



PTA Morningside
Elementary
School

PTA Exec Meeting

August 28, 2019

9:15 am

President Emily Fink	5 min	Welcome and Remarks
PTA Co-President/Committee Reports	5 mins each	Treasurer Susan Mapen VP Enrichment Katherine Collins <ul style="list-style-type: none">• Family Science Night VP Fundraising Sally Carroll <ul style="list-style-type: none">• Boosterthon Prizes VP Operations Kerry Weinheimer VP Communications Jana Kovac VP SWAG Joanna Kobylivker
PTA President's Report	10 min	Calendar for Meetings Moving Forward Monthly Reporting Obligations Back to School Night
Adjournment		

Treasurer Report

I am so sorry to miss the exec meeting on Wednesday but wanted to go ahead and send some info to you all. First of all I have moved \$100K from our checking account to our savings account. I did this as we have formally decided to keep a substantial amount of savings for at least a year until we know more about the moving costs ahead. As a result of moving the money we should earn a decent return on interest!

I am attaching the following:

- 1) Bank statements as of July 31, 2019
- 2) Our approved (yay!) budget, just so you have a formal copy
- 3) Check detail as of today - this just shows you all the checks I have cut since our year began on 7/1/19

Next meeting I will bring detailed financial reports for you. I'm unfortunately not able to provide a report today as I am working through some kinks with our bookkeeper. The check detail attached shows you everything we have spent thus far. As for incoming money, we have raised a ton thanks to Angela and her hard work on the Dolphin Donors. I am showing we raised \$27K in Dolphin Donors (note this is before deducting square fees). We've also had a lot of money come in for PTA memberships. Just FYI, we collect \$10/person but then I will be sending \$3.75/person to GA PTA so we only keep the net.

Morningside Elementary School PTA

Budget Overview: School Year 2019/2020

	<u>Total</u>
Income	
3000 Fundraiser Income	
3001 Auction	100,000.00
3002 Halloween Carnival	13,000.00
3003 Dolphin Donors	25,000.00
3004 Spirit Wear	7,000.00
3007 Boosterthon	160,000.00
Total 3000 Fundraiser Income	\$ 305,000.00
3500 Other Revenue	
3501 Book Fair	28,000.00
3502 Variety Show	10,500.00
3503 SWAG	80.00
3506 Amazon Rewards	10.00
3507 Interest Revenue	400.00
3509 PTA Dues	5,000.00
Total 3500 Other Revenue	\$ 43,990.00
Total Income	\$ 348,990.00
Cost of Goods Sold	
4000 Fundraising Expenses	
4001 Auction/Casino Expenses	50,000.00
4002 Halloween Carnival Expenses	23,000.00
4004 Fundraising Expenses - Other	3,000.00
4005 Spirit Wear Expenses	6,000.00
4006 Boosterthon Expenses	63,100.00
Total 4000 Fundraising Expenses	\$ 145,100.00
Total Cost of Goods Sold	\$ 145,100.00
Gross Profit	\$ 203,890.00
Expenses	
4100 Enrichment Expenses	
4101 Book Fair	28,600.00
4103 Cultural Arts	7,500.00
4104 Family Science Night	3,500.00
4105 Grants	10,000.00
4106 Visiting Artists	3,500.00
4107 Variety Show Expenses	10,500.00
Total 4100 Enrichment Expenses	\$ 63,600.00
4200 Communications Expenses	
4201 Yearbook	1,500.00
4202 DD & Membership Toolkit	950.00
4203 Communications - Other	182.00
4205 New Family Materials	1,000.00
Total 4200 Communications Expenses	\$ 3,632.00
4300 Operations Expenses	
4301 Speakers	7,500.00
4302 Branding for Inman	3,100.00
4303 Signage	1,500.00

4304 Laminating	1,000.00
4305 Teacher Appreciation	5,500.00
4306 Transportation Buses & Carpool	4,400.00
4307 Scholarships	3,000.00
4308 Hospitality	400.00
Total 4300 Operations Expenses	\$ 26,400.00
4400 SWAG Expenses	
4401 Wellness	1,635.00
4402 Garden Outdoor Classroom	8,730.00
4403 Jr. SWAG	640.00
4404 Sustainability	700.00
4405 Field Day	2,500.00
4406 Earth Week	350.00
4407 Composting	5,000.00
Total 4400 SWAG Expenses	\$ 19,555.00
4500 School Instructional Expenses	
4501 Media Center	10,000.00
4502 Teacher Supplies	10,000.00
4503 Art	2,400.00
4504 21st Century Innovation	9,500.00
4505 Music	2,000.00
4506 PE	2,750.00
4507 Challenge	0.00
4508 Facilities Improvements	3,000.00
4509 K Center	3,000.00
4510 Principal Discretionary	7,500.00
4511 Operations Discretionary	1,000.00
4512 K Center Specials	2,000.00
4513 5th Grade (Blueridge, graduation, events)	4,500.00
4515 Spanish	200.00
4516 SEL	1,500.00
Total 4500 School Instructional Expenses	\$ 59,350.00
4600 PTA Administrative Expenses	
4601 Insurance Expense	875.00
4602 President Discretionary	5,000.00
4603 Bank Service Charges	250.00
4604 Professional Services & Memberships	2,800.00
4605 Square Fees	9,500.00
4606 Intuit Fees (Quick Books)	2,000.00
4607 Supplies	500.00
4608 PTA Membership Fees	1,875.00
4609 Contingency	4,000.00
Total 4600 PTA Administrative Expenses	\$ 26,800.00
Total Expenses	\$ 199,337.00
Net Operating Income	\$ 4,553.00
Net Income	\$ 4,553.00

Morningside Elementary School PTA

CHECK DETAIL

July - September, 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Bank Accounts						
1002 Checking						
07/11/2019	Check	3410	Amy Hartman		C	-167.39
				Food for summer executive meeting		167.39
07/16/2019	Check	3411	Musician's Friend			-1,044.00
				Music supplies for 2018/19 school year		1,044.00
08/02/2019	Check	3412	Booster Enterprises			-57.96
						-57.96
08/02/2019	Expense		Square	Square Inc 190802P2 1908 BUSINESS TO BUSINESS ACH 02 L208462815500 Courtney Harkness	C	-35.00
				Square Inc 190802P2 1908 BUSINESS TO BUSINESS ACH 02 L208462815500 Courtney Harkness		35.00
08/02/2019	Expense		Intuit	INTUIT PYMT SOLN ACCT FEE 1908 BUSINESS TO BUSINESS ACH 02 524771996708346 MORNINGSIDE ELEMENTARY	C	-20.00
				INTUIT PYMT SOLN ACCT FEE 1908 BUSINESS TO BUSINESS ACH 02 524771996708346 MORNINGSIDE ELEMENTARY		20.00
08/16/2019	Check	3413	Kristle Waye			-176.85
				Classroom Supplies		176.85
08/16/2019	Check	3414	Sally Carroll	Halloweeb		-441.60
						441.60
08/16/2019	Check	3415	Patricia Andre-Amevo	K Center classroom supplies		-208.48
						208.48
08/22/2019	Check	3416	Dana Eris			-148.84
				Pots for Carpool Lane		148.84
08/22/2019	Check	3417	Lobbyguard			-1,000.00
				Lobbyguard Software renewal		1,000.00
08/22/2019	Check	3418	Amelia Morel			-200.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Classroom supplies		200.00
08/22/2019	Check	3419	Kona Ice			-405.00
				5th Grade EOY Party		405.00
08/22/2019	Check	3421	City Chick LLC			-118.50
				Chicken Fees		118.50

July 31, 2019 ■ Page 1 of 4



MORNINGSIDE SCHOOL PTA
1053 E ROCK SPRINGS RD NE
ATLANTA GA 30306-3047

Available by phone 24 hours a day, 7 days a week;
Telecommunications Relay Services calls accepted

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-1833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (297)
P.O. Box 6995
Portland, OR 97228-6995

Since August 2003, the Wells Fargo/Gallup Small Business Index has surveyed small business owners on current and future perceptions of their business financial situation. View the latest results at wellsfargoworks.com.

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/bic or call the number above if you have questions or if you would like to add new services.

- Business Online Banking
- Online Statements
- Business Bill Pay
- Business Spending Report
- Overdraft Protection



Beginning balance on 7/1	\$143,684.54
Deposits/Credits	12,585.11
Withdrawals/Debits	545.11
Ending balance on 7/31	\$155,724.54

Average ledger balance this period 5117.143.59

MORNINGSIDE SCHOOL PTA

Georgia account terms and conditions apply

For Direct Deposit use

Routing Number (RTN) 061000227

For Wire Transfers use:

Routing Number (RTN) 121000248

Your account is linked to the following for Overdraft Protection:

■ Savings = 00000063.4260027

[illegible]

Interest summary

Interest paid this statement	\$6.25
Average collected balance	\$147,114.83
Annual percentage yield earned	0.05%
Interest earned this statement period	\$6.25
Interest paid this year	\$52.24

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
7/2	<	Business to Business ACH Debit - Intuit Pymt Soln Acct Fee		20.00	
		190702 524771996708346 Morningside Elementary			
7/2	<	Business to Business ACH Debit - Square Inc. 190702P2 190702		35.00	143,629.54
		1208454656762 Courtney Harkness			
7/5	3403	Check		400.00	143,229.54
7/10		Square Inc. 190710P2 1907101209456867510 Courtney Harkness	19.12		
7/10		Deposit	1,018.18		144,296.84
7/15	3369	Deposited OR Cashed Check		88.11	144,208.73
7/18		Square Inc. 190718P2 1907181209459050628 Courtney Harkness	242.45		144,451.18
7/22		Square Inc. 190722P2 1907221209460058589 Courtney Harkness	485.20		
7/22		Square Inc. 190722P2 1907221209460058588 Courtney Harkness	504.32		145,440.70
7/23		Square Inc. 190723P2 1907231209460244852 Courtney Harkness	8,776.04		154,216.74
7/25		Square Inc. 190725P2 1907251209460281345 Courtney Harkness	485.20		154,701.94
7/29		Square Inc. 190729P2 1907291209461886342 Courtney Harkness	19.12		154,721.06
7/30		Square Inc. 190730P2 1907301209462088780 Courtney Harkness	970.70		155,691.76
7/31		Square Inc. 190731P2 1907311209462394267 Courtney Harkness	28.53		
7/31		Interest Payment	6.25		
7/31		Monthly Check Return/Image Start Fee		2.00	155,724.54
Ending balance on 7/31					155,724.54
Totals			\$12,585.11	\$545.11	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

* **Business to Business ACH:** If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount
3369	7/15	88.11	3403	7/5	400.00

* Copy the check sequence

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.



Fee period 07/01/2019 - 07/31/2019	Standard monthly service fee \$40.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements:		
* Average ledger balance	\$25,000.00	\$147,144.00 [-]


Monthly service fee summary (continued)
How to avoid the monthly service fee

- Combined balances in linked accounts, which may include:
 - Average ledger balances in business checking, savings, and time accounts
 - Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit
 - For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at www.wellsfargo.com/biz/fee information

 Minimum required
\$10,000.00

 This fee period
[7]

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	100	70,000	0	0.0030	0.00
Transactions	16	500	0	0.50	0.00
Total service charges					\$0.00


IMPORTANT ACCOUNT INFORMATION

Effective August 19, 2019, there will be changes to Service fees for Overdraft and Returned Items.

We may assess an overdraft fee for any item we pay into overdraft, and we may assess a returned item fee for any item returned unpaid. We limit our overdraft and/or returned item fees to eight (8) per business day. We will not assess an overdraft or Non-Sufficient Funds/NSF fee on items of \$5 or less. If both your ending daily account balance and available balance are overdrawn by \$5 or less after we have processed all of your transactions, we will not assess an overdraft fee on the items. No overdraft fee will be assessed on ATM and every day (one-time) debit card transactions unless Debit Card Overdraft Service is added to your account.

E030KCDTJ8 015173 NNNNNNNNN NNN NNN 002 003 257 115777 21253751 2

Notice: Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery, P.O. Box 5058, Portland, OR 97208-5058.

You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.

1. Use the following worksheet to calculate your overall account balance
2. Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period
3. Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months¹ which are listed in your register but not shown on your statement

A. The ending balance
shown on your statement \$

B. Any deposits listed in your register or transfers into your account which are not shown on your statement	\$	
	\$	
	\$	
	+ \$	
TOTAL	\$	

(Add Parts A and 3)

TOTAL \$

C. The total outstanding checks and withdrawals from the chart above \$

Part A + Part B + Part C

This amount should be the same as the current balance shown in your check register.

Total amount \$





06/15/14



Business Platinum Savings

June 30, 2019 ■ Page 1 of 4



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MORNINGSIDE ELEMENTARY SCHOOL PTA, INC
1053 E ROCK SPRINGS RD NE
ATLANTA GA 30306-3047

Questions?

Available by phone 24 hours a day, 7 days a week:
Telecommunications Relay Services calls accepted
1-800-CALL-WELLS (1 800 225 5935)

TTY: 1 800 877 4833

En español: 1 877 337 7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (297)
P.O. Box 6995
Portland, OR 97228 6995

Your Business and Wells Fargo

Since August 2003, the Wells Fargo/Gallup Small Business Index has surveyed small business owners on current and future perceptions of their business financial situation. View the latest results at wellsfargoworks.com

Activity summary

Beginning balance on 6/1	\$40,125.21
Deposits/Credits	49.16
Withdrawals/Debits	0.00
Ending balance on 6/30	\$40,174.37
 Average ledger balance this period	 \$40,125.21

Account number **6634260027**

MORNINGSIDE ELEMENTARY SCHOOL PTA, INC

Georgia account terms and conditions apply

For Direct Deposit use

Routing Number (RTN) 061000227

For Wire Transfers use

Routing Number (RTN) 121000248

Interest summary

Interest paid this statement	\$49.16
Average collected balance	\$40,125.21
Annual percentage yield earned	1.50%
Interest earned this statement period	\$49.17
Interest paid this year	\$127.90

The Special Pricing interest rate on your account expires **04/16/2020**. At that time, your interest rate changes to the account's standard interest rate. For current standard interest rates on your account, please contact your local banker or call the number listed on your statement.

000111JTB017524 NNNNNNNNNNNNNNNNN001002 257 07 559 2 2455183



Transaction history

Date	Description	Deposits/ Credits	Withdrawal/ Debits	Ending daily balance
6/28	Interest Payment	\$9.16		-10,174.37
Ending balance on 6/30				40,174.37
Totals		\$49.16	\$0.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposits/funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 06/01/2019 - 06/30/2019

Standard monthly service fee \$15.00

You paid \$0.00

How to avoid the monthly service fee

Have any **ONE** of the following account requirements

- Minimum daily balance
- The fee is waived when linked to a Platinum Business Checking account

Minimum required

This fee period

\$10,000.00

\$40,125.21 [2]

The Monthly service fee summary fee period ending date shown above includes a Saturday, Sunday, or holiday which are non-business days. Transactions occurring after the last business day of the month will be included in your next fee period.

(next)

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Deposited Items	0	20	0	0.50	0.00
Cash Deposited (\$)	0	5,000	0	0.0030	0.00
Total service charges					\$0.00

07-073



IMPORTANT ACCOUNT INFORMATION

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We may assess an overdraft fee for any item we pay into overdraft, and we may assess a returned item fee for any item returned unpaid. We limit our overdraft and/or returned item fees to eight (8) per business day. We will not assess an overdraft or Non-Sufficient Funds/NSF fee on items of \$5 or less. If both your ending daily account balance and available balance are overdrawn by \$5 or less after we have processed all of your transactions, we will not assess an overdraft fee on the items. No overdraft fee will be assessed on ATM and every day (one-time) debit card transactions unless Debit Card Overdraft Service is added to your account.



Revised Agreement for Online Access

We're updating our Online Access Agreement effective September 30, 2019.



To see what is changing, please visit [wellsfargo.com/onlineupdates](https://www.wellsfargo.com/onlineupdates).

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General statement policies for Wells Fargo Bank

Notice: Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery, P.O. Box 5058, Portland, OR 97208-5058.

You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.

Account Balance Calculation Worksheet

1. Use the following worksheet to calculate your overall account balance.
2. Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
3. Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

ENTER

A. The ending balance
shown on your statement _____ \$

ADD

D. Any deposits listed in your register or transfers into your account which are not shown on your statement	\$	
	\$	
	\$	
	\$	

TOTAL \$

CALCULATE THE SUBTOTAL

(Add Parts A and B)

TOTAL \$

SUBTRACT

C. The total outstanding checks and withdrawals from the chart above \$

CALCULATE THE ENDING BALANCE

(Part A + Part B = Part C)

This amount should be the same as the current balance shown in your check register.

§

Total amount: \$



Business Platinum Savings

July 31, 2019 ■ Page 1 of 3



035/44 1 AV 0 383 557331

MORNINGSIDE ELEMENTARY SCHOOL PTA, INC
1053 E ROCK SPRINGS RD NE
ATLANTA GA 30306-3047



Questions?

Available by phone 24 hours a day, 7 days a week:
Telecommunications Relay Services calls accepted

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Activity summary

Beginning balance on 7/1	\$40,174.37
Deposits/Credits	\$0.88
Withdrawals/Debits	- 0.00
Ending balance on 7/31	\$40,225.25
Average ledger balance this period	\$40,174.37

Account number: 6634260027

MORNINGSIDE ELEMENTARY SCHOOL PTA, INC

Georgia account terms and conditions apply

For Direct Deposit use

Routing Number (RIN): 061000227

For Wire Transfers use

Routing Number (RIN): 121000218

Interest summary

Interest paid this statement	\$50.88
Average collected balance	\$40,174.37
Annual percentage yield earned	1.50%
Interest earned this statement period	\$50.87
Interest paid this year	\$178.78

The Special Pricing interest rate on your account expires **04/16/2020**. At that time, your interest rate changes to the account's standard interest rate. For current standard interest rates on your account, please contact your local banker or call the number listed on your statement.

035/44 1 AV 0 383 557331 MORNINGSIDE ELEMENTARY SCHOOL PTA, INC 1053 E ROCK SPRINGS RD NE ATLANTA GA 30306-3047



Transaction history

Date	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
7/31	Interest Payment	50.88		40,225.25
Ending balance on 7/31				40,225.25
Totals		\$50.88	\$0.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

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Fee period 07/01/2019 - 07/31/2019 Standard monthly service fee \$15.00 You paid \$0.00

The fee is waived this fee period because the account is linked to a Platinum Business Checking account.

How to avoid the monthly service fee

Have any ONE of the following account requirements

- Minimum daily balance
- The fee is waived when linked to a Platinum Business Checking account

Minimum required

\$10,000.00

This fee period

\$40,174.37 ☒

07/31/2019

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Deposited Items	0	20	0	0.50	0.00
Cash Deposited (\$)	0	5,000	0	0.0030	0.00
Total service charges					\$0.00

WELLS FARGO



IMPORTANT ACCOUNT INFORMATION

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143454



Book Fair

- DATES: January 27 - February 1

- We are switching vendors this year and will be using **Follett**. This is Mr. Rawls pick as he has heard great things from other Media Center Specialists regarding Follett fairs and wants to see if they are a good fit for our school. Other reasons for the switch include:

*Follett already supplies all of our library books.

*We will earn more credit for teacher books.

*Lower price point will allow more kids to purchase books.

*Easier inventory replenishment means books that we are selling out of will automatically ship overnight to keep stock up

- Follett will also be doing a separate fair for the K center will books appropriate for k-2 so that the Kindergarteners do not have to be bused to shop and again to buy. The K-center fair worked great last year.

- Book Fair Committee meeting will be scheduled for end of September to kick off planning- we already have nearly 30 Volunteers for Book Fair on membership toolkit!

Family Science Night

- DATES: Grades K-2: February 11, Grades 3-5: February 13

- The FSN Committee is currently working on their list of presenters for this year - please send recommendations if you have any great presenters in mind!

- We currently have nearly 20 volunteers for FSN on membership toolkit!

Cultural Arts

Confirmed performance dates thus far:

1) **La Candela Company - Flamenco Dance, Latin Guitar & Drum**

Monday, Oct 7th: 8:50 am – 9:40 am (1st & 3rd); 10:00am – 10:50am (K & 2nd)

Tuesday, Oct 8th: 8:50 am – 9:40 am (4th & 5th)

2) **The Atlanta Opera - Hansel & Gretel**

Monday, Jan 13th: 10:00 am – 10:55 am (k & 1st)

Thursday, Jan 16th: 8:55 am – 9:50 am (4th & 5th); 10:20 am – 11:15 am (2nd & 3rd)

3) **The Georgia Ensemble - School House Rock**

Tuesday, March, 24th: 8:10 am – 9:15 am (1st & 3rd); 9:50 am – 10:55 am (K & 2nd); 11:25 am- 12:35 pm (4th & 5th)

Variety Show

- 2020 THEME: "20/20 Vision: Seeing is Believing"

- DATE: Variety Show Performance & Art Show- February 23, 2020 @Ferst Center

- We are currently working on ticket prices and VIP package prices to make more affordable for all this year. Looking at ticket prices around \$12, VIP around \$200

- Changes for this year: There will NOT be a DVD made this year of the performance (not enough interest in past). Also new this year - Artwork does NOT have to relate to the theme.

- First VS Committee meeting is on September 13. We already have 11 volunteers for VS on membership toolkit!

Visiting Artists & Authors

Confirmed authors thus far:

1) Laurel Snyder: September 19 @Media Center

*This is a FREE visit (Thank you Little Shop!) with award-winning author Laurel Snyder offered to the 4th and 5th graders. She is touring for her latest book, *My Jasper June*, which is available to MES students for pre-purchase. MES will get 20% back on all book sales. Laurel will sign books after her discussion with the students.

2) Eric Litwin (Pete the Cat): November 7 @MES Auditorium

*ALL grades will attend Eric's performances (K&1, 2&3, and 4&5) and he will sign books afterward for anyone that wishes to purchase books (hopefully through LSOS, again MES will get 20% back on sales).

Grants

- DATES: Grant applications are due 10/10.
- Currently working with Heidi on creative ways to promote grants with the teachers, staff, & students.
- African Drum & Dance Update: Kat and Melanie Relyea are working on getting additional schools to commit so that we can determine if it is feasible for MES this year. Please let me know if any of you have connections with other schools or music programs in ATL!

Chess Club

- After our August board meeting, Caroline Wainright expressed interest in getting the MES Chess club organized for this year. She is reaching out to Christopher Chan (who ran the club for the past few years) for details and questions.

Here is an update for Fundraising:

Spirit Wear

- Genine Shafer (Chair) is in place and getting up to speed on how it all works
- We've done a full stocktake and Square has been updated with the correct inventory numbers
- We've also loaded some old stock back on to Square so that we can sell down all the old stock we have in preparation for new designs this year
- Back to School nights (both K and Main Campus) – will be selling both nights and we're hoping that this will also help us clear the old stock
- We've been working with Angela and our current supplier to get images of all current Spirit Wear up onto the website so parents can see what they're buying – this will always happen moving forward
- Genine now has access to Square sales reports so she can check sales weekly and have all items delivered to classrooms every Friday. This takes the pressure off Angela to produce reports every week for us and Genine can resolve queries herself.
- Following the Back-to-School nights we will begin the process of designing some new Spirit Wear and sourcing a new supplier. Lorrie Thomas Ross has kindly agreed to work with Genine on some designs and we will seek quotations from a couple of suppliers (including Booster who now have a Spirit Wear business)
- Any suggestions on what items we could add are welcome!
- We've added a volunteer section to Membership Toolkit to capture volunteers to help us sell SW at school events

Boosterthon

- Planning is on track for the event – Boosterthon are operationally impressive and easy to work with
- Communications to the school community will begin on Thursday 29th August with a 'save the date' in the Digital Dolphin
- I've aligned our communication plan with Jana and we will roll this through until the end of the event
- T-shirts – I'm awaiting the final mock-up of the t-shirt for this year – if I receive it before our meeting tomorrow I'll send it out to everyone for a sneak peek
- PRIZES...please review the attached document from Boosterthon – this is their first cut of prize suggestions – let's discuss this in the meeting/what do we want to cut?
- Other suggestions from Booster:
 - Incentives for reaching school goal:
 - Lip Sync Battle: Admin. Vs. Boosterthon Team
 - Check out this dance: [Team ATL Git Up Challenge](#)
 - Slime the Boosterthon Team
- To discuss in Exec Meeting - Ccarity on fundraising GOAL and how we communicate this
- Emily O'Brien will be our Volunteer Co-ordinator on the day of the event – a week ago we already had 20 volunteers registered in Membership Toolkit so we're in good shape on that front.

Dolphin Donors

- The total raised up until yesterday was \$27,750 (target was \$25K)
- Seven DD's will be present at Back to School night on Thursday advertising their businesses
- Angela is in the process of getting the new banner finished with the printer and it will be up shortly
- The push for Parent Patron/Dolphin Donors is now on – if you're speaking with anyone and they're interested, remind them that there are sponsorship levels that include tickets to Halloween and the Auction – this will be advertised in the DD this week

Halloween Carnival

- Matt Lee and Anneke Herman are up and running with the planning (Co-Chairs)
- We met with the Master Vendor last week on site and walked through the space planning for the day
- Most other vendors are now confirmed with the last being confirmed in the coming week

- We're in the process of identifying lead volunteer roles for all of the components that make up the Halloween Carnival (eg. Bake Sale, Prizes, Ticketing, Communications)
- Last week we had 15 volunteers signed up through Membership Toolkit and reaching out to them for the lead roles in the first instance
- Once the costs are firmed up a little more, I will reach back to the Exec team with a ticketing pricing proposal

Auction

- We're working on finding a Chair or Co-Chairs for this event
- I'm working on sourcing a venue and will update everyone once we have a short-list on this by mid September

Operations Report

August 27, 2019

Family Engagement Coordinator

Position filled! New Chair is Deborah Solomon- and she's already up and running, working with Room Parent Chairs last week and setting up all the Classroom signup sheets in Membership Toolkit for go live last Friday. Currently have 268 volunteers signed up through Membership Toolkit.

Media Center Coordinator

Mr. Rawls is currently reassessing how he utilizes volunteers in the Media Center since acquiring a new part time employee. Our Chair is holding to schedule volunteers until this time.

Teacher Appreciation

We have luncheons scheduled for K Center on Wednesday, Main Campus on Friday. Our Chairs are looking at providing new food options, in addition to what worked last year, and have negotiated a great rate with Chopt in Ansley Mall for this first luncheon. In order to provide an event each month, they're working on alternating lunches and breakfasts, with a breakfast scheduled for September.

Room Parent

Big push last week to get Classroom Volunteer signups live. We are asking teachers to announce during Back to School Night that positions are still open (8 spots per classroom).

Our current parent volunteers per grade look like this: K (42), 1st (26), 2nd (34), 3rd (19), 4th (14), 5th (7)

Hospitality

We've had 3 events since the beginning of school: Kleenex & Coffee, Coffee with the Principle at both K Center & Main Campus.

Large turn out on 1st day of school, we ran out of coffee + cups. Over 40 parents at K Center coffee.

San Francisco Coffee donates all supplies, creamers and coffee for Coffee With the Principle throughout the year (@ both campuses). We need to recognize in some fashion their support- Tiffany Mercer (current chair) has her children's classrooms write Thank You notes.

Laminating

This committee has been up and running since before school supporting teachers during their pre-planning week.

Currently in the process of renewing laminator service contract with Georgia Binding (same as in the past). Unfortunately, the contract with Georgia Binding wasn't renewed last year and expired on 9/18/18 - we were not aware of this. We also thought it was still under warranty, but it is not. So when

we needed it serviced last week, we got charged \$250. Once we sign the service contract we won't get charged every time we need it fixed. Which ends up being 2-3 times a year usually. An order will need to go out for film supplies. Last year, only one film order sufficed; hoping that is still the case this year.

Parent U/Speakers

Emily and I are meeting with parent, Robin Deutch Edwards (K and 1st grade parent) after Labor Day to discuss conceptual ideas for Parent U going forward. The idea is to have something to roll out during 2nd semester so we can pull in the right people and message.

Branding for Inman

TBD. Will coordinate with Brian Baron/Jana going on message and collateral.

Scholarships

Money has been approved; next steps to strategize distribution/allotment of funds.

Transportation & Buses

Budget approved. APS sends invoice at year end for transportation costs.

School Instructional Expenses

All specials teachers have been notified that their 'Wish List' items have been approved.

PE has submitted their drum kit estimate: this is a purchase (not rented as previously assumed).

Workout videos are given to MES for 1st year, after 1st year, some videos available on YouTube.

Meeting with GATE on Wednesday to go over 21st Century Innovation and sharing of robots/iPads with Technology and other special education groups.

Communications Report

August 28, 2019

Directory / Membership Toolkit

1. 436 families have confirmed their info in Membership Toolkit (most have two email addresses, so it is approximately 870 parent emails).
 1. Some classes have 18-20 parents registered, while other classes have 10-12. Will work with Room Parents (once identified) to help us reach out personally to families in their classroom who are not in directory and ask/show them how to do it.
2. Data cleanup ongoing
 1. There are 359 “outdated contacts” in the database right now. This was data that was pulled over from MSA but the people have not logged in to confirm their info and assign a teacher for this year. Some of these are current parents who have just not done it yet. But there is also probably a fairly large amount of duplicate entries of families who have already confirmed their info and/or old families that moved away and are no longer at our school. I am working over next several weeks to look into each of these entries, confirm who is still a student at our school, and delete the outdated info.
3. Temporarily removed calendar from mobile app as there is a bug on Membership Toolkit’s end (calendar works fine on web-based MT). Their next release should fix and I will put calendar back on mobile app.

Digital Dolphin

1. Going well with new Editor (Jen Denbo) - she has gotten up to speed quickly. Trying to keep content brief and drive to website for details but have had a few instances where it had to be longer than we’d like in the newsletter itself.
2. New Sections
 1. Have added a new section for MES Volunteer Opportunities. This will be a permanent section and will highlight any volunteer roles that are hot for that week (always linking over the MT for volunteers to sign up). Jen can work with Deborah Solomon (Family Engagement Coordinator) each week to know what should be highlighted.
 2. Would like to add a very short “From the Administrator’s Desk” section at the top. This would be present when there is a new blog post from an Administrator (about once per month with rotations between Ms. Sofianos, Dr. Brookins, Mr. Baron, Mr. Lister, Ms. Leverette). Will work with Brian Baron to see if we can get this launched when he is back.

Social Media

1. Name for new single private FB group - MES Dolphin Community
2. Working over next few weeks to get page and graphics created, write page rules, figure out logistics for inviting, etc. Anticipate launch sometime in Sept.

Prospective Parent

1. We are working on a new parent folder to keep at the front desks at both campuses. These can be handed to new families who register after school has started to welcome/ acclimate them to our school. We will reach out to Admin and Emily for input once we have a set of recommended content.
2. Solidifying tour schedule for prospective parents. First one will be October 17 at main campus.

Yearbook

1. Have had good response to our call for volunteers - there is a group of parent volunteers with representatives from each grade ready to help. Jennifer Richman is really trying to create a strong team and execute the yearbook a bit differently this year so it is not too much work on a few people.
2. Great concept for yearbook design that will pay homage to our last year in this building before the renovation.
3. Option to donate a yearbook this year. Info will be up on website next week and was available in last week's DD.

Grade Level Social Chairs

1. All grades had back to school socials with good turnouts. Many grades are setting up fall parent socials.
2. 5G Chairs have started meeting on Haunted House with previous years' parents. They're in planning mode for the year's activities as well.

Items to add to Agenda

3. Square Store - Need to know who to direct 5G Chairs to when they need items added to the PTA square store (i.e. skate night tickets, basketball night tickets, etc).
4. Website - Need a process / back up for updating content when Brian Baron is out.