



DRAFT VERSION

PTA General Meeting Minutes

May 11, 2020

6:00 pm via Zoom

- I. Call-to-Order--6:03 pm **Co-President Susan Mapen calls the meeting to order**
 - a. Quorum established (35 members present)
 - b. Welcome and thanks to all volunteers
 - c. Overview of 2020-2021 priorities
 - i. Teacher appreciation
 - ii. Community/culture
 - d. Welcome for Co-President Emily Fink
 - i. Anti-racism statement
 1. Idea of issuing a statement arose at June executive committee meeting
 2. National PTA has now adopted an anti-racism statement that we will follow
 3. Executive committee is planning programs and community conversations to enhance awareness of systemic racism
 - ii. Virtual volunteer opportunities are coming, including class specific roles
 1. 2 committee/PTA roles still need to be filled
 - a. Membership chair--ensures quorum at PTA meetings and pays dues to the state
 - b. Purchasing and procurement--tracks our purchases and manages square store
 2. Spring party roles are open, but will remain open until we know what's happening in spring
 - iii. Introduction of executive team
 1. Co-Presidents Susan Mapen and Emily Fink
 2. Secretary Matt Fox
 3. Treasurer Jim Pursley
 4. VP Communications Jana Kovac
 5. VP Enrichment Katherine Collins
 6. VP Fundraising Fabricio Moraes
 7. VP Community Marla Johnson
 8. VP Operations Carisa Quinn
 9. VP SWAG Joanna Kobylivker



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10. Parliamentarian Niccole Burton

- II. Co-President and former Treasurer Susan Mapen reviews results of 2019-2020 audit
 - a. Minor inconsistencies with Georgia PTA rules are noted
 - i. Example: after bank statements stopped with Covid, no images of checks were provided by the bank to ensure two signatures on each check
 - ii. No issues with accuracy of accounting are noted
 - b. No questions are received
 - c. Susan Mapen offers to answer questions offline if any arise
 - d. **Marla Johnson moves to approve the audit**
 - e. **Tony Moore seconds the motion to approve**
 - f. **Voice vote--motion to approve 2019-2020 audit passes unanimously**
 - g. Question--Why wasn't the audit provided ahead of time for review? When we meet in person, copies are provided at the meeting for review.
 - i. Suggestion that we consult with GA PTA to determine best practices to comply with Robert's Rules when we meet remotely
 - ii. Secretary's Note: Robert's Rules does not address or require specific periods for review of documents to be considered or adopted at a general meeting
 - h. Answer--The audit was posted on the MES PTA website the week of the meeting and a link was provided using the chat function to allow review during the meeting
- III. 6:20 pm Secretary Matt Fox reviews minutes from the May 11, 2020 General PTA meeting
 - a. No corrections noted
 - b. **Katherine Collins moves to approve the minutes from the May 11, 2020 General PTA meeting**
 - c. **Fabricio Moraes seconds the motion to approve**
 - d. **Voice vote--minutes of the May 11, 2020 General PTA meeting are approved unanimously**
- IV. VP/Committee Reports
 - a. Fabricio Moraes—Fundraising update
 - i. Thanks to all our 2020-2021 Dolphin Donors
 - 1. Many parents and businesses are supporting the school as Dolphin Donors this year
 - 2. Still opportunities if you or your business want to give
 - ii. Boosterthon is on hold for the moment



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- iii. Spring party is on hold for the moment
 - 1. But we have credits from last year
 - 2. Have the Stave Room and caterer on reserve for March 6, 2021 if we are able to hold an event at that time
- iv. Spirit wear has been redesigned and a big success
- v. Dine out/take out is back on with local restaurants, including Osteria this week
- b. Marla Johnson—Community update
 - i. A PTA goal is to keep our sense of community strong while we are apart
 - 1. Dolphin toolkits were step one
 - 2. Money for the toolkits came from spring covid bucket
 - ii. No Halloween carnival this year
 - 1. Looking for a way to recognize the holiday
 - 2. Dependent on APS October 5 health update
 - iii. Dolphin family wellness—essentially a remade Parent U
 - 1. Want to bring mutli-disciplinary approach to these times
 - 2. Will focus on physical, emotional and community wellness
 - iv. No place for hate
 - 1. Looking for creative ways to connect this effort remotely
 - 2. Empathy, inclusivity and social justice are tenets of this program
 - v. Dolphins Do Good
 - 1. A new initiative that will provide easy ways to volunteer and contribute to MES and the larger community
 - 2. Exploring a partnership with Finch Elementary in south atlanta, which doesn't have its own PTA
 - vi. Class volunteer sign ups are coming
 - vii. Class level social chairs have events coming, but we are waiting for folks to adjust to virtual learning before these are rolled out
- c. Katherine Collins—Enrichment update
 - i. Some things are on hold, but some have been reinvented
 - ii. Book fair has been reimaged as a virtual event
 - 1. Books can be purchased online through Little Shop of Stories beginning September 28
 - 2. Books will be shipped directly to the purchaser's home
 - 3. MES will get 20% of the total book fair proceeds



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4. Question--At the in person book fair, parents can purchase books for teachers or less fortunate kids. how will that be addressed in the virtual environment?
 5. Answer--PTA is working with the school to ensure every student has the opportunity to receive a book. While there are no class specific book lists this year, parents can purchase gift cards through the book fair—MES will still get a 20% cut of that purchase and parents can give gift cards to teachers or Mr. Rawls
 - iii. Grants are moving forward
 1. Innovation is especially important here
 2. Heidi Muller is running this committee
 - iv. Family science night
 1. Committee is very excited to move this forward in a virtual way
 2. Details are still being worked out, but a number of creative programming ideas are being pursued
- V. Presentation of the 2020-2021 Proposed Budget by Treasurer Jim Pursley
- a. The budget looks very different this year
 - b. Revenue this year only estimated to be \$60,000
 - i. Our big fundraisers aren't anticipated to take place as no boosterthon and no auction/casino night are being planned at this point
 - ii. Dolphin donors are our primary sources of income for 2020-21
 - c. Total expenses are estimated to be \$140,000
 - i. Expenses include spirit wear, reserves for a potential spring party and other fundraising expenses
 - ii. Review of expenses by committee
 - d. Leaves us negative \$100,000 this year, but we have \$268,000 on hand
 - e. End of year balance is estimated to be \$167,643
 - f. Question-What are examples of items which would be covered by the president's or principal's discretionary budgets?
 - g. Answer--think dolphin toolkits, which were funded by a discretionary Covid fund—we need to be more nimble than the meeting schedule allows
 - i. Emily Fink provides specific examples of how the discretionary funds were used last year, including:
 1. bereavement gifts
 2. Publix gift cards for families identified as food insecure



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- 3. appreciation gifts
 - ii. The Principal's discretionary fund is common among APS PTAs and allows us to support Principal Sofianos for expenses that aren't covered by APS
 - iii. Principal Sofianos states that she generally uses these funds for staff appreciation or for immediate needs expressed by parents, the administration or student groups
- h. Katherine Collins moves to approve the proposed 2020-2021 PTA Budget**
- i. Kerry Weinheimer seconds the motion to approve**
- j. voice vote--proposed 2020-2021 PTA Budget is unanimously approval**

VI. Audrey Sofianos--Principal's Update

- a. The administration misses seeing us—especially the students
- b. Next week is close to the halfway point of the first quarter, meaning progress reports are coming
- c. Minor adjustments to the schedule have been well received
 - i. Super specials are back
 - ii. Clubs are also on the way
- d. Internal Communication is key to the success of virtual learning
 - i. Leadership team meets every wednesday
 - ii. Staff meets every week as well
 - 1. they sue these meeting to discuss what's working and what's not
 - 2. Best practices from our school or other teacher friends are a big component of the discussions
- e. Kid/student survey is coming next
- f. Library check out coming next week
 - i. First school in APS to get this approved
 - ii. Working hard to ensure both equal access to books and a safe environment
- g. Teachers were very thankful for the surprise gifts (\$20 Amazon Gift Cards) they received from the PTA today
- h. Enrollment
 - i. Total number is down over 100 from original projections
 - ii. Enrollment as of today is 850
 - 1. District is down overall—especially in Grady and North Atlanta clusters
 - 2. Elementary schools appear to have larger drops than middle and high schools, generally



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- iii. Question--We all know people who have moved/delayed entry due to virtual enrollment. Do we know how many will come back when we go live?
- iv. Answer—The majority of parents have told us they will come back when we return to an in person learning environment
- v. Current difference between projected enrollment and actual enrollment by grade
 - 1. K-down 50 students
 - 2. 1st-down 10 students
 - 3. 2nd-up 1 student
 - 4. 3rd-up 2 students
 - 5. 4th-down 16 students
 - 6. 5th-down 29 students
- vi. Question-Do you anticipate that MES will we have to give money back to APS from our budget based on these decreased numbers?
- vii. Answer-It is unclear at this time how these determinations will be made, but MES is running with a 3 person administrative team and they have tried to save money wherever possible. There is also money (\$145,000) in reserve if we are asked to return a portion of our budget
 - 1. APS has says they'll only take money if they need it and the other elementary schools have seen similar changes in numbers, so the hope is that not much will be requested by APS
 - 2. The administration managed a spring budget cut with no loss of services and hope to manage this as well. If the ask is large, the administration may ask us to help with actual operational expenses
- viii. Question—Do we expect to give back the \$450,000 that would be indicated if last year's per student budget model was followed?
- ix. Answer--No. Normally, this is seen as a budget reallocation. If our numbers are down and someone else's are up, the district will shift funds. This year, all the elementary schools are down, so less shifting seems necessary. The administration is advocating for full budget allocation this year as we believe most of these students will return, meaning we should be allowed to budget at the numbers we expect to see when we are back to in person learning

VII. Formal meeting adjourned at 7:07 (Principal Sofianos stays on Zoom to answer questions after the adjournment of the formal meeting)