

# Laurel Ridge Elementary PTA General Meeting Agenda

August 16, 2022 / 6:30 PM / Via Zoom

## Call to Order, Welcome and Housekeeping

Maria Davila (Co-President) called the meeting to order at 6:30 pm

Quorum met

## Agenda

### Old Business

#### 1. Introduction of New Executive Committee Members

- a. Co Presidents: Maria Davila and Amy Gibbons
- b. Co Vice Presidents: Angela Ballard and Laura Cline
- c. Treasurer: Andy Stadnisky
- d. Secretary: Jarrett Jackson
- e. Parliamentarian: Brooke Dailey

#### 2. Approval of Past Minutes

- Jarrett Jackson (Secretary) moved to approve the minutes of the last meeting 3/15/22.
- Hearing no objections LRES March 15, 2022 General PTA Meeting minutes have been approved as distributed.

#### 3. Approval of Audit Report

- Andy Stadnisky (Treasurer) explained that the 2021-2022 Audit was completed with no issues found
- A motion to accept and file the audit report as written passed unanimously

### New Business

#### 4. Dekalb County Schools District Office Report

Mr. Trenton Arnold, Region 2 Superintendent and Mr. Lemuel Hawkins, Senior Project Manager for DCSD, were introduced by Maria Davila

##### ● Mr. Hawkins Facilities Report

- **Windows Replacement Project - Managed by Mr. Hawkins**
- DCSD received approval of a new general contractor, F. H. Paschen, for our window replacement project by the Board of Education in June 2022. The former contractor was removed from the project due to a lack of progress. The returned and signed contract was received last week. Window Replacement work will

begin during Fall break 2022 (October 7-10), and work will be done during every extended break (anything 3 days or longer) during this school year. There will be crews at the school working on the auxiliary rooms (i.e. cafeteria, media center, administrative offices) replacing the windows and replacing all the doors. The goal is to be completed with the auxiliary rooms by May 2023. All the classrooms will be completed over the summer, by mid-July in time for the beginning of next school year when staff and students will return to the building.

- An environmental mitigation inspection is required when the windows are removed. As soon as the windows are removed, an inspector comes within 24 hours to inspect the windows and test the ventilation of the rooms before the construction can be approved to move forward.
- The new windows will all be able to be opened from the inside by hand latch and can serve as emergency exits.
  
- **HVAC Replacement Project - managed by Ryan Fernandez**
- An architect has been chosen and bids are out for general contractors. The completed contracts will be signed and returned by January 2023. The HVAC work will be completed during the summer of 2023. The entire system will be replaced. There will be environmental mitigation work completed in the classrooms as part of this project as well. There will be new air conditioning in the building by the beginning of Fall 2023.
- Part of CARES act funding will pay to replace our roof. The work will be done by Raymond Engineering, and it has to be completed by September 2023.
- As it stands today, sprinklers are not required in our building, and are not currently included in the project.
  
- **Vestibule Project/ Facility Security Improvements**
- The vestibule project, a general contractor has yet to be chosen. The architect has been secured and drawings have been produced. It is a fairly quick process to build. It has been done at other schools such as Henderson Middle where it was added to an existing building. The vestibule prevents people entering the school from entering directly into the hallways where the classrooms are. There is a second, electronically controlled lock. Visitors will have to wait to be let into the building.
- Mr. Hawkins' team has been tasked with making sure that all of the doors in the DCSD schools are locked and secured properly. Interim COO is receiving emails regarding any doors that are not working properly in addition to work orders being placed.
  
- **ADA Compliance**
- Proposed rubber ground cover for our school playground was approved in July through CARES act funding. Once general contractors return their contracts, the installation can begin immediately. Mr. Hawkins is hoping to have the rubber playground surface installed by December 2022, before it gets too cold.
- There is still outstanding work to be completed to bring the schools' bathrooms to full ADA compliance, despite the project being listed as completed. Bryan Albanese is now the Deputy Director of the E-SPLOST projects and he will send an update to Mr. Hawkins on the status of the bathroom improvements that still

need to be done on Wednesday Aug 17, 2022 . Mr. Arnold will forward that information to our PTA when he receives it from Mr. Hawkins.

- **Trenton Arnold Report**

- **School Safety**

- Families are encouraged to go to the DCSD website PSD (Public Safety Department) page which has a recording of a meeting between the commissioners and the Board of Education.  
<https://vod.dekalbschoolsga.org/CablecastPublicSite/show/31?channel=1>
    - The recording explains how the buildings are being kept safe and how Public Safety is ensuring no delay in response to active shooter situations.
    - All DCSD schools are going through training regarding active shooter response.

- **Principal Search Process**

- The LRES principal position was posted today, Tuesday August 16, 2022, by DCSD HR.
    - LRES PAC chair, Elizabeth Bergman, will be Mr. Arnold's main point of contact with parent leadership during this process. Mr. Arnold will attend the PAC meeting on Thursday Aug 18, 2022 as well.
    - Leadership Attributes survey will go out to all families and staff on Monday August 22 asking questions about what we are looking for in our next principal. Anyone with an infinite campus email address should receive a link to the survey. The survey will be available for 2 weeks, until Friday Sep 2, 2022
    - First phase is resume reviews. HR usually keeps the post open for at least 2 weeks to receive applications. The district often sees Assistant Principals or Principals from other districts apply for these mid-year positions. There is not historically a lack of applicants based on the timing of when the position is posted. During this phase, Trenton Arnold, PAC members, another DCSD principal, a Region 2 office coordinator, and possibly some teachers will all score and rank applications and narrow down the applications to 3-6 applicants with the highest combined scores.
    - The second phase is interviews. 3-6 applicants are interviewed by Trenton Arnold, a Region 2 office representative, an individual from the HR office, a principal from another school, and some LRES teachers. Candidates will give a 20 minute presentation and then answer up to 7 questions that will be based on the information provided by the Leadership Attributes Survey. Candidates are scored on presentations and answers to questions. Final 2 candidates will move to the final phase.
    - The last phase is the focus group- a large group of teachers, PAC members, and other parent leadership will hear the presentations of the 2 remaining candidates and the PAC will be able to ask their own 5 questions to each candidate. This phase is not scored or ranked, but members of the focus group are able to provide subjective feedback on how these candidates fit with LRES's needs.
    - The superintendent will make the final selection based on the results of the search.
    - It is possible for Ms. Allen to participate in the process if she is willing

## 5. Committee Presentations

### ● Room Parents

- Committee Chair: Cassie Pascutti; Board Liaison: Jarrett Jackson
- Goal- 100% of classrooms with room parents, has been achieved!
- Work with Staff Engagement committee, to help support teachers, sharing PTA communication with Room Parents

### ○ Building and Grounds

- Committee Chairs: Vacant; Board Liaison: Angela Ballard
- Goal- Beautify school inside and out; support new learning opportunities for students; focus also on safety, wellness and pride

### ○ Communications

- Committee Chair: Mandy Betts; Board Liaisons: Maria Davila
- Goal-Help community feel connected, and ensuring parents receive the information they need
- Through these means- Eagle Flyer Newsletter, private Facebook page, website: laurelridgeelementary.com, memberhub online directory

### ○ Family Engagement

- Committee Chairs: Donna Troka and Janine Hanna; Board Liaisons: Laura Cline
- Goal- To foster a sense of community for our Laurel Ridge families through special events and ongoing projects throughout the year

### ○ Student Engagement

- Committee Chairs: Vacant (After School) and Angela Ballard (Care Closet); Board Liaison: Laura Cline
- Care Closet
  - Coordinate Angel tree, manage and organize donation to the Eric Hunt Care Closet
- After School Activities
  - Coordinating after school activities and clubs

### ○ Fundraising

- Committee Chair: Dinisha Batcheleder; Board Liaison: Maria Davila
- Goals: responsible for generating income, soliciting sponsorships, selling merchandise, and hosting fundraising events

### ○ Staff Engagement

- Committee Chairs: Lauren Barineau and Jarrett Jackson; Board Liaison: Jarrett Jackson
- Goal- To show appreciation and support for all LRE staff throughout the year

### ○ Budget & Finance

- Committee Chair and Board Liaison: Katie Miller, Andy Stadnisky

- o Goal- propose budgets, complete financial audit, track the books
- o **Sustainability**
- o Committee Chairs: Anna Skold and Kristin Rivera; Board Liaison: Laura Cline
- o Goals: create mindful systems that promote a healthy, sustainable environment through reducing waste destined for landfills by increased Recycling, composting, and the use of reusable materials
  
- o **Diversity, Equity & Inclusion**
- o Committee Chairs: Tarvis Thompson-Pace and Brooke Dailey; Board Liaison: Amy Gibbons
- o Goal- Encourage awareness and action surrounding issues related to diversity, equity and inclusion.

#### **Committee Plans Approval Vote**

- Committee Plans were unanimously accepted by the Executive Committee

### **6. Treasurer Report and New Budget Presentation**

#### **● Budget Overview**

- o Beginning Balance 8/16/22: \$29,023
- o Proposed Expenses: \$36,037
- o Projected Income: \$25,562
- o Proposed ending balance for 5/31/2023: \$18,548

#### **Budget Review and Approval Vote**

- Discussion focused on fundraising and clarifying details about Boosterthon. Specific fundraising goals will be presented to be approved by general membership at the next PTA meeting on September 20th.
- The motion to approve the proposed budget for the 2022-2023 school year passed.

### **7. Foundation Presentation by Amy Heldman**

- There is interest in establishing a foundation for LRES. A foundation is a 501c3 stand alone organization that is not part of the district, school, or PTA. The foundation takes in money or in-kind donations for long term capital infrastructure improvement. A foundation makes large purchases for the school and can even hire staff. The Foundation board has elected officials, a liaison to the PTA, the principal sits in in an advisory capacity and the board makes decisions on how to spend the money. There is typically an annual capital giving campaign.
- Starting in 2018 Amy has talked with other schools who have established foundations already to get information and advice. A draft of bylaws has already been drawn up.
- In order to take action to move forward we would need a bank account, a 501c3, finalized bylaws to get incorporated as an organization

- We need a pro bono lawyer, an accountant, people with experience with fundraising, someone who has worked on a foundation before, a communications person, a parent who can organize it all

## **8. Interim Principal's Report**

### **● Curriculum**

- Thanks to Dr. Henry and staff for the preparation they did during pre-planning and the first week of school and Mr. Johnson and the custodial staff for all they did to prepare the school building for the beginning of the school year.
- Curriculum night, 6pm Thursday August 25th, is currently scheduled to take place in person at the school. If COVID cases rise significantly, the community will be informed ASAP if curriculum night needs to be held virtually.
- MAP testing begins Monday August 22 for upper grades, Monday August 29 for Lower grades
- We are scheduled to get a new gym floor
- STEM recertification is going on this school year, headed up by Ms. Hammer. Staff voted that grade levels will adopt an area of the school grounds to beautify and keep clean.

### **● Safety**

- Safety training will be provided to LRES faculty and staff after school tomorrow, Wednesday August 17, from the county detectives and sergeants re: Active shooter response.

### **● COVID protocol**

- Still waiting on updates from DCSD, but until then, the school will follow the same COVID protocols from last school year. Parents will be notified if their children have been identified as a close contact. Students who test positive should stay home for 10 days and test negative before they return. Students who are not vaccinated and are identified as a close contact should stay home for 5 days.
- There is a possibility that the PCR testing will be discontinued, Ms. Allen will let us know when she finds out.
- Masks are still highly recommended.
- There have been 4 covid cases since the beginning of school, across multiple grade levels

### **● Aftercare**

- Aftercare started on Monday August 15, for all grade levels. Many grade levels are full.
- There has been no update from DCSD regarding enrichment classes being cleared to be provided during aftercare at this time

### **● Staffing**

- We are fully staffed for teachers, still looking to hire 3 paraprofessionals, with interviews continuing this week
- Based on current enrollment (approximately 375 students) it is unlikely that LRES will qualify for additional staff for next year

## Adjournment

- Meeting was adjourned at 8:06 pm

## Upcoming Events

**\*see PTA calendar**

<https://www.laurelridgeelementary.com/calendar>

## Upcoming Dates

- Friday, Aug 19, 2022  
5:00-7:00 pm Back to School Picnic
- Tuesday Aug 23, 2022  
6:30pm-7:30pm, Board of Directors Meeting
- Thursday, August 25, 2022  
6:00-7:00pm, Curriculum Night
- Monday, September 5, 2022  
HOLIDAY (School out): Labor Day
- Tuesday, Sep 20, 2022  
6:30-7:30 p.m. PTA Meeting