

Minutes for LMES PTA:**Location: Nicole "Coley" McLaren's Home****Time: 11:00 am****Date: 8/11/2023****Attendees:**

Members in attendance: Brandi Davis, Nicole "Coley" McLaren and Jacqueline Nelson

Members not in attendance: Lauren Rice and Rebekah Basham

Agenda Items:

Brandi Davis brought up the Boosterton letters have been sent prior to the Boosterthon meeting earlier in the morning. The letters gave the businesses until 9/10 to send in the money and logo but Gilly asked us to have the logos in by 9/5. Nicole "Coley" McLaren will reach out to Gilly and let her know the logos will be in on 9/10 instead. This should be within the time constraints to avoid any surcharges.

Jaqueline Nelson mentioned that since there are a number of invoices that were not paid or closed out in the past year. There were close to \$1,500 in invoices that had discrepancies with LMES. Jacqueline also discovered the Papa John's Teacher Night check for over \$900 was not cashed and was found on accident while she was cleaning out the various mail boxes for the PTA. This information was not communicated to the incoming treasurer. Moving forward the treasurer will hold on to the treasury binder for at least a year. This will make sure that we have physical copies of everything ready to go if there are any discrepancies.

Nicole "Coley" McLaren advocated that the LMES PTA get signed up with QuickBooks as this will allow any invoice, check or financial statement to be found with an incredibly quick search. Brandi Davis will search Tech Soup to see if we can get a discount on a QuickBooks basic membership. It looks like the LMES PTA will need to budget roughly \$30 for a monthly membership. It will also make our tax prep a breeze for our CPA.

Brandi Davis asked if we have the funds for the LMES budget request for the LMES PTA to pay for the Scholastic News budget request of \$2,542.71 for each LMES student. LMES also put in a budget request for \$2,400 toward the yearly 5 houses app system. Both invoices can be approved with the money we have in our account currently. The rest of the budget requests and stipends to be paid can take place after we get our Boosterthon projections in for the upcoming school year.

The online treasury access has been given to the signers of the LMES PTA online bank account so each of them can see what is outstanding as well as to compile the financial information in the treasurer's absence.

Box Tops for Education was discussed by Brandi Davis during the budget line item discussion. To make this an easier experience for our LMES families, we plan to coordinate a way to collect the receipts to scan during the weekends to add to our LMES fundraising. We can hold a competition to see which class can raise the most money. We would need to ask Jennifer Sestek for assistance to find volunteers to help us with this fundraising initiative. Nicole "Coley" McLaren will put together a form for us to use and we can get them sent out.

Membership drive contest for our staff will be announced at the Teacher Breakfast. The first group of teachers from each grade/program at LMES will win a \$25 gift card EACH for the restaurant in Mechanicsville of their choice. The 2nd grade/program to completely join will earn a lesser gift card, and the 3rd grade/program to completely join will get a smaller prize.

Jacqueline Nelson asked for the necessary budget lines. The executive board came up with the following items based on the past treasury binder's data:

Balance Forward

Boosterthon Projection (\$40,000 based on the \$20,000 goal)

Spirit Nights (Mark Each One Individually)

Spiritwear (\$700)

Memberships (take last year's totals and multiply by \$8)

Grants

Community Programs (this includes Box Tops, Givebacks, Publix, ect...)

Spring Carnival Donations

Gift Card Donations (prizes for carnival or community donations)

Arts & Education (art auction)

Expenses Needed:

Art Department (\$200)

Art Night-Classroom (\$300)

Art Auction (\$500)

Bank Charges

Boosterthon Invoices

Boosterthon ½ profit to LMES

Occupational Therapy (\$200)

Garden & Grounds (\$300)

Change Request Orders (\$200)

Reading Specialist (\$100 each)

Diagnostic Testing

Spring Carnival (\$1,500)

Field Day (\$200)

Gifted & Talented (\$200 unless she has more students this year)

Guidance (\$200)

HCC PTA Dinner

HCC Dues

Hanover Officers (\$150/event. Nicole "Coley" McLaren will ask the Department about the Carnival donation again)

Hospitality (\$500)

Staff Appreciation (\$3,000)

Insurance (\$300)

Library (\$200)

LMES Colored Printer (\$500—only if EVERYONE can use it, including the PTA)

LMES

Pre-K (\$200)

Kindergarten (\$500)

1st Grade (\$500)

2nd Grade (\$400)

3rd Grade (\$400)
4th Grade (\$400)
5th Grade (\$300)
SPED (\$200 per program, and \$100 per teacher)
Special Education Liaison Stipend (\$2,450)
Math Coach (\$200)
Membership Supplies (\$500)
PTA Office (\$700)
LMES House Points App (\$2,400)
Scholastic News (\$2,600)
Music (\$200)
One School, One Book (TBD based on any grants given for this program)
Reading Specialist (\$200)
ITRT (\$200)
P.E. (\$200)
5th Grade Promotion (\$500)
Reading Olympics (\$500)
Art & Education (\$300)
Scholarship (\$500)
Speech (\$400)
Field Trip (\$550-\$50 for Pre-K and \$100 for each grade level)
Spirit Wear (\$1,000 for Staff Appreciation and Volunteer Appreciation gifts)
STEM Fair (\$300)
Taxes (\$500)
VA PTA (\$250)
VA PTA Dues (\$400)
Watch D.O.G.S. (\$300)
Volunteer Appreciation (\$300)
Snowflake Bazaar (\$1,500)

Action Items:

Brandi Davis will create the master list of food items we need to schedule for each Staff Appreciation, Ceremony, and PTA Meeting so Nicole "Coley" McLaren can place the food orders through the Hanover Trade School by 8/25/2023.

Jacqueline Nelson will create the master budget line item list for the upcoming 2023-2024 School Year by 8/17/2023.



Secretary Signature

8/24/2023

Date of Approval