

## PALM VALLEY ACADEMY PTO GENERAL MEETING MINUTES

**DATE:** August 19, 2019

**LOCATION:** PVA Cafeteria

**MEETING CALLED TO ORDER BY:** Jill DAmato

**TIME:** 9:05AM

**ATTENDANCE:** 44 members, 3 non-members and 7 board members

- 1.) Call to order
- 2.) Establish if quorum is present – yes
- 3.) Mrs. Richardson
  - a. Administrative Staff:
    - i. One principal: Jessica Richardson
    - ii. Four assistant principals
      1. Zachary Strom
      2. Drew Chiodo
      3. Caitlyn Stewart
      4. Ms. Slocum
    - iii. Four guidance counselors
      1. Corinne Fennelly
      2. Dawn Anzualda
      3. Karin Ngai-Crim
      4. Taneen Delaney
    - iv. Dean of Students: Ryan Velsor
    - v. Two nurses: Nurse Fasula + additional nurse
    - vi. Youth resource officer
- 4.) Mission Review: to build a strong sense of community among our families while raising funds to provide our children with the best possible education and experience possible
- 5.) Key Fundraising Initiatives
  - a. Teacher support – e.g., mini grants, classroom startups, resource grants, etc.
  - b. Classroom Resources - e.g., Scholastic Magazines, Sunshine State books, level readers in classrooms/media center, etc.
    - a. Technology subscriptions – Raz Kids, Vocabulary, Adventures in Fitness
    - b. Privacy/Protective landscaping for Nocatee Parkway fence line
    - c. Teacher Development – "Capturing Kids Hearts and other requests that come through SAC
  - d. Two large events:
    - i. Gala
    - ii. Bobcat Bolt
  - e. Parent Suggestions
    - iii. Shade for golf cart area
    - iv. Additional playground equipment
- 6.) Old Business
  - a. Back to School
    - i. School Supply Kits – all issues have been resolved as far as we know

- ii. 1<sup>st</sup> Day Folders – 1900 made original with help of Del Webb + high schoolers, more made since, extras at front desk
- iii. Planners - \$5 each, purchase online, teacher will provide in classroom, paid list provided every 2 days to teacher
- iv. Field Trip Shirts - \$10 each, required for all students, order online, delivered middle of September
- v. Teacher Breakfast/Lunch Served
- vi. Open House / Meet the Teacher / Mini book fair
- vii. Students in need – planners, supplies, field trip shirts, gym uniforms supplied
- viii. Boo Hoo Woo Hoo – August 16

## 7.) New Business

### a. Upcoming meetings

- i. Box Tops: Monday, August 26 at 9 a.m., Monday, September 9 at 6 p.m.
- ii. Room Parent: Tuesday, August 27 at 9 a.m., Tuesday, September 10 at 9 a.m.
- iii. CAT Art: Friday, September 6 at 10 a.m., Tuesday, September 10 at 6 p.m.
- iv. Bobcat Bolt Coordinators: Wednesday, September 18 at 10 a.m., Thursday, September 19 at 6 p.m.
- v. Classroom Volunteer Opportunities
  - 1. Bobcat Bolt Coordinator: Help students choose theme for their class, create flag, ensure have snack/water for the day of, assist teacher with getting students to/from event on Bolt day
  - 2. CAT: art appreciation program; teach art during the day; lessons plans are created and you typically teach one lesson per month
  - 3. Room parent: parties, communications, teacher gifts
  - 4. Box tops: making sure box tops come in

### b. Fundraising updates

- i. Membership Update (Sherin) – THANK YOU for signing up. You can renew on PVA PTO website; membership is donation only, it does not mean you have to volunteer
- ii. Partners in Education (Jennifer) – status, spirit nights
  - 1. Spirit Nights (Parvonae Shaw)
    - a. Tiajuana Flats – September 4
    - b. Whits Frozen Custard – October 2
  - 2. Checkout our business partners online...we are close to \$70K in business partner donations
- iii. Apparel/Gym Uniforms (Viv/Kim)
  - 1. Apparel: Spirit Stores are 2<sup>nd</sup> Friday of every month in the front office 8:30 – 9:30 and at all major events
  - 2. Gym Uniforms: if you didn't have your size available, we ordered it. Size exchanges can be made by the student in PE class through their coach
- iv. School Marquee / Birthday Book Programs
  - 1. Two birthday programs that are also fundraisers that are a fun way to support your kid.
    - a. School Marquee: 8 slots per week; sign up online

- b. Birthday book program: form is in your first day folder or on the website. Child picks out a new book, a label with their name gets put on the inside cover, they check it out first and when returns, it becomes a part of the permanent collection
    - c. Other Committee Updates
      - i. Bobcat Brigade (Amy/Shannon) – upper school classroom teachers and resource teachers – 1 slot remains
        - 1. New program this year to show love to our upper school teachers (6<sup>th</sup> and 7<sup>th</sup> grade teachers and upper school resource teachers)
        - 2. Give little gifts of appreciation (similar to Secret Santa) throughout the year and revealed during teacher appreciation week
      - ii. Volunteers (Kay/Andrea) – master list updated and distributed to board
        - 1. We still need classroom volunteers (room parents, box top, CAT, Bobcat Bolt coordinators)
        - 2. We need a gym uniform co-chair and join our fall family night committee
        - 3. First Friday Coverage starting 9/6 – we need parents to volunteer in the cafeteria (signup using Sign Up genius) on the first Friday of each month
        - 4. Lunch Duty Coverage daily for all grades throughout the year
        - 5. Parent Suggestions:
          - a. Drama Group
          - b. Dad’s group
          - c. Parents vs. Players in basketball
          - d. Talent Show
      - iii. Communications (Stacy)
        - 1. Starting to gather information for newsletter
          - a. Board members and chairs: if there’s anything you want communicated, please send to Stacy.
        - 2. “See First” on Facebook
        - 3. PTO to help remind when district meetings are held
    - d. Miscellaneous Items
      - i. Upper School – student council sponsored by Ms. Anzualda beginning after Labor Day
      - ii. PTO survey for parents on website homepage
- 8.) Questions and Answer
  - a. Does the PTO board serve both upper and lower school?
    - i. Yes - we are one board serving the entire school. We do have VPs for lower school and VPs for upper school to address unique considerations for those parts of the population.
  - b. Does PVA have an 8th grade graduation ceremony?
    - i. Next year will be our first year with 8th graders. We will likely do a graduation ceremony and have a large class field trip (e.g. DC) like other schools in the area per Ms. Richardson

- c. With the large population of students, school wide events get crowded. What are your thoughts on making events less crowded?
    - i. For school sponsored events, we are looking at breaking up events potentially by last name or other methodology to make the amount of people in the school at the same time less. For PTO sponsored events, breaking events into multiple days would be cost prohibitive due to rentals costs like inflatables; however, we are removing some of the need for lines like raffle tickets, adding more food trucks and activities in general, and trying to spread the event out over more area to hopefully reduce some of the overcrowded feel. With a large school like ours, crowds are inevitable, but we will continue to work to make each event better.
  - d. What is PVA's student population as compared to other schools in the area?
    - i. We are the largest K-8 in St Johns County at this point.
  - e. When are SAC meetings? SAC meetings are the 3rd Thursday of every month at 3:15PM in the media center. They are open meetings so everyone is welcome to attend. If you are interested in being on the SAC committee, please stop by on Thursday.
- 9.) Reminder next meeting is September 9 at 6:30 p.m. (evening meeting)

**MEETING ADJOURNED AT:** 10:15 AM By Jill DAmato

**MINUTES COMPILED BY:** Anne Chance, Recording Secretary