



PTA General Meeting Minutes

August 25, 2021

6:00 pm via Zoom

- I. Call-to-Order: Co-President Susan Mapen calls the meeting to order at 6:01pm
 - a. Quorum established (75 members present)
 - b. Zoom rules – for meeting to run smoothly: stay mute, chatting disabled, use the raise hand function

- II. Presentation of Agenda by Susan Mapen
 - a. Tony Moore moves to adopt the proposed agenda
 - b. Carisa Quinn seconds the motion
 - c. Unanimous approval

- III. Welcome from Co-President Tony Moore (6:03pm)
 - a. Many opportunities to get involved
 - b. Excited for the year ahead

- IV. Approval of Minutes from General PTA Meeting of April 28, 2021 (6:06pm)
 - a. No corrections noted
 - b. Alison Giannavola moves to approve the minutes
 - c. Tony Moore seconds the motion
 - d. Unanimous approval

- V. Presentations by MES Foundation and GO Team
 - a. Caroline Wainright (VP of Foundation) – MES Foundation
 - i. Overview of table on MES website that outlines differences between PTA and Foundation:
 1. One main difference is that Foundation has annual appeal to raise funding & employer matching is an option for donors
 - ii. Work with Administration and teachers to identify needs for spending in areas of teacher training, technology and curriculum
 - iii. For 2021-2022, MESF is providing funds for the SEL curriculum for new MES counselor, Ms. Mellick
 - b. Shannon Thibodeau – GO Team
 - i. GO Team's Role: a governance team – comprised of parents, teachers, admin, community member



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- ii. Setting the long-term direction of school: annually work with leadership on school's strategic plan (aligned with APS strategic plan) and the budget; strategic plan and budget inform leadership on decisions concerning staff positions, operations
- iii. How to get involved – attend live-streamed meetings, public comment option (advance sign up), attend “community fireside chats” hosted by GO Team Family Engagement, run for vacant parent seat in the spring (elections for open seats are held each spring)

VI. Introduction of Executive Team and VP/Committee Reports (6:14pm)

- a. Parliamentarian Matt Fox
- b. Secretary Dawn Rutherford
- c. Treasurer Jim Pursley
- d. Jeanie Joye for VP Communications Gina Coffas
 - i. Introductions from PTA and Board of Directors org chart (see MES website: PTA > About PTA)
 - ii. Yearbook price increase on 9/17 (\$35 to \$40); send in 5th grade ads for the yearbook
- e. VP Enrichment Jen Lieb
 - i. Looking for a chair for the Variety Show – planning to run the show this year but not yet sure what it'll look like
- f. VP Fundraising Cutler Andrews
 - i. Dolphin Donors – Jen Lieb
 - 1. Still pushing for more business Dolphin Donors – deadline is this Friday (8/27) for businesses to get their names on the Boosterthon shirts
 - ii. Boosterthon – Fabricio Moraes
 - 1. Kick-off is September 27th; Race will be on October 5th
 - 2. Goal is \$120,000
 - 3. Funding for Health & Wellness, Teacher Support, Technology Innovation and Curriculum Enhancement
 - iii. Dine Outs – Tori Moore
 - 1. Doc Chey's – September 20-23
 - 2. Osteria 832 – November 15-17
 - iv. Spirit Wear – Dayna Detro
 - 1. Check out the MES Online Store for the popular MES@Inman tie dye shirt available for pre-order – they should arrive in the next 2 weeks
 - v. Auction – Ginger Pursley and Cristin Kenney
 - 1. Save the date for March 5, 2022



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- g. VP Community Marla Johnson
 - i. Building and maintaining our strong community
 - ii. Planning the Halloween carnival (a community event since 1985!)
 - 1. Planned for October 30
 - 2. Justin Hubbarth is our chair leading the effort
 - 3. Welcome volunteers to the committee
 - iii. Dolphins Do Good – our community service committee – led by Molly Scott
 - iv. No Place for Hate – Robin Edwards and Aisha Stith
 - v. New Family Outreach Liaison position in PTA Community with Emily Fink filling the role and working with Mr. LaSalle (our social worker)
 - vi. Looking for a chair for the School Spirit committee
 - vii. 5th grade chairs are Vicky Clifton and Cynthia Atkin
 - h. VP Operations Carisa Quinn
 - i. Teacher Appreciation Committee – Vicky Clifton and Denise Lippert
 - ii. Room Parent meeting scheduled for Monday, 8/30
 - iii. Engagement Coordinator – volunteer opportunities in Membership Toolkit
 - iv. Hospitality – provide goodies for in-person meetings, coffee for the Principal Coffee Talks, etc.
 - v. Procurement Role is open – this person helps with purchasing for PTA, purchasing for the grant program for teachers
 - i. VP SWAG Sintra Constant (co-chair, Heather Low)
 - i. Sustainability, Wellness, Field Day
 - ii. Junior SWAG is on hold – but hoping to apply in spring
 - iii. Looking for a chair for Earth Week
- VII. Review of the Results of the 2020-2021 Audit by Treasurer Jim Pursley (6:28pm)
- a. Explanation of audit form: overview of who we are, provided requested financial records and information, the auditor checks for compliance
 - b. Two comments from auditor: (see page 3)
 - i. This year's audit will be set to correspond to the new fiscal year dates (July 1 to June 30) – the audit comment squares up the previous audit year and dates for beginning balances (looking ahead will now have year ending June 2022)
 - ii. Zero cash transactions so no Verification Funds forms (funds received electronically through Square)
 - c. No questions are received
 - d. Susan Mapen moves to approve the 2020-2021 Audit
 - i. Matt Fox seconds the motion to approve
 - ii. Voice Vote – motion to approve the 2020-2021 Audit passes unanimously



- VIII. Presentation of the 2021-2022 Proposed Budget by Treasurer Jim Pursley (6:31pm)
- a. Available on MES/PTA website PTA Administration > PTA Financials > under Budgets
 - b. Total revenue of \$267,340 from Auction, Boosterthon, Dolphin Donors, other miscellaneous
 - i. More expenses on Halloween than revenue – the carnival is meant to be community building event
 - c. Estimated gross profit of \$133,215
 - d. Total Expenditures of \$133,035 – expenditures matching revenues
 - i. Admin expenses – includes Square monthly fee plus percentage of transactions
 - ii. Instructional expenses, including recess bags
 - e. Budget is net “even” at \$180 Net Revenue
 - f. Balance to start 2021-2022 is \$238,789.40 (see audit page 2, #6)
 - g. No questions are received
 - h. Tony Moore moves to approve the proposed 2021-2022 PTA Budget
 - i. Carisa Quinn seconds the motion to approve
 - ii. Voice Vote – motion to approve the 2021-2022 PTA Budget passes unanimously
- IX. Principal’s Update – Audrey Sofianos (6:39pm)
- a. Thank you to the PTA for the Teacher Appreciation snacks and treats
 - b. Best part is working with our 812 children – teachers are so happy to be back, working with kids, in the same space
 - c. Mr. Rawls (Media Center) – exciting new “subway” system in library to find different book genres (e.g. follow the red line to biographies); self-checkout for older kids, he’s checking out for younger ones
 - d. Morning Announcements on PA – kids leading – including birthdays, joke of the day
 - e. New staff and teachers: Ms. Mellick (MES counselor), instructional coaches to help with planning/instruction/enrichment/intervention
 - f. Will have a testing meeting after MAP round one is complete to provide overview for parents
 - g. Social worker, Mr. LaSalle – his position is the CARES money in action at our school
 - h. Challenges –
 - i. substitute teacher staffing;
 - ii. beginning to see bus issues (especially middle school routes) – just lost a bus driver so having to run double routes – shortages in bus drivers – admin trying to be communicative but APS transportation might change between announcements from admin (e.g. bus will be late, but then it’s not);



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- iii. food supply issues impacting school meal menus – large numbers of students getting breakfast and lunch but supply chain issues with food supply/delivery;
- iv. Other COVID-specific challenges –
 - 1. working on communications and contact tracing (Nurse Petty);
 - 2. quaranteaching process and devices for students who are out;
 - 3. maintain privacy (team to do contact tracing with Nurse Petty and teachers) so admin can work on communication piece;
 - 4. trying to keep cohorts in recess (helps for contact tracing); restructuring lunch schedule – how to use outdoor space, cafeteria – anytime mask is removed impacts contact tracing flow chart
- i. Official Count Day is Day 25: September 9 (enrollment count – budget impact based on projected enrollment used for establishing budget)
 - i. Current enrollment: K – 137 (one class at 24, a few at 23, others are 22); 1st grade - 131; 2nd grade - 157; 3rd grade - 142; 4th grade – 133; 5th grade – 112
 - ii. Evaluating which teachers have what numbers of students together with square footage of classroom spaces to determine where to place new students
- j. Question: Are we using the picnic tables outside? Do you need parent volunteers?
 - i. Answer: we can fit 2 classes at a time – they maybe seat 42 students (one side, two kids per table), so could be two classes in a grade (maybe half the grade sitting outside and half the grade in the cafeteria and maybe one class still in their classroom. Once weather is cooler, perhaps can organize parent volunteers to help (need to cover lunches for staff which is challenging with teachers out, substitute staffing, etc); could start trying with a couple of classes outside to see how it works.
- k. Question: Any update on travel/quarantine procedure for MES? (there was an update from the middle school forwarding communication from APS)
 - i. Answer: Asking APS to send guidelines to parents; MES likely to request a self-report (Brian is drafting a form) for travel and quarantine needs (honor system with parents) so MES can arrange devices and other needs with teachers for home learning during a post-travel quarantine. Acknowledging how challenging it is to do what's right for the community and still see grandparents or do activities. Relying on parents to self-report travel, teachers can also report based on student feedback; per the guidelines the unvaccinated should not be traveling...if they do travel, they should be quarantining following travel.
- l. Question: can the kids eat on the ground? ...just to get outside?
 - i. Answer: we might try the field of dreams for this – for example take the 5th grade outside for lunch (logistical considerations: bugs, lunch trash, blankets for



seating); we could try but not sure about the manpower to supervise/facilitate – maybe it could work with a cadre of parent volunteers.

- m. Question: Will the parent self-reporting form define “travel”?
 - i. Answer: We will try to put all the info communicated by APS in the form – the reason to quarantine post-travel is to try to stop the spread in our community; we have to go by whatever APS says.
 - ii. Follow up question: We need a definition of travel – what is the policy from APS? CDC gives guidance but no definition.
 - 1. Answer: We will share what APS says but families need to make the decision (about travel, about self-report travel, about post-travel quarantine) based on APS communication.
- n. Question: Any updates on future use of Inman?
 - i. Answer from Lisa Olmstead (GO Team): suggest attending GO Team and Midtown/Grady Cluster Advisory Team (CAT) meetings – there have been no updates from APS since the last spring update/meeting
- o. Question: Will we replenish the PE/recess bags? (lots of balls are lost – being kicked over the fence)
 - i. Answer from Carisa Quinn (VP Operations): Brian is surveying teachers on recess bag needs/requests; will order once feedback is received from teachers.

X. Adjournment

- a. Marla Johnson moves to adjourn
- b. Tony Moore seconds the motion
- c. Unanimous approval – meeting adjourned at 7:10pm

Minutes Approved at PTA General Membership Meeting 1/27/22

Secretary Dawn Rutherford