

## PALM VALLEY ACADEMY PTO GENERAL MEETING MINUTES

**DATE:** Tuesday, May 18, 2021

**LOCATION:** Virtual- Zoom

**MEETING CALLED TO ORDER BY:** Cole Naldzin

**TIME:** 6:10

**ATTENDANCE:** 11 members, 0 non-members, and 5 board members

### MEETING MINUTES

- 1.) Establish if quorum is present- Yes
- 2.) Welcome
- 3.) New Business
  - a. Draft Budget Review and Vote
    - i. This budget is in line with previous years' budgets. Our revenue projections are conservative for two main reasons: 1) coming out of the "Covid" year 2) PVA students moving to Pine Island Academy
    - ii. This budget has been reviewed by administration and approved at the board level.
    - iii. The board can approve up to \$1,000 change in the budget without going to general meeting and will notify at next meeting. Otherwise, if over \$1000, then we will vote at the next general meeting. **Motion: Pass the Year 4, 2021-2022 Budget as proposed; Motion Carries** (13 votes to pass the motion and 0 votes to not pass the motion= passed)
    - iv. See attachment to minutes
  - b. Status of Board Chairs / Committee for 2021 – 2022 School Year
    - i. April and May start planning for the next school year. As of now, we can start planning for events in person based on Superintendent's email last week.
    - ii. Volunteer Needs: Volunteer Coordinator, Hospitality Co-Chairs, Bobcalt Bolt Co-Chairs
      1. If you know anyone interested, reach out to the board and we can give specific information.
  - c. 8<sup>th</sup> Grade Gifts, Promotion Ceremony, and Celebration
    - i. PTO is helping with decorations for the Promotion Ceremony in June, and food trucks for the celebration on May 28<sup>th</sup>.
    - ii. The PTO is distributing yard signs to 8<sup>th</sup> graders. Please reach out to Anne if you still need one. Distribution dates were Thursday, May 13 – Saturday, May 15. Eighth graders are also receiving another gift on May 28.
  - d. 5<sup>th</sup> and 6<sup>th</sup> grade celebration and gifts
    - i. PTO has put together gifts to hand out the first week in June.
      1. 5<sup>th</sup> grade Celebration is June 7<sup>th</sup>. There are 6 stations to rotate through. DJ/Photo booth, Snow Cones, Water related fun activities for other four activities. The rain day is June 8<sup>th</sup>.

#### 4.) Old Business

##### a. Staff Appreciation Week Update

- i. We published Schedule for the Week to show love and appreciation to our Staff.
- ii. We published a schedule for the week to show love and appreciation to our Staff. We had the following items:
  1. Donuts from Brain Balance.
  2. Panera Catered Lunch on Wednesday.
  3. Raffles for Gift Cards.
  4. Car washes throughout the week.
  5. House Themed Gift Baskets that were raffled off
  6. Friday, we gave out PVA tumbler with Gift Cards.
- iii. It was very well received by staff and they were thankful for all we were able to do in a Covid Year.

##### b. Book Fair Scholastic Dollars Distribution Update

- i. We have not received the Scholastic Report to know the final sale (estimated we will end at 11,000 scholastic book fair points (sales were just over \$22,000)). We are hoping to publish in last newsletter.

##### c. Delivery of Spring into Summer Sale Items: delivered to the school today. They have been sorted through and will do classroom drop off throughout this week (Wednesday-Friday).

- 5.) Mrs. Richardson stated we should be getting survey information for the next principal to teachers and PTO Board. She talked about the End of Year Raffle for the LiveSchool Points for kids. She feels very good with where we are and keeping status quo with the volunteers and being able to still plan these fun events with the kids. (Raffle and special celebration for 5<sup>th</sup> and 8<sup>th</sup> graders). Eighth grade promotion ceremony is kids only and they will video it and get it out to parents. Sixteen portables will be removed as soon as school is over and getting teachers back in building. It will be a busy summer. Mrs. Richardson will be here until the end of June. Starting June 14, desk Shields will be coming down, and we are hoping to be back to normal routines in August and will be back to normal with performances and field trips.

**MEETING ADJOURNED AT: 6:41pm**

**MINUTES COMPILED BY: Katie Berseth, Co-President (2021-2022)**

**PALM VALLEY ACADEMY PTO - YEAR 4 BUDGET**

Time period: July 2021 - June 2022

Year 4	Income	Expenses	Net	Notes
<b>General &amp; Admin</b>				
Membership	\$ 22,500	\$ (1,600)	\$ 20,900	
Partners In Education	\$ 24,000	\$ (2,500)	\$ 21,500	
Hospitality	\$ -	\$ (24,990)	\$ (24,990)	Staff back to school/holiday lunches, staff appreciation week, teacher of the year celebration, Character Counts (should we not get a sponsor)
Other	\$ -	\$ (7,625)	\$ (7,625)	signage, PayPal & Square Fees, Quickbooks fee and services, Website and Website Hosting, Taxes, Insurance
<b>Subtotal G&amp;A</b>	\$ 46,500	\$ (36,715)	\$ 9,785	
<b>Events</b>				
Summer Socials	\$ -	\$ (300)	\$ (300)	
Back to School Week	\$ 2,000	\$ (13,120)	\$ (11,120)	car tags, first day folders, student tshirts
Fall Middle School Dance	\$ 1,950	\$ (2,048)	\$ (98)	
Fall Family Night	\$ 400	\$ (1,800)	\$ (1,400)	Potential to earn more if sponsor
Bobcat Bolt & Color Run	\$ 35,000	\$ (14,105)	\$ 20,896	
Charleston Wrap	\$ 7,000	\$ -	\$ 7,000	
Spring Fun Fest	\$ 3,350	\$ (12,310)	\$ (8,960)	
Spring 6th & 7th Grade Dance	\$ 1,501	\$ (1,575)	\$ (74)	
Eighth Grade Semi-Formal Dance	\$ -	\$ (4,000)	\$ (4,000)	
Fifth Grade Celebration	\$ -	\$ (4,000)	\$ (4,000)	
Eighth Grade Promotion	\$ -	\$ (2,000)	\$ (2,000)	will be used for 8th grade promotion (e.g., celebration/gifts)
<b>Events Total</b>	\$ 51,201	\$ (56,957)	\$ (5,756)	
<b>Other Revenue Generators</b>	\$ 10,800	\$ (4,000)	\$ 6,800	Pride Rock, Apparel
<b>Media Center Resource Fund</b>	\$ -	\$ (1,700)	\$ (1,700)	media supplies, level library, etc.
<b>Teacher Resource Grants</b>	\$ -	\$ (15,000)	\$ (15,000)	Grant process is similar to the 2020-2021 school year
<b>Other Expenses</b>				
Philanthropy		\$ (500)		
Graphic Designer		\$ (1,000)		
CAT Program Funding		\$ (1,900)		
Blessings in a Backpack		\$ (1,000)		
Hardship Fund		\$ (7,950)		
Tech		\$ (18,000)		Live School, Razz Kids, Adventures in Fitness, Flocabulary
Personal/Prof Development				
Capturing Kids Hearts (Social Emo Training)		\$ (10,000)		
SAC		\$ (2,500)		
Start Up \$ for Teachers		\$ (6,000)		start up gift cards for all teachers; upper school curriculum support
Other Expenses		\$ (3,050)		for benefit of school (club start up; teacher retirement; programs and assemblies)
<b>Other Expenses Total</b>	\$ -	\$ (51,900)	\$ (51,900)	
<b>Other Revenue (Rollover)</b>	\$ 179,057.10			
<b>Grand Total Year 4</b>	\$ 287,558	\$ (164,572)	\$ 122,986	
Bobcat Bolt Funds for PVA (from 2019-2020)		\$ (15,000)		Anticipated cost for water fountains from 2019-2020 school year
Budget Impact for Year 4	\$ 287,558	\$ (179,572)	\$ 107,986	