

Laurel Ridge Elementary PTA General Meeting Minutes

August 17, 2021 / 6:30 PM / Via Zoom (due to COVID-19 pandemic)

CALL TO ORDER

Call to Order

Miriam Bell (President) called the meeting to order at 6:34pm.

A quorum was established (counted by Vice-President for Membership and Secretary).

AGENDA

1. Approval of Past Minutes

Walaa Elbedewy (Secretary) moved to approve the minutes of the last meeting (4/27/21).

The minutes were posted and have been available on the PTA website for your review. No corrections or additions were made by the attendees.

Hearing no objections LRES April 27, 2021 General PTA Meeting minutes have been approved as distributed.

2. President's Update

- Please complete the LRES Community Needs Survey
English: <https://forms.gle/CGGyDkATHuRByL36>
Spanish: <https://forms.gle/fGvHYNf2JZ4siFdV7>
- Coming soon: Check out our new Spirit Wear Store
[Home | Laurel Ridge Elementary PTA \(square.site\)](#)
- Get involved! Join a committee!
[PTA Membership | Laurel Ridge Elementary PTA \(square.site\)](#)

3. Treasurer's Report

The Treasurer's report was presented by the Treasurer, Dori Greene.

Report Period 6/1/21 to 8/10/2021

- Beginning Balance 6/1/21 - \$36,544.63
- Expenses - \$3,977.02
- Income - \$3,199.63
- Ending Balance 8/10/21 - \$35,767.24

4. Budget

The budget was posted and has been available on the PTA website for your review. The budget was presented by the Treasurer (Dori Greene) to the attendees. **Appendix 1: PTA Budget 2021-2022**

Dori Greene (Treasurer) moved to approve the LRES PTA Budget for 2021-2022.

An electronic ballot was provided to the attendees through the zoom chat.

Votes were counted by the Vice-President for Membership (Laura Cline) and Secretary (Walaa Elbedewy).

36 votes were cast by PTA members in attendance of the August 17, 2021 General PTA meeting.

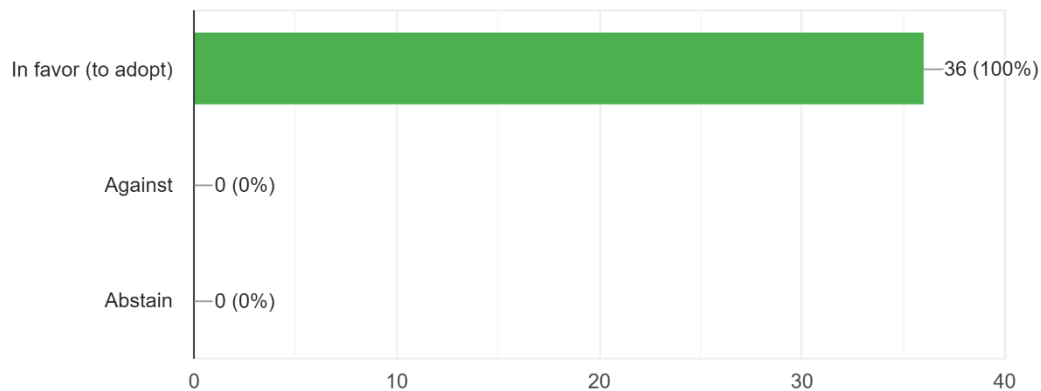
-36 votes in favor of approving the LRES PTA Budget for 2021-2022

-0 votes against

-0 abstention votes

For the LRES 2021-2022 Budget I vote

36 responses



The LRES PTA Budget for 2021-2022 was approved as distributed and presented at the LRES PTA General meeting.

5. Principal's Report

- Thank you to
 - PTA for welcoming us back to building
 - PAC for being actively engaged all things critical
 - Staff, they are second to none
 - our students and how appreciative we are of them

- Communication

I recent sent out a lengthy update based off parent leadership feedback. Please check it if you have not. I will be more diligent and intentional regarding COVID updates- regular updates as things progress

Update as of today:

- Reporting protocol: Any COVID positive and potential exposures, any risk within family, is to be shared with the child's teacher or directly to Ms. Shrock
- We have an obligation to raise this information to the regional office and to partners tracking through Department of Public Health. Communication returns with guidance typically within the day. If there's positive COVID case, it will only be communicated community wide if in campus. If there's no impact inside the building/campus, may not be reported to you. Cases that are relevant and have been on campus, will be shared with staff and all families.
- In the event that your child is within close proximity of confirmed positive case, you will get a personal call from school. I am committed to that, or my designee, to make you aware as quickly as we know.
- A blanket letter to make everyone aware that there has been an exposure will be sent out to the entirety of the school.
- Please do not send a child with symptoms, work with us to monitor with fidelity.
- We have not sent out any blanket statements because we have not had any cases.

- **Arrival, Dismissal, and Carpool**

Arrival and dismissal have improved since the first week of school (finishing close to 3pm, which is our target). School buses are so understaffed. Mr. Hanes drives 2 routes, quickly and safely as possibly can. We keep the children who are waiting for the bus inside and safely as we can. Please be patient as we navigate dismissal.

Ms. Schrock will draft tips and reminders for morning and afternoon procedures. As a quick highlight, she noted that children should be ready before you get in queue. When you pull up, it is not time to be finishing things up with your child.

Please do not let your child out of the car until you are in front of the school, do not let them out before that. This is a safety issue, and we have limited staff.

In the afternoon, all should have received walker tags by now. Reach out to your child's teacher if you have not received walker tags.

For carpool, tags are essential as it allows for efficiency. Your child won't be released to you without a tag or photo ID. Every child receives 2, please leave on dashboard or mirror.

Children need to arrive on time. After 7:45 child is late. The goal is to have children in class and ready to begin school at 7:50 am.

- **Teaching and Testing**

This year's theme is to refresh, refocus, refine, renewed spirit. To be intentional, focusing on outcomes. We are not going to have a conversation using the term learning loss. It's not a worthy use of time or effort. We need to establish a baseline of where we are now and use MAP as a valid, adaptive measure to determine where we are now, and what can be done to begin instruction for tomorrow. With inconsistencies in the past, we need to commit to showing what our children know. We will have midpoint and spring testing to determine ongoing growth.

MAP testing started today with older students, and lower grades will be next week.

- **Teachers Challenge**

Out of total staff, we currently have approximately 48% PTA staff membership enrollment.

Ms. Schrock is challenging/expecting staff to reach 100% PTA membership by end of the month. Grade level with highest % of membership will have principal popsicle party. An additional celebration for highest grade level participation.

Questions and Answers:

Clarification on district's definition of close contact:

Inhouse within 3 feet of identified COVID positive case, with or without mask. Since children are not eligible for vaccination, that means unvaccinated individuals within 3 feet.

Curriculum night:

Same format as last fall: 3 different sessions including details on instructional program, units of instruction, resources, schedule of day, how to support at home, and presentation slides will be displayed in both English and Spanish. Informational session to kick off the year.

Lunch:

100% yes to cleaning between lunch periods. It is a difficult seating situation due to round tables, and with 100% student return to school. When we have teachers absent for any reason, we currently do not have substitutes (district wide issue), internally we must provide coverage. We are committed to keeping classes separate. We are mandated by the district to duty free lunch. We continue to discuss logistics and nuances.

6. Meet Your PTA Executive Board Members

Information regarding the PTA Officers roles was presented. **Appendix 2: PTA Officers Contact Information**

7. Committees

Information regarding the various committees, chairperson(s), and contact information was presented. **Appendix 3: PTA Committees Information**

8. Announcements

2021-2022 LRES PTA General Membership Meetings

September 21, 2021

November 16, 2021

January 18, 2022

March 15, 2022

April 19, 2022

All meetings are scheduled to begin at 6:30 pm and are tentatively scheduled to be held via Zoom

ADJOURNMENT

Miriam Bell (President)_adjourned the meeting at 7:31 p.m.

END OF MINUTES

Appendix 1: Approved LRES PTA Budget 2021-2022

| Laurel Ridge PTA - 2021-2022 Budget | | Current as of: | | 8/15/2021 | | | |
|---------------------------------------|--------------------|--------------------|---------------|----------------------|---|--|--|
| FY2021 (June 1, 2021 to May 31, 2022) | | | | | | | |
| Income | FY21 Budget | FY21 YTD Actuals | FY21 Forecast | FY21 Forecast Var | Notes | | |
| Back-To-School Picnic | (\$ -) | (\$ -) | (\$ -) | (\$ -) | | | |
| Fall Festival | (\$ 3,000) | (\$ -) | (\$ -) | (\$ (3,000)) | May happen in Spring (Date TBD) | | |
| Other | (\$ -) | (\$ -) | (\$ -) | (\$ -) | | | |
| Events Total | (\$ 3,000) | (\$ -) | (\$ -) | (\$ (3,000)) | | | |
| Spirit Night 1 (Moe's) | (\$ 200) | | (\$ -) | (\$ (200)) | | | |
| Spirit Night 2 (City BBQ) | (\$ 250) | | (\$ -) | (\$ (250)) | | | |
| Spirit Night 3 (Jason's Deli) | (\$ 200) | | (\$ -) | (\$ (200)) | | | |
| Spirit Night 4 (Location TBD) | (\$ 200) | (\$ -) | (\$ -) | (\$ (200)) | | | |
| Book Fair - Fall (net) | | (\$ -) | (\$ -) | (\$ -) | Virtual (We make scholastic bucks for virtual) | | |
| Book Fair - Spring (net) | (\$ 1,000) | (\$ -) | (\$ -) | (\$ (1,000)) | Total projected sales: \$4000.00 | | |
| Boosterthon (net) | (\$ 5,000) | (\$ -) | (\$ -) | (\$ (5,000)) | Total projected pledges: \$11,500. We get 50% of total - \$1500 fee | | |
| Store/Spirit Gear | (\$ 3,000) | (\$ 880.00) | (\$ -) | (\$ (3,000)) | \$810 spiritwear and \$70.00 historical yearbook | | |
| Box Tops | (\$ 100) | | (\$ -) | (\$ (100)) | | | |
| Kroger/Publix/Amazon/Office Depot | (\$ 500) | | (\$ -) | (\$ (500)) | | | |
| Penny Bowl | (\$ 1,000) | (\$ -) | (\$ -) | (\$ (1,000)) | (depends on school volunteer policy) | | |
| Yard Sign | (\$ 1,000) | (\$ -) | (\$ -) | (\$ (1,000)) | | | |
| Fundraising Total | (\$ 12,450) | (\$ 880.00) | (\$ -) | (\$ (12,450)) | | | |
| Member Dues | (\$ 500) | (\$ 781.25) | (\$ -) | (\$ (500)) | Total dues \$1250.00. We pay 37.5% to GA/National PTA (468.75) | | |
| Other | (\$ -) | (\$ -) | (\$ -) | (\$ -) | | | |
| Membership Total | (\$ 500) | (\$ 781.25) | (\$ -) | (\$ (500)) | | | |
| General Donations | (\$ 100) | (\$ 100.00) | (\$ -) | (\$ (100)) | donation | | |
| Care Closet Donations | | (\$ -) | (\$ -) | (\$ -) | | | |
| Sponsorships | (\$ -) | | (\$ -) | (\$ -) | depends on if Fall (Spring) Festival takes place | | |
| Sponsorships/Donations Total | (\$ 100) | (\$ 100.00) | (\$ -) | (\$ (100)) | | | |

| | | | | | |
|----------------|-------------------|---------------|---------------|---------------------|---|
| Yearbook sales | (\$ 1,100) | | (\$ -) | (\$ (1,100)) | Income after expenses are covered. A majority of the sales offset yearbook expenses |
| Other | (\$ -) | (\$ -) | (\$ -) | (\$ -) | |
| Other | (\$ 1,100) | (\$ -) | (\$ -) | (\$ (1,100)) | |

| Expense | FY20 Budget | FY20 YTD Actuals | FY20 Forecast | FY20 Forecast Var | Notes |
|---|-------------------|----------------------|---------------|---------------------|--|
| Pine straw and playground mulch | (\$ 2,000) | | (\$ -) | (\$ (2,000)) | Contingent on school re-opening |
| Gazebo Stained and Prepared | (\$ 1,500) | (\$ 1,500.00) | (\$ -) | (\$ (1,500)) | |
| Courtyard extended learning space | (\$ 500) | | (\$ -) | (\$ (500)) | Aim to extend learning spaces outdoors and align with LRES STEM certification pursuit |
| Play and picnic field | (\$ 1,000) | | (\$ -) | (\$ (1,000)) | Smoothing, grading and seeding field between gym and playground to reclaim play and learning space |
| Shade trees around Playground | (\$ 1,000) | | (\$ -) | (\$ (1,000)) | Planting of 6 native shade trees to provide cover, help with erosion control and beautify space |
| Northwest Corner School Improvement | (\$ 500) | | (\$ -) | (\$ (500)) | Plantings and beautification for NW corner of school where the school name is located |
| Other | (\$ -) | (\$ 300.00) | (\$ -) | (\$ -) | Replacement part for playground |
| Building & Grounds Total | (\$ 6,500) | (\$ 1,800.00) | (\$ -) | (\$ (6,500)) | |
| Printing Expenses | (\$ 200) | (\$ -) | (\$ -) | (\$ (200)) | |
| | (\$ -) | (\$ -) | (\$ -) | (\$ -) | |
| Communications Total | (\$ 200) | (\$ -) | (\$ -) | (\$ (200)) | |
| Virtual Meeting Multi-Lingual Translation | | | (\$ -) | (\$ -) | |
| DE+I Speaker | (\$ 1,000) | | (\$ -) | (\$ (1,000)) | PTA Speaker |
| Inclusive Schools Week Printing | (\$ 300) | | (\$ -) | (\$ (300)) | We want to have Inclusion School Weeks and these funds will help us with printing materials if we are back at school |
| DE+I Faculty & Staff Professional Workshop Session | (\$ 1,800) | | (\$ -) | (\$ (1,800)) | |
| Classroom Library Mirror Books, Windows, and Word Walls | (\$ 300) | | (\$ -) | (\$ (300)) | 2nd-5th-grade lesson plans, unit plans, word wall activity sheets for ELA, critical thinking, literature |
| Diversity, Equity & Inclusion Total | (\$ 3,400) | (\$ -) | (\$ -) | (\$ (3,400)) | |
| Back-To-School Picnic | (\$ -) | N/A | (\$ -) | (\$ -) | |
| Fall Festival (Spring) | (\$ 3,000) | N/A | (\$ -) | (\$ (3,000)) | |
| Open House | (\$ 150) | (\$ 68.02) | (\$ -) | (\$ (150)) | |

| | | | | | | |
|--|-----------------------|-------------------|------------------|---------------|--------------------|---|
| New Parent Flyers | | | N/A | | | |
| Laurel Ridge PTA - 2021-2022 Budget | <i>Current as of:</i> | | <i>8/15/2021</i> | | | |
| FY2021 (June 1, 2021 to May 31, 2022) | | | | | | |
| Fall Community Event | (\$ 1,000) | (\$ -) | (\$ -) | (\$ -) | (\$ (1,000) | |
| Family Engagement Total | (\$ 4,150) | (\$ 68.02) | (\$ -) | (\$ -) | (\$ (4,150) | |
| Store/Spirit Gear | (\$ 500) | (\$ -) | (\$ -) | (\$ -) | (\$ (500) | (yard signs and spirit wear) |
| Other | (\$ -) | (\$ -) | (\$ -) | (\$ -) | (\$ -) | |
| Fundraising Total | (\$ 500) | (\$ -) | (\$ -) | (\$ -) | (\$ (500) | |
| No anticipated expenses | (\$ -) | (\$ -) | (\$ -) | (\$ -) | (\$ -) | |
| Other | (\$ -) | (\$ -) | (\$ -) | (\$ -) | (\$ -) | |
| Membership Total | (\$ -) | (\$ -) | (\$ -) | (\$ -) | (\$ -) | |
| QuickBooks | (\$ 550) | | (\$ -) | (\$ -) | (\$ (550) | |
| Web hosting | (\$ 1,300) | | (\$ -) | (\$ -) | (\$ (1,300) | Google Suite, Go Daddy, Wix |
| Zoom Subscription for Virtual Meetings | (\$ 100) | | | | | |
| Audit May 2020 | (\$ 500) | (\$ -) | (\$ -) | (\$ -) | (\$ (500) | |
| Tax preparation | (\$ 500) | | (\$ -) | (\$ -) | (\$ (500) | No need for CPA, filed 990 postcard |
| Square fees | (\$ 300) | | (\$ -) | (\$ -) | (\$ (300) | Lower because not as many events in pandemics |
| Offices supplies | (\$ 150) | | (\$ -) | (\$ -) | (\$ (150) | New checks ordered due to changing banks |
| Postage | (\$ 30) | (\$ -) | (\$ -) | (\$ -) | (\$ (30) | |
| Insurance | (\$ 315) | | (\$ -) | (\$ -) | (\$ (315) | (billed annually in April) |
| Annual Incorporation Fee | (\$ 30) | | (\$ -) | (\$ -) | (\$ (30) | |
| Operations Total | (\$ 3,775) | (\$ -) | (\$ -) | (\$ -) | (\$ (3,675) | |
| Field Day Shirts | (\$ 2,600) | | N/A | (\$ -) | (\$ (2,600) | For students and staff |
| Afterschool activities & clubs | (\$ -) | (\$ -) | (\$ -) | (\$ -) | (\$ -) | |
| Care Closet Supplement | (\$ 400) | | (\$ -) | (\$ -) | (\$ (400) | dehumidifier |
| Other | (\$ -) | (\$ -) | (\$ -) | (\$ -) | (\$ -) | |
| Student Engagement Total | (\$ 3,000) | (\$ -) | (\$ -) | (\$ -) | (\$ (3,000) | |
| Catered Meals | (\$ 3,000) | | (\$ -) | (\$ -) | (\$ (3,000) | |
| Teacher Appreciation Week | (\$ 1,500.00) | (\$ -) | (\$ -) | (\$ -) | (\$ (1,500) | |
| Staff Gifts (Appreciation) | (\$ 1,000.00) | (\$ -) | (\$ -) | (\$ -) | (\$ (1,000) | |
| Supplies | (\$ 500.00) | (\$ -) | (\$ -) | (\$ -) | (\$ (500) | |
| Staff Engagement Total | (\$ 6,000) | (\$ -) | (\$ -) | (\$ -) | (\$ (6,000) | |

| | | | | | |
|--|-----------------------|----------------------|----------------------|--------------------------|---|
| Teacher reimbursements | (\$ 5,000) | | (\$ -) | (\$ (5,000) | (\$100 per teacher) |
| Staff/Faculty Grants Total | (\$ 5,000) | (\$ -) | (\$ -) | (\$ (5,000) | |
| Laurel Ridge PTA - 2021-2022 Budget | <i>Current as of:</i> | <i>8/15/2021</i> | | | |
| FY2021 (June 1, 2021 to May 31, 2022) | | | | | |
| Composting | (\$ 1,950) | N/A | (\$ -) | (\$ (1,950) | (Spring estimate, may not be able to do) |
| Other | | (\$ -) | (\$ -) | (\$ -) | |
| Sustainability Total | (\$ 1,950) | (\$ -) | (\$ -) | (\$ (1,950) | |
| Yearbooks | | | (\$ -) | (\$ -) | Any yearbook expense will be covered by yearbook sales. |
| Literacy Night - to school | (\$ 200) | N/A | (\$ -) | (\$ (200) | |
| Math Night - to school | (\$ 200) | N/A | (\$ -) | (\$ (200) | |
| Field Day - to school | (\$ 200) | N/A | (\$ -) | (\$ (200) | |
| Miscellaneous Total | (\$ 600) | (\$ -) | (\$ -) | (\$ (600) | |
| Total Expense | (\$ 35,075) | (\$ 1,868.02) | (\$ -) | (\$ (34,975) | |
| FY20 YTD | | | | | |
| Totals | FY20 Budget | Actuals | FY20 Forecast | FY20 Forecast Var | Notes |
| Total Income (raised in 2021-22) | (\$ 17,150) | (\$ 1,761) | (\$ -) | (\$ (17,150) | |
| <i>Added from Reserve</i> | | | | | <i>Total in reserve/checking: \$36544.63 (as of May 31, 2022)</i> |
| Total Expense | (\$ (35,075) | (\$ (1,868) | (\$ -) | (\$ 34,975) | |
| Surplus/(Deficit) | (\$ (17,925) | (\$ (107) | (\$ -) | (\$ 17,825) | |

Appendix 2: PTA Officers Contact Information

Miriam Bell
 (ptacopresident@laurelridgeelementary.com)
 Chantel Luncheon
 (PTApresident@laurelridgeelementary.com)
 Laura Cline: VP of Membership
 (ptavicepresident@laurelridgeelementary.com)
 Brooke Gifford: VP of Communications
 (ptacovicepresident@laurelridgeelementary.com)
 Walaa Elbedewy
 (ptasecretary@laurelridgeelementary.com)
 Dori Greene
 (PTAtreasurer@laurelridgeelementary.com)

Appendix 3: Committees

| Committee | Committee Chairs |
|---|--|
| <p>Building & Grounds The Building and Grounds Committee focuses on projects that beautify and improve our school grounds and that support new learning opportunities for students. Past projects include pressure washing, planting fresh plants, painting student bathrooms, and so much more. B & G has already been at work this year refreshing our gazebo!</p> | <p>Daniel Ballard and Lissette Corey PTABandG@laurelridgeelementary.com</p> |
| <p>Communications The Communications Committee acts as a link between the PTA and the school community, especially through the PTA newsletter, website, and social media. This committee works to provide a clear line of communication between parents, teachers, and staff of LRES. Communications has already been hard at work producing our Eagle Flyers and posting on our Facebook page!</p> | <p>Mandy Betts ptacommunications@laurelridgeelementary.com</p> |

| Committee | Committee Chairs |
|--|---|
| <p>Diversity, Equity, and Inclusion (DEI) The DEI Committee is devoted to enhancing the feeling of inclusion for all students and families of LRES. Current initiatives include developing an inclusive calendar of holidays and providing additional professional development opportunities for staff. This committee’s main objective is to ensure that all of our LRES community feels supported.</p> | <p>Tarvis Evette and Brooke Dailey Morris (dei@laurelridgeelementary.com)</p> |
| <p>Family Engagement The Family Engagement Committee is behind all of the special events and activities that involve our entire LRES family. From smaller projects, such as our pumpkin patch and ornament arts and crafts, to our big events like Fall Festival, lots of volunteers are needed to engage our families. (Note that this year the festival has been moved to spring due to COVID.)</p> | <p>Maria Davila (familyengagement@laurelridgeelementary.com)</p> |

| Committee | Committee Chairs |
|--|--|
| <p>Room Parents Room Parents are the main liaison between your child’s teacher and the families in the classroom and the PTA. The job of a Room Parent is to assist the teacher as needed in disseminating important information from the teacher and PTA and to organize selected classroom events. The Room Parent coordinators are still looking for room parents for this school year!</p> | <p>Michelle Allen and Noelle Giguere (Ptaroomparents@laurelridgeelementary.com)</p> |
| <p>Staff Engagement The Staff Engagement Committee is responsible for supporting our teachers and staff throughout the year with meals, special treats, and other tokens of appreciation and recognition. This committee got our teachers and staff started off right this year with a catered breakfast and basket of goodies!</p> | <p>Lauren Barineau & Jarrett Jackson (staffengagement@laurelridgeelementary.com)</p> |

| Committee | Committee Chairs |
|--|--|
| <p>Budget and Finance The Budget and Finance Committee is responsible for ensuring that the LRES PTA is a good steward of the money donated to and earned by the PTA. The committee proposes budgets, completes financial audits, and tracks the books.</p> | <p>Katie Miller (katie.ledbetter@gmail.com)</p> |
| <p>Fundraising The Fundraising Committee is responsible for generating income, which includes soliciting sponsorships, selling merchandise, and hosting fundraising events for the LRE PTA. Such events include Scholastic Book Fair, Boosterthon, and Family Spirit Nights.</p> | <p>Sarah Smith (ptafundraising@laurelridgeelementary.com)</p> |

| Committee | Committee Chairs |
|---|--|
| <p>Student Engagement The Student Engagement Committee is responsible for helping coordinate afterschool activities and clubs, in-school programs, and the Eric Hunt Care Closet, which assists in providing students in need with school supplies, clothing, toiletries, and food. (Note that afterschool activities are not active at this time due to lack of an Aftercare Program.)</p> | <p>Angela Ballard studentengagement@laurelridgeelementary.com Jenny Taussig studentengagementafterschool@laurelridgeelementary.com</p> |
| <p>Sustainability Initiative The Sustainability Initiative Committee is working with the LRES community to create mindful systems which promote a healthy, sustainable environment by reducing and diverting waste through composting, recycling, and reuse. The kids are learning so much about protecting our planet!</p> | <p>Anna Skold & Kristen Rivera sustainability@laurelridgeelementary.com</p> |

| Committee | Committee Chairs |
|--|---|
| <p>Yearbook The Yearbook Committee begins early in the academic year collecting information and photographs of our LRE activities and everyday school life. This committee assists in picture day and collaborates with the yearbook company to design a yearbook specific to our Laurel Ridge Eagles.</p> | <p>Chantel Luncheon lreyearbook@laurelridgeelementary.com</p> |