**PALM VALLEY ACADEMY GENERAL PTO BOARD MEETING MINUTES**

**DATE:** 12/15/2022 **LOCATION:** PVA Multi-purpose room

**ATTENDANCE:** Board members: Beth Gassner, Anne Powers, Honesty Harless, and Aimee Moore (zoom).

**MEETING MINUTES:**

1.) Call to order: 9:05am

2.) Establish if quorum is present: Yes

3.) Motion to approve October and November meeting minutes. Motion seconded. Minutes approved.

4.) Mrs. Buckner expressed her gratitude to the PTO and its members.

5.) President proposed bylaws change. President read the proposed changes to the current bylaws.

-Quorum- At General PTO meetings, ten (10) members in addition to a minimum of ~~four (4)~~ 50% of the Executive Board Members shall constitute a quorum.

-Term of Office- ~~The term of office shall be for two years for the Treasurer~~ ~~and one year for all other board positions including the Past President.~~ The term of office shall be two years for the President-Elect they will serve as President-Elect in the first year and then automatically transition into the President role in the second year. The term of office shall be for two years for the Treasurer and one year for all other board positions.

Proposed changes have been posted to website and will be voted on at next General board meeting. January election committee will be formed and elections for coming year will be in April. We will be looking for volunteers for the election committee. Members of executive board can miss 3 meetings without a VALID excuse. There is a virtual meeting option for PTO board meetings.

6.) Fundraising Update, Treasurer via zoom. TPC chip in for Charity is currently going on and has been posted on PTO Facebook page. For every ticket purchased using the code BALLMARK TPC will receive $20. Dr. Reichenberg will include reminder of TPC chip in, in her weekly email. Apparel Shop update total profits of $2,874 and 47 of the 157 Incentive Certificates were used. We don’t have final number of profits for Candy Cane Lane shop yet. Member questioned if Candy Cane Lane Shop was planned to continue in lieu of Charleston Wrap? Board will need to evaluate and compare when final numbers of Candy Cane Lane are reported. It will also be up to the upcoming board on weather or not they would like to continue with Candy Cane Shop. Dr. Reichenberg reported both Students and teachers enjoyed the Candy Cane Shop and were very happy with the event. Member had concerns about making sure we have district approval for equipment we are fundraising for. Dr. Reichenberg to clarify if Pre-approval from district is needed before fundraising for equipment. It was also discussed that Computers and equipment will need to be purchased from approved vendors.

7.) Middle School Glow Bolt. The Glow Bolt is scheduled for February 10th it is going to be an Evening Glow/Color Run. The Middle School will be using the Boosterthon Platform only. Glow Bolt coordinators are trying to make it more of a social event with a DJ, dinner, and glow foam cannons. White T-shirts and protective eyewear will be provided. Will need to inform parents that kids will be messy.

8.) Elementary Events: Kickoff date in January 30th with Run scheduled for February 7th. There will be a Bobcat Bolt Coordinator meeting scheduled for January 12th at 9:30am in the multipurpose room. There will also be a zoom option in the evening. We will be needing volunteers in the morning Jan. 30th-Feb. 7th to help hand out prizes to each of the classrooms. Member question regards to Boosterthon fees, Boosterthon is keeping 30% of Elementary profits and 15% of Middle School profits the Boosterhon Platform will show net profits on the website. Spring Carnival is April 23rd and is for the Entire School. If anyone is interested In helping with the Spring Carnival please email [vpelementary@pvapto.org](mailto:vpelementary@pvapto.org). The same company that put on Candy Cane Lane Shop will be used for the Spring Carnival. There will be a silent auction at the Spring Carnival, Mr. Strom suggested having teachers assist with baskets to bid on for silent auction.

9.) Volunteer Opportunities Currently have sign up genius up for Teacher Luncheon Dec. 16th and Contribution to Cookie and Candy bar. We currently have committee openings for MS & Elementary Bolt, Elementary Spring Carnival, and 8th Grade Semi-formal and 8th Grade Promotion. Concerns were raised by members regarding current Middle School Home room parent program. Members reporting that teacher’s birthdays were being missed. Members concerned that Middle School teachers aren’t going to receive anything for Christmas. Currently there are 27 Middle School Room Parents however not every Middle school teacher has a Room Parent assigned as No parents volunteered to fill those positions. Members concerned that some middle school teachers will be receiving Christmas gift from Room Parent but not all middle school teachers will be receiving a gift. Concerns that some MS Room Parents sent out emails to class parents requesting Christmas gifts for teachers however not all Room Parents sent out emails. Member suggested possible putting up sign up genius for 27 gift cards to hand out to middle school teachers. However, concerns about having sufficient time to distribute those cards before Christmas break. Discussed possible posting MS teacher Wishlist on PTO Facebook page. Dr. Reichenberg offered to send MS teacher wish list to all Middle School parents. Member suggested re-evaluating homeroom parent program for middle school next year and possibly reimplementing Bobcat Brigade.

10.) Upcoming Events: Teacher Luncheon- December 16th, Apparel Pickup Monday Dec. 19th 9:30am-12:30pm pickup in bus loop.

Bobcat Bolt- Feb. 7th. Middle School Glow Run- Feb. 10th.

BookFair-Feb. 15th-20th Spring Carnival- April 23rd

Next General PTO meeting- Jan. 19th @ 9am

11.) Meeting adjourned at 10:00am