

BVES PTA Board Meeting

August 19, 2018

SC1 Clubhouse

Those in attendance: Mr. Burgess (Principal), Mrs. McFadden (Assistant Principal), Melissa Bache, Kristen Belflower, Erin Benfield, Eleanor Bishop, Carol Bowling, Margaret Burdette, Lindsay Chastain, Keri Dille, Lara Disher, Sara Fox, Heather Gage, Raquel Garrido, Barna Gupta, Wendy Hatcher, Kellie Herlong, Heather Hughes, Maria Klinger, Dana Lanning, Kathryn McGrath, Marissa Moore, Kristi Moreno, Margo Pons, Megan Poole, Bridie Rosenberg, Jen Rosenfeld, Julie Schmidt, Darcy Schwalm, Angela Shoultz, Ashley Slagel, Lindsey Smith, Mary Beth Spann, Lauren Stroup, Kia Talley, Susan Thaiss, Tracey Voege, Katherine Westmoreland, Amy Williams, Michelle Willis

**** Marissa called the meeting to order at 2:06 PM.**

- **Principal's Report:** Mr. Burgess noted that Meet the Teacher night was a success, as was the staff team building outing the following day. He provided everyone with district publications and encouraged members and parents to take an interest in not only BVES but in the district as a whole. An accreditation team will be present in the coming months, and many parents may receive emails or phone calls from the team to answer questions regarding BVES. Mr. Burgess also addressed the following topics:
 1. Enoree Road – He asked members to try to convince parents not to use as a drop-off location in the mornings. It presents a potentially dangerous situation.
 2. Security – There are 64 new security cameras around the campus. He also plans to begin a “Watch Dog” program for added security during the school day.
 3. Classroom Discipline/Behavior – The color-coded clip chart that has been in use during previous years has been discontinued. In its place, teachers will use the “Leader in Me” habits to focus on behavior. The counselors have implemented these into their lessons, so returning students are familiar with them.
 4. PTA donations – Thanks to the PTA, three new 3D wireless printers were purchased over the summer. He also thanked the PTA for the \$15,000 used to purchase new books for the Media Center, which will help bring it to the A+ level for accreditation. The older books that were removed from the library have been given to teacher classroom libraries, and they will also go home with the recipients of the PTA Backpack Buddies program.
- **Assistant Principal's Report:** Mrs. McFadden informed the Board that the school doors will open at 7:15 AM this year, and encouraged everyone to take advantage of the free breakfast for students each morning.
- Marissa asked for approval of the May 2018 Board Meeting Minutes. Kellie Herlong made the motion to approve, and Lindsey Smith provided a second. All were in favor and none were opposed so the minutes were approved.

➤ Treasurer's Report (Kristi Moreno):

1. Current standing – We had a great year last year and were able to give \$15,000 to the media center to help with updates to their book inventory as well as \$8,000 towards 3D printers for the school. This was above and beyond our regular budgeted items and programs. We currently have \$32,000 cash on hand. Corporate sponsorship money has begun to come in and as a result we are beginning to pay some bills.
2. Procedures & budget guidelines – **Check Requests:** Keep all receipts (keep personal items and PTA items on separate receipts. Fill out check request form (copies are located in treasurer's box in copy room or in letter tray organizer in PTA room), attach receipts, and place in blue folder labeled "check requests" in treasurer's box. Pick up check in green folder in treasurer's mailbox or provide a self-addressed stamped envelope if you would like your check mailed. If you're turning in a check request to be paid directly to a merchant, please attach 2 copies of the invoice. You do not need to provide a stamped envelope for payments sent directly to merchants. Please do not hold on to receipts for an extended time. Submit receipts in a timely manner so budget line items can be updated accordingly. **Counting/Deposits:** For the first week of school, membership, directory, yearbook, and Spirt Wear need to count money regularly. Try to have deposits completed by 1:00 those first couple weeks of school to provide time to take to bank. Kristi will be at the school Monday, August 20, at 10:00, to go over counting and depositing for anyone that has questions. Deposit forms and bank deposit slips are located in the letter tray organizer in PTA room. Be sure to stamp checks. Coins must be rolled. There must be 2 signatures on the deposit form confirming the amount. The same 2 people also need to initial the deposit slip and include the budget category. If you are working alone, Kristi can be your second counter. Please let Kristi know when you place money in the lockbox. **Budget Allowance:** If you need to know your budget, please ask. Please remain aware of your budget throughout the year because you cannot be reimbursed beyond what is in your budget category. **Two items requiring a vote: (1)** The audit review committee consisting of Kristen Belflower, Dana Lanning, and Darcy Schwalm met on July 26, 2018, to examine the records of BVES PTA from July 1, 2017, to June 30, 2018, and found them to be correct and in order. \$8,000 was moved last year to an asset account for 3D printers since those bills did not come in before the end of the fiscal year. Cash balance on hand as of July 1, 2018 was \$36,464. A motion was needed to adopt the 7/1/2018 beginning cash balance of \$36,464 and the audit committee's findings. Keri Dille made the motion to approve and Margaret Burdette provided a second. There was no discussion. All were in favor and none were opposed, so the motion carried. This will be presented at the first General Membership Meeting. **(2)** The 2018-19 budget was

presented at our last meeting in May and needed approval. Kristen Belflower made the motion to approve and Keri Dille provided the second. There was no discussion. All were in favor and none were opposed so the motion carried and will be presented at the first general meeting.

➤ President's Report (Marissa Moore): Marissa thanked everyone for the help so far, including those committees who had to work during the summer, those who helped with First Day Packet stuffing, those who submitted items for the Bobcat Banner, and those who helped with Meet The Teacher night. She noted that all PTA-related emails need to come through her, and she will send to Mr. Burgess and (when necessary) Mrs. McFadden. Likewise, all committee fliers need to be approved through both she and Mr. Burgess. Marissa reminded committee chairs that all information that needs to go home in the Tuesday communication folders must be in teachers' boxes the Friday prior. She encouraged everyone to watch the calendar and be mindful of dates. She also noted the list of important upcoming dates which were included at the end of the meeting agenda, and also were placed in First Day Packets. Regarding volunteers and how to obtain help, Marissa mentioned that Jen Rosenfeld, the new VP of Volunteers, can help create a Sign up Genius. It was also recommended that if committee chairs are having difficulty filling vacancies, they may ask friends to help and also utilize the weekly Newsflash. Marissa encouraged everyone to ask for help when needed.

➤ Introductions: Each Board member introduced themselves, making sure to note their position, and also mention their students and how long they have been involved with BVPTA.

➤ Committee Reports:

1. Carnival (Lauren Stroup & Maria Klingler) – The Carnival closet was cleaned out at the end of last school year. There will be several new games and attractions at this year's event. They will be in touch with all Carnival Committee chairs soon to schedule a meeting. A Carnival prep day is planned, with the date TBD. Lauren encouraged everyone to begin saving eggshells for the popular Confetti Egg table. The Silent Auction was also mentioned, and it will be bigger this year, as community donations will be accepted in addition to standard classroom baskets.
2. Spirit Wear/School Store (Raquel Garrido) – This year baseball caps have been added to the Spirit Wear. Raquel welcomed help with the School Store from 7:25-7:55 each morning, and encouraged anyone interested to choose a day using the Sign up Genius in the Newsflash.
3. Skate Days/Spirit Nights (Ashley Slagel) – Ashley mentioned the Swamp Rabbits Hockey Spirit Night date (10/28), and also reminded everyone of the (3) CFA Spirit Night throughout the year. Skate Days are now a part of the general budget (as opposed to specifically funding 5th Grade Day as in past years). Skate Days are still open for all BVES students to attend, but each one

will be hosted by a different grade level, with the responsibilities divided among the Room Moms.

4. Business Sponsors (Marissa for Adawn Smith) – Marissa reminded member to contact Adawn if they know anyone interested in becoming a business sponsor. Summers Orthodontics is returning as our Title Sponsor this year, and PMC has also agreed to be a sponsor at the Diamond Level.
5. Digital Communications (Keri Dille) – Keri reminded committee chairs that the deadline for submissions for the weekly news flash is 9:00 AM on Thursday before it is scheduled to go out. All social media requests can go through Michelle Willis, but those posts are for school-related information only. Community events and information can be posted on the website (sent to Keri) or can be included in the Community section of the news flash. Keri also mentioned that when emailing news flash submissions if a graphic is wanted it should be sent separately, preferably in JPEG format.
6. Membership (Susan Thaiss & Kia Talley) – Susan reminded everyone that the Membership drive ends on 9/19, and we have the same theme as last year. Incentives are still being secured, and please let Susan or Kia know if anyone is interested in donating coupons as incentives. Susan also mentioned that a new membership platform known as MemberHub is being used this year.
7. Friends of BV (Bridie Rosenberg) – Bridie informed everyone that this will look differently this year. In lieu of a Fall Fundraiser, Friends of BV will be accepting donations, with 100% staying at BV. Also, different levels of donations, with incentives at each one, are being considered. Bridie is open to any ideas. As a reminder, all donations are tax-deductible.
8. Volunteers (Jen Rosenfeld) – Jen encouraged everyone to spread the word about signing up for various volunteer opportunities using the QR code or Google Form URL. Committee chairs should receive a list of willing volunteers by mid-September, but Jen can get them sooner if needed. It was also recommended that members remind new parents about the district's Level I and Level II policies. Keri Dille commented that if any committee has immediate needs she can place them in the weekly news flash or on the website.
9. Bobcat Boulder (Marissa for Sarah Whitmire) – Marissa reminded everyone that BV now has a new boulder for the back path. Due to the fact that it is behind locked gates, the hours to paint the back path boulder are from 3:00-6:45 PM the day before it is reserved, paying close attention to Mondays, which will need to be painted on Friday afternoons. There are 2 separate links (one for each boulder) and the Sign up Genius goes live tonight. As a reminder, only student celebrations should be on the boulder. All teacher birthdays are on the digital sign in front of the school.
10. Yearbook (Melissa Bache & Kristen Belflower) – Melissa mentioned that this is the second year that PTA will be in charge of the yearbook. She asked members to remember to send photos of school events, field trips, etc. which

would be helpful. A user-friendly method of uploading and organizing photos is being considered.

11. Art Fundraiser (Kellie Herlong) – Kellie wanted to inform everyone that the school decided to discontinue the Art Fundraiser this year, so that the Art teachers can focus their time and energy on other school events. Please spread the word so that families will not be expecting this in the spring.

** Marissa again thanked everyone for coming. The meeting was adjourned at 3:39 PM.

Minutes respectfully submitted by Melissa Bache, Secretary