

Board of Directors and General PTA Meeting Minutes (DRAFT)

May 15, 2019 8:15 AM – 9:15 AM

- I. Call to Order
 - a. 8:11 AM Donna Earley called the Board of Directors meeting to order
- II. Roll Call
 - a. 8:11 AM Quorum was established via sign-in sheet (see addendum)
- III. Board Approval for the Auditor of the 2018-2019 MES PTA Treasury Accounts
 - a. 8:12 AM Brian Conlan presented Melissa Kreist as the Executive Committee recommendation for the PTA 2018-2019 PTA audit:
 - i. Accounting Degree awarded in 1988 and has lived in Morningside since 1994
 - ii. Worked in field of accounting for >30 years
 - iii. Currently controller for a small company in Inman Park for 6 years
 - iv. Two daughters attended Morningside Elementary, Inman Middle and Grady High
 - v. Served as PTA Treasurer at each school
 - vi. Familiar with the financial review requirements of Georgia PTA
 - vii. Service will be limited to reviewing financial records as necessary to complete the required Georgia PTA Audit/Financial Review Form
 - viii. Will submit the completed form along with findings and recommendations
 - ix. Fee for this service will be \$1,200
 - b. 8:15 AM Niccole Burton noted that this does put us out of compliance with the Georgia PTA guidelines.
 - i. Our PTA bylaws state that 3 parent members are supposed to perform the audit. However, for a PTA of our size and financial complexity, this is not feasible.
 - ii. Georgia PTA is aware that the MES PTA has implemented use of a 3rd party to perform our audits for the 2016-2017 and 2017-2018 audits and our intention to do the same for 2018-2019.
 - iii. Due to non-compliance Georgia PTA has the right to deny MES PTA access to their full programming/benefits, but the decision will essentially have no impact.
 - c. 8:18 AM Motion to approve Melissa Kreist as the 2018-2019 MES PTA Treasury auditor was made by Cindy Phelan. The motion was seconded by Jenny Richman. Voting to approve the motion was unanimous.
- IV. Call to Order
 - a. 8:19 AM Donna Earley called the General Membership of the MES PTA to order
- V. Approval of Minutes and Roll-Call



- a. 8:19 AM Donna Earley asked everyone to sign-in via the sign-in sheet and requested approval of the 02/06/19 General Membership PTA Meeting Minutes and the 03/27/19 Spring Board of Directors Meeting Minutes.
- b. Quorum was established via sign-in sheet (see addendum)
- c. Motion to approve 02/06/19 General Membership PTA Meeting Minutes and the 03/27/19 Spring Board of Directors Meeting Minutes was made by Jenny Richman. The motion was seconded by Heidi Muller. The motion was passed by a unanimous vote.
- VI. Treasurers Report 8:20 AM Brain Conlan
 - a. The MES PTA account balances are as follows:
 - i. Wells Fargo Checking Account Balance \$178,512.66
 - ii. Wells Fargo Savings Account Balance \$40,074.46
 - iii. SWAG Savings Account Balance \$9,811.59
 - b. PTA is still in process of purchasing items for the school: iPads for art and technology groups, bike rack and other miscellaneous expenditures. These will be wrapped up by end of the fiscal year.
 - c. Fiscal year end is May 31st, and PTA will begin generating the 2018-2019 tax returns and final balance sheet.
 - d. Preferred deadline for check requests by 05/24/19. But, will continue to honor requests into June. But, please try to wrap up your check requests by 05/24/19 to ensure timely reimbursement.
 - e. Brian Conlan announced that the auditor for the 2018-2019 audit will be Melissa Kreist and was voted and approved by the Board of Directors by unanimous vote.
 - i. Cindy Phelan asked for clarification of audit scope and how any non-compliance is communicated post-audit.
 - ii. Brian clarified that in addition to the Georgia PTA audit checklist, the auditor will give a report of any irregularities and their recommendations for correction and best practices going forward. This will all be posted to the MES PTA webpage.
 - 1. An example from this past year is that issuance of gift cards for teachers are out of compliance and difficult to reconcile in an audit environment. We will likely have some best practice recommendations once the audit is completed.
- VII. VP Year-end Closing Remarks 8:27 AM
 - a. Operations Aisha Stith Expressed gratitude to the membership.
 - b. Fundraising Amy Edgar Congratulated her team on an extremely successful fundraising year. Plans are already rolling for 2019-2020 Boosterthon and Halloween Carnival.
 - c. Enrichment Ginger Pursley Expressed a sincere thank you to everyone for a great year full of enriching activities from book fairs, to variety shows to science nights.
 - d. Communications Allison Castle Thanked Jana Kovac and Deonne Malik El-Diery for all their hard work. This team is continuing to get out communications out for end-of-school events and getting K registered in My School Anywhere, please contact her if there are issues.



- e. SWAG Sandra Adams Sent out special thank you to the Wylde Center and getting the kids so
 excited and involved with our gardens (see picture). Please stay voting on a composting
 initiative by Joanna Kobylivker.
- VIII. New Officer Elections 8:30 AM
 - a. Everyone was asked again to be sure they had signed in before passing out of ballots.
 - b. Roll was re-examined and quorum confirmed
 - c. Audrey Sofianos read the portions of the MES PTA bylaws that pertain to new office elections.
 - d. 8:35 AM Amy Stewart, Nominating Committee Chair, presented the Nominating Committee's recommended slate for 2019-2010 MES PTA officers. The slate was unanimous:

President	Emily Fink
Treasurer	
Secretary	Matt Fox
VP Operations	Kerry Weinheimer
VP Communications	Jana Kovac
VP Fundraising	Sally Carroll
VP Enrichment	Kat Collins
VP SWAG	Joanna Kobylivker

- e. 8:36 AM Niccole Burton asked for nomination from the floor for each office.
 - i. For the office of Treasurer, Susan Mapen was nominated. She is a CPA, and has served as Treasurer for IPS.
- f. There were no other nominations from the floor, and nominations were closed.
- g. Voting commenced via closed ballot. Parliamentarian Catherine Leverette collected ballots and determined vote.
- IX. Beta Club Boxtops Ownership 8:40 AM
 - a. Beta club has volunteered to take over collection of Boxtops. Any funds raised from Boxtops will go towards Beta Club service projects.
 - b. Proposals for use of funds include: sprucing up of student restrooms, clean greenhouse and courtyard, launch "I am Awesome" initiative for shoe tying for younger students, host weekend service project on MLK weekend, host Grady Cluster math tournament, etc.
 - c. PTA would continue to hold these funds within the treasury for the Beta Club, but would not recognize this as a PTA revenue or expenditure. It is separate from the PTA. Typical funds raised:
 - i. 2017 \$1,317.00
 - ii. 2018 \$1,274.20
 - d. Several positive comments were made regarding the opportunities this will bring to the Beta Club service projects. It will also enable these students to learn about budgeting processes.
 - e. Keith Cyr expressed concern that this could be funnelled to 5th grade projects with are less inclusive of the student body.



- f. It was clarified that this account is separate from the 5th grade projects, and any expenditure will still need MES Administrative approvals and oversight. This will ensure that the Boxtops funds go to service related projects.
- g. Motion was made by Heidi Muller to approve the MES Beta Club to take ownership of collection of Boxtops and any funds raised by said collection. Whitney Dziuma seconded the motion. Vote was unanimous in favor.
- X. Composting Initiative 8:51 AM
 - a. Joanna Kobylivker presented all the successes of the Earth Week composting initiative and the desire to continue composting throughout the 2019-2020 school year at the main MES campus (see addendum for additional details).
 - i. Key takeaways from Earth Week Composting Pilot (2.5 days):
 - 1. Composted all organics and compostable material (trays, napkins)
 - 2. Exposed and educated the students (and parents!) on food waste
 - 3. Piloted processes needed to support a full sustainable cafeteria program
 - ii. In 2.5 days:
 - 1. **517** lbs of food waste diverted from the landfill
 - a. 67 lbs of methane* avoided = 1,343 lbs of CO2
 - b. **2,935** miles not driven = **5** cars parked for **2 weeks**
 - 2. 129 lbs of compost created (can offset SWAG soil budget)
 - a. 52 potential plants = 258 tomatoes
 - iii. Needs to enable full-time composting at MES:
 - 1. Permission from APS
 - a. Preliminary (verbal) permission granted
 - 2. Permission from MES Leadership
 - a. Contingent upon APS approval
 - 3. Funds approved by PTA
 - a. \$4,500 needed to cover composting expenses
 - iv. Discussion Whitney Dziuma asked whether this could be implemented at the K-Center as well. Joanna said that while it is possible, this proposal is for the main campus only. But perhaps we could do a training for the K-Center as an education initiative to prepare them for main campus. Or similar one-off sessions.
 - v. Discussion Cindy Phelan asked about implementation and who will be doing this in the cafeteria. Principal Sofianos understands that this will be a process that needs to be worked out, and exact process is still an unknown. MES administration does have the ability to dictate duties of the lunch staff. But, it is understood that parent volunteers will be necessary during initial stages of the program.
 - vi. Educations and Process Training will be simplified for 2019-2020 since the trays will be compostable. Amanda Kozinn, Jr SWAG chair, further explained that Compost NOW will be the organization and has done this with many school systems throughout the



Southeast. Education and best practices implantation is a part of what they will help provide MES should it vote to move forward with the program.

- vii. The \$4500 will be an annual cost.
- b. Motion was made by Heidi Muller to approve MES PTA funding of 2019-2020 composting proposal. Motion was seconded by Keith Cyr. Vote was unanimous in favour.
- XI. New Officer Election Voting Results Announced 9:07 AM
 - a. Catherine Leverette announced that proposed slate was unanimously approved.
- XII. Adjournment 9:08 AM



Addendum 1 Slide Deck

General PTA Meeting

May 15, 2019 8:15 - 9:15 AM





General PTA Meeting Agenda May 15, 2019







Minutes Approval and Roll-Call



- 02/06/19 General Meeting Minutes and 03/27/19 Spring BoD Meeting Minutes
 - Posted on MES Website: https://www.atlantapublicschools.us/Page/52894
 - Hard copy are available at front
 - Motion to approve
- Please be sure you have signed in with Alison James for quorum establishment



April 2019 Financial Report



- Wells Fargo Checking Account Balance \$178,512.66
- Wells Fargo Savings Account Balance \$40,074.46
- SWAG Savings Account Balance \$9,811.59
- Details on next slides and via hard copy
 - Motion to approve needed following review







TOTAL REVENUE





Aug-Apr 2019 Expenses

2018-2019 2018-2019 Budget

PENSES School-Instructional

Art Supplies Music/Instruments (770.12) (3,249.10) PE Instructional Technology Teacher Supplies (250.17) 9,944.54 1,582.86 18,088.05 2,374.75 (2,055.46) (2,817.14) 3,088.05 2,374.75 5th grade Media Center Triathalon Club Total Curriculum

School-Office Administrative Principal Discretionary Operations/Front Office Lunchroom K-Center (including Splash) Total School-Office Admin

PTA Presidents Discretionary

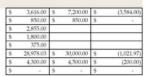
Professional Service Fees (Offsite) Insurance Expense Bank Fees Square Fees Intuit Fees Check Return Fee Secretary/Treasurer Supplies State of Georgia License Total PTA Administrative

PTA Enrichment Cultural Arts/Symphony Cultural Arts/ Chinese Dance Cultural Arts / GA Ensemble Cultural Arts / ATL Opera Cultural Arts / Lee Bryant Book Fair Visiting Authors/Artists Book Swap

s	4,451.51	\$	7,150.00	\$	(2,698.49)
s	1,360.07	s	4,000.00	s	(2,639.93)
\$	2,175.33	s	2,400.00	\$	(224.67)
S	875.00	s	875.00	S	-
s	18.00	s	480.00	S	(462.00)
s	2,756.68	\$	750.00	5	2,006.68
s	180.00	s	300.00	s	(120.00)
5	12.00	s		s	12.00

2,500.00 S

(1,008.77)







Aug-Apr 2019 Expenses (cont'd)

Family Science Night Variety Show Chess Club Garden (SWAG) Wellness (SWAG) Jr. SWAG Sustainability (SWAG) Earth Week (SWAG) Total Enrichment

1,054.02	5	2,500.00	5	3,554.02	S
638.49	s	2,500.00	S	3,138.49	5
(2)	5		s		S
(2,690.79)	5	10,000.00	5	7,309.21	\$
(1,064.74)	5	1,800.00	S	735.26	5
(640.00)	5	640.00	5		5
(203.06)	S	300.00	\$	96.94	5
(350.00)	5	350,00	s		S
(1,988.95)	S	3,500.00	S	1,511.05	s
(5,021.00)	\$	64,140.00	S	59,119.00	s



PTA Communications
Website Hosting and Maintenance
Digital Dolphin Yearbook MySchoolAnywhere Communications - Other Total PTA Communications

5		S	27.90	5	(27.90)
5		5	426.75	5	(426.75)
5		5	300.00	5	(300.00)
s	462.15	5	498.00	S	(35.85)
5	70.00	5		5	70.00
5	532.15	5	1,252.65	S.	(720.50)

PTA Fundraising Boosterthon 2018 Boosterthon 2019 Halloween Carnival Casino Night Total Fundraising

S	65,921.68	S	50,000.00	5	15,921.68
S	2,000.00	5	2,000.00	5	-
5	16,790.36	S	13,000.00	5	3,790.36
S	45,865.05	5	25,000.00	5	20,865.05
s	130,577.09	S	90,000.00	5	40,577.09

PTA Operations

FTA Operations Signage
PTA Food Service
PTA Memberships
CINS Membership
Teacher Appreciation
Laminating
Safe Routes to School - Walkers
Transportation - Buses & Carpool
Field Day
Escultines Facilities
MES Foundation
Specials Staff Holiday Gift
SpiritWear
Total Operations

5	776.45	S	1,500.00	S	(723.55)
S		5		5	-
S	1,327.50	5		5	1,327.50
S	125.00		\$125	5	390
S	3,309.97	5	2,000.00	5	1,309.97
S	223.80	S	1,500.00	S	(1,276.20)
5		S		S	-
5		\$	1,000.00	S	(1,000.00)
5		5	500.00	5	(500.00)
S	10,720.00	S	-	S	10,720.00
5	500.00	s		5	500.00
S	13,830.00	S	14,000.00	\$	(170.00)
S	2,821.56	5		5	2,821.56
S	33,634.28	S	20,625.00	S	13,009.28

TOTAL EXPENSES

YTD Operating Inc./(Loss)

\$ 270,910.89 \$ 230,647.65 \$



PTA Executive Committee Recommendation for 2019 Auditor – Melissa Kreist



- Accounting Degree awarded in 1988
- Worked in field of accounting for >30 years
- · Currently controller for a small company in Inman Park for 6 years
- Lived in Morningside since 1994
 - · Two daughters attended Morningside Elementary, Inman Middle and Grady High
- Served as PTA Treasurer at each school
 - Familiar with the Treasurer duties
 - · Financial review requirements of Georgia PTA
- Service will be limited to reviewing financial records as necessary to complete the required Georgia PTA Audit/Financial Review Form
 - Will submit the completed form along with findings and recommendations
- Fee for this service will be \$1,200



VP Year-end Closing Remarks



- VP Operations Aisha Stith
- VP Fundraising Amy Edgar
- VP Enrichment Ginger Pursley
- VP Communications Allison Castle
- VP SWAG Sandra Adams
 - Garden Report Next Slides
 - Compost Initiative Joanna Kobylivker













SWAG Year-End Closing Remarks

Thank you Wylde Center for helping us with our amazing garden!



Election of 2019-2020 PTA Officers

• Proposed Slate by Nominating Committee:

President	Emily Fink		
Treasurer			
Secretary	Matt Fox		
VP Operations	Kerry Weinheimer		
VP Communications	Jana Kovac		
VP Fundraising	Sally Carroll		
VP Enrichment	Kat Collins		
VP SWAG	Joanna Kobylivker		

- Call for nominations from the floor
- Vote by ballot
 - Circle name of candidate you wish to vote for
 - · Write-in any floor nominated candidates





Beta Club and Boxtops Ownership



- Beta club has volunteered to take over boxtops collection
- Has several proposals for spending in line with Beta Club service initiatives
- PTA would continue to hold these funds within the treasury:
 - 2017 \$1,317.00
 - 2018 \$1,274.20
- Motion needed to approve



Composting at Morningside

Moving from pilot to implementation!





Earth Week 2019: *Getting closer to Zero Waste*

- Replacement of styrofoam trays with compostable trays, forks, and cups (2.5 days)
- Composted all organics and compostable material (trays, napkins)
- Exposed and educated the students (and parents!) on food waste
- Piloted processes needed to support a full sustainable cafeteria program



How we did it

- Months of conversations with APS, MES leadership, Compost Now
- Dedicated SWAG funds
- Amazing MES parent volunteers during lunch!





The results!

- 517 lbs of food waste diverted from the landfill
 - 67 lbs of methane* avoided = 1,343 lbs of CO2
 - 2,935 miles not driven = 5 cars parked for 2 weeks
- 129 lbs of compost created
 - 52 potential plants = 258 tomatoes

*Food in landfills decomposes without oxygen and produces methane, which is 25x more powerful as a greenhouse gas than CO2; 95% of food scraps in US go to landfills



More good news!

- APS has committed to discontinuing styrofoam in the Fall 2019! Trays will be biodegradable and/or compostable
- Formation of the Atlanta Sustainable Schools Initiative (group of parents from schools across Atlanta) has leveraged other school's success, enhanced collaboration, and established strong partnerships
- APS has also granted school's permission to independently pilot sustainability efforts if own funds available and materials and processes are approved
- Very positive feedback from the students and several parents!



What composting for a year would mean

- 18,000 lbs of waste diverted from landfill! Think of all that methane NOT created!!
- 4,500 lbs of healthy soil created
- Use of our very own composted soil (free!) and therefore saving over \$500 for soil in our gardens (Main + K Center)
- Be a leader and model among APS schools by being first school to incorporate composting, encourage other schools



What do we need to make this happen

- Permission from APS
 - √ Preliminary (verbal) permission granted
- Permission from MES Leadership
 - √ Contingent upon APS approval
- Funds approved by PTA
 - √\$4,500 needed to cover composting expenses



Thank you for your participation and a wonderful year! Have a fantastic summer!

Your PTA Executive Committee





Addendum 2 Sign-In Sheet

