

Minutes for LMES PTA Board Meeting 7/26/2023

Call to Order:

A LMES PTA Board Meeting was held at 7/26/2023 at Hanover Library. It began at 6:10pm and was presided over by LMES PTA President Brandi Davis with LMES PTA Secretary Nicole "Coley" McLaren as secretary.

Attendees:

Voting Members in Attendance:

Brandi Davis, Nicole "Coley" McLaren, Jaqueline Nelson, Owen Thulin, Rebekah Basham, Jennifer Sestak, Lauren Rice, and Juanita Hall.

Approval of Minutes:

A motion to approve the minutes of the 6/21/2023 meeting was made by Brandi Davis. It was seconded by Owen Thulin. Motion is carried.

Officer's Reports:

The Treasury Report was presented by LMES PTA Treasurer Jaqueline Nelson. It was shown on the TV screen for the entire Board to view. Jaqueline will be updating the budget moving forward to remove the old line items we are no longer using. They were only on the budget report due to the cell formulation of the former LMES PTA administration. The new Treasury Report sheets will be simplified for the future.

Google Suites was presented by LMES PTA President Brandi Davis. Each of the Board members and Committees will have their own email addresses in the @lmespta.org Google Suites. We qualify for non-profit status and pricing to have our own organization. A brief introduction took place for each Board member to say who they were and what their LMES PTA role is for the upcoming year:

- Brandi Davis is our LMES PTA President
- Nicole "Coley" McLaren is our LMES PTA Secretary (also takes care of Events/Fundraising); Diversity, Equity and Inclusion Committee Chair; and is the LMES PTA Special Education Liaison
- Jaqueline Nelson is the LMES PTA Treasurer
- Rebekah Bashom is the LMES PTA VP of Membership
- Jennifer Sestak is the LMES PTA Volunteer Coordinator
- Owen Thulin is the Chairperson of the LMES PTA Watch D.O.G.S.
- Lauren Rice is the LMES PTA VP of Communication and will work with the LMES PTA Secretary
- Juanita Hall is the LMES PTA Room Parent Coordinator

Google Shared Drive was presented by LMES PTA President Brandi Davis. The LMES PTA Board was given a tour of the current @lmespta.org Shared Drive. All of the documents from the National and VA PTA can be found there under each of the various role and responsibilities for our LMES PTA. Each Board member is also being given a large binder with the same documentation and supplies for the 2023-2024 school year.

Other Reports:

Wordpress Website vs Google Sites was presented by LMES PTA President Brandi Davis. Our current website for the LMES PTA is being hosted by Wordpress. For the LMES PTA to upgrade to the more professional site it would cost \$98/year and will be put to a vote before the upcoming budget meeting. The

following resolution was adopted: The LMES PTA will upgrade wordpress to align with our @lmepta.org Google Suites expansion.

TechSoup Enrollment was presented by LMES PTA President Brandi Davis. We are currently enrolled in TechSoup to provide discounts for various products and services. The LMES PTA is moving toward a more digital based system to streamline and collect the various budget requests and reimbursements/payments. TechSoup would provide a discount for Adobe Acrobat Pro of \$155.88 vs the original price of \$239.88. This purchase would allow ALL forms to be filled out digitally online and then simply emailed to treasurer@lmespta.org. We would be able to effectively search for any missing documents at the touch of a button vs looking through a 5" binder to find it. All documents could be signed on line as well. This makes the budget committee work together easier as well as the approval of any necessary documents by the LMES PTA Board.

"5 Houses, 1 School" System App was presented by LMES PTA President Brandi Davis. This is the current budget request from LMES Principal Mr. Brad Davis. It will cost the LMES PTA \$2,400 per year but will provide real-time information to any parent, faculty or staff member. This will allow the school to utilize the extensive (but ineffectively used) TV system throughout the school to update when points are distributed. The Boosterthon funds from the 2022-2023 school year were used to create the various "5 Houses, 1 School" banners, posters, and visual aids now hung up for the 2023-2024 school year. Funding this app will directly benefit each of the students and their families at LMES.

Event & Committee Updates was presented by LMES PTA Secretary/DEI Committee Chair/Special Education Liaison Nicole "Coley" McLaren. Boosterthon will kick off on 10/3/2023 and will take place on Wednesday, 10/11/2023. The schedule will come out closer to the event after the various resource and lunch periods have been organized.

The Spring Carnival is Monopoly themed (GO to the LMES PTA Spring Carnival!) and will be held on 4/20/2024. The fundraising committee is already moving to collect sponsorships for both the Spring Carnival as well as Boosterthon. Letters will go out in the next two weeks.

Special Education Liaison has proposed a \$15 stipend for each LMES PTA faculty member who completes the online IEP training program. The VDOE has strongly recommended every teacher in VA complete the training. This will directly impact every teacher, and a majority of our students. Not every person on an IEP has special needs, but every special needs student will have an IEP. The VDOE is moving to have standardized IEPs across the state and this will be an incentive for LMES to stay in the #1 spot in all of VA for being the best place for our students with special needs.

Meeting Attendance and Engagement was presented by LMES PTA President Brandi Davis. It was suggested that the LMES PTA provide snacks or food at our meetings because they often run close to mealtimes. This would help our families have something to eat, enticing them to attend. We have the popcorn maker and could have a "popcorn bar" at one of the events. LMES PTA Secretary Nicole "Coley" McLaren has asked LMES PTA Watch D.O.G.S. Chairperson Owen Thulin if we can schedule a training for the Watch D.O.G.S. to learn how to make the popcorn and clean the machine to assist with our various events. Food was approved by LMES Principal Mr. Brad Davis.

Our initial General Membership Meeting will be held on 8/17/2023 at the Back to School Night, but due to time constraints, it will take place in the cafeteria. We will have a slideshow with our audit and budget information along with slides introducing our Board Members to the General Membership. We will have a series of tables set up with information about each of our committees, Flash/Yard Sale and overstock

Merchandise Items, and membership tables. The VP of Membership will need to ask North Denslow for help to requisition some school laptops that we can use to sign up people on the spot who do not have access to the internet. This will decrease the paperwork we will need to do after the fact. We will send out an email later that evening to vote on the prospective budget, standing rules, and meeting minutes.

Announcements:

- Spiritwear flash sales will be advertised daily to get rid of overstock due to storage limitations.
- Open Board Positions that need to be immediately filled: Hospitality, Staff Appreciation, and Teacher Representative.
- Watch D.O.G.S. meeting will be held on 8/17/2023 and can start in the schools on 10/1/2023
- Make sure to log in and view the shared drive. Add any appropriate documents necessary to your specific committee or shared drive for everyone to view.

Adjournment:

LMES PTA President Brandi Davis moved that the meeting be adjourned, and this was agreed upon at 8:30pm.



Nicole "Coley" McLaren
LMES PTA Secretary

9/27/2023

Date of Approval