requires general membership approval.
 - f. Jenny Richman asked about yearbook pre-order kickbacks that the school is supposed to receive from Jostens. It was not reflected in the revenue received. Brian Conlan and Niccole Burton said funds had not yet been received. Jenny Richman is to check with Jostens.



- i. It was further explained that these funds are used for those 5th graders that need yearbook scholarships and for yearbooks for the library. This always comes out of the PTA budget and will be offset by preorder kickbacks.
- g. The media center has purchased \$5000 in books and media for the library out of their discretionary fund.
- h. Keith Cyr asked about putting the PTA accounting practices, particularly expense reporting into QuickBooks. Brian Conlan responded that this is very expensive and due to the implementation of the 3rd party accounting firm this need has been offset.
- i. **Motion to approve the stated changes to the 2018-2019 budget was made by Heidi Mueller and seconded by Jenny Richman. This motion passed by a majority vote of 18.**

V. Nominating Committee – 8:32 AM – Donna Earley

- a. Donna Earley went through the purpose of the PTA Nominating Committee and the policies and procedures of electing the nominating committee as outlined in Article VI, Section 8 of the MES PTA bylaws. Briefly:
 - i. Members must be PTA member
 - ii. The Nominating Committee will elect its own chair, until this occurs and temporary chair can be appointed by the PTA President.
 - iii. The Nominating Committee nominates an eligible PTA member for each office and reports its nominees at the **May** General Meeting.
 - iv. Co-presidents are not eligible for this committee.
 - v. Nominations for PTA officers are also able to be made from the floor during the General PTA meeting.
 - vi. Each PTA member votes for 5 nominees.
- b. The current slate of Nominating Committee nominees was presented:

Nominee
Kristen Holtz-Twombly
Heidi Mueller
Jennifer Richman
Gina Rude
Audrey Sofianos
Amy Stewart
Caroline Wainwright

- c. No new nominees were nominated from the floor.
- d. Voting took place via secret ballot.

VI. Administration Report – 8:38 AM – Audrey Sofianos

- a. Principal Sofianos discussed the recent decision for the school cancellation due to weather. It is difficult to make the call and more risk is attributed to having buses and children on the road in inclement weather. APS will always err on the side of caution.



- b. Next coffee talk will be at the K center
- c. Parent University is coming up Tuesday, March 12th.
- d. A Kindergarten family experience survey is being drafted at the moment. The school wants to know ways of improving the experience at the K Center.
- e. Climate survey results are being compiled and received responses from parents, teachers and 3rd, 4th and 5th graders.
- f. GO Team Survey results are just in. GO Team is in the process of strategy planning. GO Team meets tonight at 6 PM.
- g. MES School beautification has begun by business manager Brian Baron. The large photographs in the hallways are a part of this and will continue throughout the school. Please email Brian Baron with pictures of kids that are engaged in real situations.
- h. Audrey Sofianos has been nominated for the Cahn Fellowship. This Fellowship recognizes outstanding educational leadership for school principals and funds mentorship for administrative staff that would like to be a principal. The Cahn Fellowship site visit is coming up on Monday February 11th and is putting together a small parent focus group for the visit. Principal Sofianos is honored to make it through the first round.
- i. Keith Cyr voiced concern around timely salt removal if there is no rain or snow. This is especially hazardous where the stairs are on the walker's pad and parents fell last week. This area needs to be cleaned more regularly in general due to the debris coming off the trees.

VII. VP SWAG Report – 8:47 AM – Sandra Adams

- a. Parents from different APS schools have implemented a Sustainability Initiative to get rid of Styrofoam. We are happy to announce that use of Styrofoam will be discontinued at MES cafeteria next year.
 - i. It was brought up by several members, could we expand reducing our waste in general. This committee will continue to look at reducing material waste and more sustainable alternatives.
- b. Kumquats from the school garden are ready to harvest. The SWAG Committee would like to do a tasting with the classrooms. This will likely be coordinated through the SWAG room parents, but is still TBD.
- c. Wylde Classes start back in March.
- d. There are several Dine Outs coming up:
 - i. Whiskey Bird – March 12th and 19th
 - ii. Doc Chey's – Earth Week – April 15th
 - iii. Cassaroles – April 24th
- e. Heart Health Week is coming up in February and is being run by Jr. SWAG. Look for healthy announcements and messages throughout this week.
- f. Jr. SWAG is doing a Pack a Backpack and Pack a Snack Bag event for the homeless. This is being held at various places close to MES. See Digital Dolphin for more information.



- g. The “No Idling Campaign” has kicked off to great success.

VIII. VP Operations Report – 8:49 AM – Aisha Stith

- a. Parent University attendance has been low. Please look for a Parent University survey in the next month or so. The goal is to inject enthusiasm and participation in Parent University seminars, and to schedule topics of high interest to the MES community. If there isn’t more participation, this program is at risk of being discontinued.
- b. Ideas to increase involvement were suggested:
 - i. Webinars
 - ii. Merging a Parent University topic with a PTA meeting
 - iii. Varying the times Parent University occurs.
 - iv. Lunch and Learn sessions
 - v. Special Parent University night with concurrent sessions on topics of interest
- c. Walk to school day is March 6th and this is a SWAG initiative. But, could Operations use this day to expose the poor condition of some Morningside sidewalks or lack thereof, particularly Wessyngton.

IX. VP Enrichment Report – 8:56 AM Ginger Pursley

- a. Ginger Pursley shared a huge thanks to the Book Fair chairs, and Family Science Night chairs.
- b. The switch in Book Fair days and Family Shopping Evening was not an issue and was the best attended in years. Many kindergarten families showed up to the main campus, and this was the most successful family night at the book fair.
- c. The first Family Science Night was a great success, and will continue Thursday evening. Over 600 registrants this year and more than 20 presenters each night.
- d. There are remaining tickets for the Variety Show and there are still seats together in the mezzanine section. T-shirts will be delivered to the homeroom teachers.
- e. There has been some beautiful artwork turned in for the art exhibit portion of the event.
- f. Visiting author, Laurel Snyder, was here yesterday and she was great; very engaging experience for the students.
- g. Book Swap is just beginning to start planning and is exploring the option of having this during Earth Week to reinforce sustainability.
- h. Audrey Sofianos reminded everyone that there is a Black History Play to be held by our students the first week in March. Two of the performances are open to parents. There will be a K-2 and 3-5 grade performance. More details will follow.

X. Nominating Committee Vote Results – 9:03 AM – Allison James

- a. There were 3 ballots that were not compliant with MES PTA voting procedures. It should be noted that these 3 ballots did not affect the outcome of the election.
- b. **A motion to strike the non-compliant ballots was made by Kelli Hadfield and seconded by Suzanne Roberts. This motion passed by a majority vote of 18.**



- c. **The members of the 2019 MES PTA Nominating Committee are: Heidi Mueller, Jennifer Richman, Gina Rude, Audrey Sofianos and Amy Stewart. Alternate: Kristen Holtz.**

XI. Adjournment – 9:10 AM – Angela Howard




Addendum 1 – Slide Deck

2/13/2019


General PTA Meeting

February 6, 2019
8:15 - 9:15 AM



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General PTA Meeting Agenda February 6, 2019



Co-Presidents Angela Howard Niccole Burton	1 min	<ul style="list-style-type: none"> Call to Order and Welcome
Secretary Donna Earley	2 min	<ul style="list-style-type: none"> Approval of 11/14/18 and 01/16/19 General PTA Meeting Minutes Roll Call – Sign-In Sheet
Treasurer Report Brian Conlan	10 min	<ul style="list-style-type: none"> Financial Review
Administration Report	10 min	<ul style="list-style-type: none"> Open Items
General	15 min	<ul style="list-style-type: none"> New Business <ul style="list-style-type: none"> Nominating Committee Open Items
VP SWAG Report Sandra Adams	2 min	<ul style="list-style-type: none"> Open Items
VP Operations Report Aisha Stith	10 min	<ul style="list-style-type: none"> Open Items
VP Enrichment Ginger Pursley	5 min	<ul style="list-style-type: none"> Open Items
Adjournment		

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2/13/2019

PTA Mission and Values



PTA Mission

- To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA Values

- **Collaboration:** We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.
- **Commitment:** We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.
- **Accountability:** We acknowledge our obligations. We deliver on our promises.
- **Respect:** We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.
- **Inclusivity:** We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.
- **Integrity:** We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

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Meeting Etiquette



- **Meeting Etiquette**
- Come to the meeting with a positive attitude.
- Be prompt in arriving to the meeting.
- Turn cell phones off or to vibrate.
- If you must take urgent calls on the cell phone, take your conversation outside.
- Talk one at a time, waiting to be recognized by the Chairperson.
- Limit side conversations.
- Be patient when listening to others speak and do not interrupt them.
- Members need to stay on the topic being discussed.
- When a topic or agenda item has been discussed fully, do not bring the same subject back up.
- Don't discuss personal issues during the meeting, except when it is about the subject being discussed by the Committee.
- Don't make threats or rude comments to members.
- Address any concerns about the discussion or the meeting with the Chairperson not other attendees.
- Be respectful of other people's ideas or situations when they talk.

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2/13/2019

Minutes Approval and Roll-Call



- 11/14/18 and 01/16/19 General Meeting Minutes
 - Posted on MES Website: <https://www.atlantapublicschools.us/Page/52894>
 - Hard copies are available at front
 - Motion to approve
- Please be sure you have signed in with Alison James for quorum establishment

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PTA Treasurer Report



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2/13/2019

Aug-Dec 2018 Financial Report



• Current Balance Sheet

- Wells Fargo Checking Account Balance - \$192,055.57
- Wells Fargo Savings Account Balance - \$40,047.50
- SWAG Savings Account implemented.
 - SWAG Savings Account Balance - \$9,810.87
- Details on next slides and via hard copy
 - Motion to approve needed following review

• Audit Reports

- Finalized with proper signatures
- Posted on MES Website: <https://www.atlantapublicschools.us/Page/52897>
- Hard copies available in back

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Aug-Dec 2018 - Revenue



	Actual 2018-2019	Estimated Revenue 2018-2019	(Under) Over Budget
REVENUE			
Fundraising			
Halloween Carnival	\$ 26,092.40	\$ 25,000.00	\$ 1,092.40
5th Grade Scavent House	\$ 4,023.15	\$ -	\$ 4,023.15
5th Grade Ball Challenge	\$ 258.62	\$ -	\$ 258.62
Dolphin Donors	\$ 26,250.00	\$ 30,000.00	\$ (3,750.00)
Amazon Rewards	\$ 101.04	\$ 250.00	\$ (148.96)
Publix Rewards	\$ -	\$ -	\$ -
Spirit Wear	\$ 2,540.00	\$ -	\$ 2,540.00
Bon Tapp	\$ -	\$ -	\$ -
Boosterthon	\$ 140,475.00	\$ 140,000.00	\$ 475.00
Game Night (Braves/Hawks)	\$ 855.00	\$ -	\$ 855.00
Game Night (GT)	\$ -	\$ -	\$ -
Campus Night	\$ -	\$ -	\$ -
Total Fundraising	\$ 223,595.41	\$ 195,250.00	\$ 28,345.41
Other Revenue			
Interest Revenue	\$ 25.64	\$ 25.00	\$ 0.64
Dine Outs	\$ 1,039.00	\$ 2,000.00	\$ (961.00)
Perish 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
TOTAL REVENUE	\$ 247,121.66	\$ 217,375.00	\$ 29,746.66

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2/13/2019

Current Slate



Nominee
Kristen Holtz-Twombly
Heidi Mueller
Jennifer Richman
Gina Rude
Audrey Sofianos
Amy Stewart
Caroline Wainwright

Please feel free to make additional nominations from the floor.

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Administration Report



• Open Items

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2/13/2019

VP SWAG – Sandra Adams



- Open Items

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VP Operations – Aisha Stith



- Open Items

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2/13/2019

VP Enrichment – Ginger Pursley



- Open Items

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Thank you for your
participation!
See you at the next General
Meeting:
Friday, May 17th
Kindergarten Center

Your PTA Executive Committee



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PTA Morningside
Elementary
School

Sign-In Sheet

General Membership Meeting
February 6th, 2019

1. Connette Blalce
2. Whitney Dzima
3. Cara Frattasi
4. Sarah Adams
5. Niccole Burn
6. Keith Gr *
7. Lisa Olmsted
8. Heidi Mulvan
9. Angie Howard
10. Aiden Portland
11. Kelly Anod
12. Amy Edgar
13. Kate Collins
14. BRIAN CONLAN
15. Susan Roberts
16. AISHA STITT
17. Catherine Levette

mes
PTA Morningside
Elementary
School

18. Allison Caste
19. Michelle Morris
20. Jennifer Bohner
21. MATT Fox
22. Caroline Wainright
23. Dawn Rutherford
24. Alison James
25. Deane Mahick
26. Ginger Rustay
27. Maria Johnson
28. Brian Baron
29. Kelli Hatfield
30. ~~Judith~~
31. ~~Michelle~~ ~~Allyn~~ ~~Allyn~~
32. ~~Brian~~ ~~Allen~~
33. Arshia Khalili
34.
35.
36.
37.
38.

(31)