

Palm Valley Academy PTO General Meeting Minutes

DATE: August 23, 2021

LOCATION: PVA Cafeteria

MEETING CALLED TO ORDER BY: Anne Chance

TIME: 6:05 p.m.

ATTENDANCE: 30 total: 7 PTO board members, 20 PTO members, 3 non-PTO members

MEETING MINUTES:

- 1.) Call to order
- 2.) Establish if quorum is present: yes
- 3.) 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."
- 4.) Key Fundraising Initiatives: Overview
 - a. Back to school support
 - i. Car tags and first day folders were given to the students the first day of school.
 - ii. We had our welcome back staff breakfast and lunch that was a huge success, with Panera, Publix, and Kookaburra providing breakfast, and boxed lunches for everyone from Clara's Tidbits Catering.
 - b. Teacher support
 - i. Classroom startup was a success and teachers were given \$25 Amazon gift cards to help with their classrooms. Resource grants will be opening up in September.
 - c. Classroom resources
 - i. Sunshine State books were delivered to all K-5th grade classrooms, as well as ELA teachers grades 6th – 8th.
 - d. Guidance support
 - i. Blessings in a Backpack: a letter was sent home with students in their first day folders to complete and return to let guidance know if you would like to register for the program
 - ii. Field trips: We will be working on sizing children for their field trip t-shirts within the next few weeks. The shirts will all be the same color.
 - iii. P.E. uniforms: the links were sent out to parents to purchase their childrens' P.E. uniforms, and they should have been picked up by students in their P.E. classes the first week of school. If they need additional uniforms, they can still purchase them online and pick-up in their P.E. class. P.E. uniforms are for middle school students only.
 - e. Technology subscriptions
 - i. We have subscriptions for the students to RazKids, Live School, and several other technologies, and will be updating our lists with them all.
 - f. Teacher development
 - i. The PTO helps support teacher development (e.g., Capturing Kids Hearts).
 - g. Events
 - i. PVA's book fair will be October 7th through 15th.
 - ii. Fall Family Night is currently being planned for Friday, October 8th from 5 – 8 p.m. outside at PVA. We are looking at possible staggered times for grades.
 - iii. We are still trying to plan a Middle School Dance, but are looking at a possible October/November timeframe.
 - iv. We have pushed the Bobcat Bolt this year to February 10.

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- v. The Spring Fun Fest and End of Year Celebrations we will announce at a later date.
- 5.) Key Fundraising Initiatives: Ways to support
- a. Membership: join today at <https://www.pvpto.org/Membership>
 - b. Amazon Smile is an easy way to help raise money for PVA and can easily be signed up for through your Amazon account online or via the Amazon app.
 - c. Pride Rock: sign up today at <https://www.signupgenius.com/go/60b0a4eaca928a7f58-pride1>
 - d. Box Tops: All of the box tops are now all done via app, where you are able to scan your receipt and link them to PVA. If you still have physical box tops you have cut out, you can send those in with your student and we will still accept.
 - e. Shop with Scrip: Give back to the school with your gift card purchases with the Shop with Scrip Program.
- 6.) Back to School Update
- a. 1st Day Folders: 14 – 16 high school students helped stuff folders that were distributed to the students on their first day.
 - b. Middle School Planners for 6th through 8th grade were handed out.
 - c. Car Tags were provided to students.
 - d. Welcome Back teacher breakfast and lunch was provided
 - e. Field Trip Shirts are all going to be the same color. That way if a child outgrows their shirt, it can be handed down to their younger sibling.
- 7.) Committee Updates
- a. Partners in Education: Jodi Wojtowicz spoke and indicated we have raised \$44,000 to date, which is double our goal so far for the year! We were successful in putting up the banners, and having the sponsor logos placed on our distribution, including the welcome post, Peach Jar, etc. We will also have a “swag bag” that we plan to give each student when they come back from Winter Break that will have stuff from our partners in it.
 - b. Membership Update
 - i. To date the membership breakdown is as follows:
 - Bronze Bobcat: 101
 - Silver Bobcat: 71
 - Gold Bobcat: 60
 - Platinum Bobcat: 20
 - Bobcat of the Year: 8
 - ii. Our membership current income is approximately \$18,000.
 - iii. Membership magnets can be picked up at PVA PTO events
 - iv. The Bobcat of the Year (BYO) Parking Spot was drawn at random out of a hat for the 3 parking spaces, and this month’s winners were: Bev Ardabili, Anne Chance, and Brian Jones.
 - c. Treasury Update
 - i. Please submit prior year expense requests by August 31st.
 - ii. This year we will have ‘Expense Request Forms’ that are new and can be found at <https://pvpto.org/Forms> or your Committee Chair will have them. All expense requests must be submitted to Treasury for approval prior to purchase.
 - iii. Payment reimbursement must be submitted no later than one week after event date to qualify for reimbursement from PTO.
 - iv. Treasury will process all reimbursement requests within one week from the date of submittal.

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- v. Any expense(s) greater than \$250 must be purchased by the PTO. No personal card charges can be used for amounts greater than \$250.
- vi. All expense request and reimbursement request are to be mailed to the PTO Treasury email at treasurer@pvapto.org.
- vii. Reimbursement request must include all receipts for expenses. Any purchases missing receipts will not be reimbursed.
- d. Communication Update
 - i. Visit our website at <https://pvapto.org/>
 - ii. Follow us on Facebook at <https://www.facebook.com/palmvalleyacademypto>
 - iii. Follow us on Instagram at https://www.instagram.com/pva_pto/
 - iv. PVA newsletter is going out soon
- e. Apparel Update
 - i. Online store format this year: 2 to 3 times
 - 1. Summer store (July 5th – July 28th). All orders were picked up.
 - 2. Fall/Holiday store (October)
 - 3. Spring into Summer store (March)
 - ii. Funds raised from Summer store: \$1,740.45
- f. Volunteer Update
 - i. Electronic Contact Release form
 - 1. Electronic this year; some teachers did use hard copies
 - 2. Please complete as soon as possible:
<https://forms.gle/H7c2j6MG8uPKrCVZ6>
 - ii. Volunteer Opportunities
 - 1. Volunteer Coordinator
 - 2. Bobcat Bolt Committee
 - 3. 5th Grade Celebration (in May) Co-Chairs
 - 4. Spring Fun Fest Co-Chairs and Committee Members
- g. Bobcat Brigade Update
 - i. Middle School Program
 - 1. Middle School families volunteer to provide small tokens of appreciation to Upper School Teachers
 - 2. Each volunteering family will be randomly assigned a teacher for the year.
 - 3. 4 themed gifts (value: approximately \$15 - \$20 each) at a set time during the year
 - 4. 1 birthday gift/gift card (value: \$20 or less)
 - 5. Each Brigade family will be revealed to their respective teacher towards the end of the year
- 8.) Fundraising Events
 - a. Charleston Wrap
 - i. Semi-virtual
 - ii. Monday, September 13th and runs for two weeks; however the links to purchase items will be available until mid December.
 - b. Bobcat Bolt
 - i. Thursday, February 10th and Friday, February 11th (middle school)
- 9.) Upcoming Meetings and Events
 - a. Room Parent Training (which will be coming out in next several days) –
 - i. Monday, August 30th at 6 p.m. (via Zoom)

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- ii. Thursday, September 2nd at 12 p.m. (via Zoom)
- b. Next General PTO Meeting: Monday, September 13th
- c. Fall Family Night: Friday, October 8.
- d. Fall Book Fair: Thursday, October 7th through Friday, October 15th

Reminder next meeting is September 13th at 6:00PM (evening meeting)

Questions and Answers

- 1.) Are we on par with our membership goals, with what was expected, now that we have PIA in existence and having lost students? Yes, we are, and expect some additional revenue with the September 1st PTO renewal deadline.
- 2.) Are parents going to be able to vote on where PVA's money is going to be spent, as in past years, as the golf cart shade structure was voted on by many and we still do not have? The board is meeting to discuss various fundraising initiatives and we will present them at the meeting. The golf structure has some preliminary drawings and we need to figure out when we will be able to move forward with it.
- 3.) What percentage of revenue does PVA get back from the Charleston Wrap fundraiser? We will find out and let everyone know.
- 4.) What is the current enrollment? Our enrollment is 1,550 students currently. We had 2,400 when we finished last school year.
- 5.) Why do we still have so many portables? 8th grade is double than what it should be in coming years, so reducing that number significantly will free up more space to bring students into the building.

Meeting adjourned: 6:45 p.m.

Minutes compiled by: Heather George