

**BVES PTA Board Meeting  
Sunday, August 23, 2020  
East Riverside Park Shelter**

**Those in attendance:** Mr. Burgess (via Zoom), Melissa Bache, Nicole Bengard, Katie Bennett, Tasha Demirel, Keri Dille, Megan Epps, Heather Gage, Raquel Garrido, Barna Gupta, Katie Hill, Dana Lanning, Mary Latrick, Katja Magee, Nicole Martin, Shehzeen Muqri, Megan Saltmarsh, Darcy Schwalm, and Sarah Whitmire.

**\*\*** Melissa called the meeting to order at 2:04PM.

- **Administration's Report (Mr. Burgess via Zoom):** Mr. Burgess expressed how thrilled everyone was to see students for LEAP Days last week. He loved seeing the relationships between students and teachers and noted it was difficult to see them not be able to high five, hug, etc. He stated that the staff is comfortable with guidelines, handwashing, masks, etc. and that the building is extremely clean and being disinfected every evening. He also addressed the following topics:
  - Staff – He thanked PTA for the welcome back lunches for staff – they were honored and appreciative. He stated the “buckets” had a big positive impact and got lost of smiles and comments. He also noted that all staff meetings, etc. are still being held via Zoom and will continue to be.
  - GCS Virtual Academy – 261 BV students went to the GCS Virtual Academy, as well as 11 teachers. He stated that we were fortunate in that most of our 261 kids that went Virtual ended up with a BV teacher.
  - PTA – He thanked the PTA for continuing to take care of BV families and enlisted help with the following:
    - Developing, decorating and celebrating monthly themes around the campus
    - Asked for volunteers to record read aloud books for kids to listen to online
    - 5<sup>th</sup> grade parade – this was a hit and would like it to be a new tradition
  - Flex Attendance Plans/eLearning
    - Accountability – Mr. Burgess stated that accountability will be much higher now than in the spring. There will be more interaction with teachers, more lessons/work to do each day, more “authentic work” to do. Accountability is looking for kids to be online each day, working through programs and activities. He stated GCS is giving a 24 hour time period for taking attendance, recognizing that parents may be helping their children later in the day rather than during school hours. He asked parents to please reach out to teachers or administration with any questions or issues.
    - Expectations – He stated that expectations for BV students haven't changed – they are just as high as always. He reminded us that work and authentic

assessments this year will be at BV levels. He emphasized communication to support teachers, parents and students.

- Updates due to COVID-19
  - No sharing of any supplies at school, so students must bring home everything every day (all school supplies, etc.) Look to teachers for guidance about what to bring each day. Expect that most books will be left at home rather than brought back and forth.
  - Maximum students in any class on Attendance Plan 2 is 18, and BV is equipped to handle in that classroom still following social distancing guidelines.
  - The Media Center and classroom libraries will still be utilized. Students should be coming home with 3-5 books this week. There will be 24 hour bins for books in the Media Center and classrooms for books that have been touched until they can be reused.
  - Breakfast is free to everyone, every day at school. Students must order in advance but on their in-person day will be able to pick up 4 additional breakfasts and lunches (for the 4 days of eLearning) and a ½ gallon of milk, at either Full, Reduced or Free cost (whichever pertains to them).

- **Treasurer's Report (Melissa Bache for Sara Fox):**

- Current Standing – The Bobcat Bash (our primary Fall Fundraiser) is cancelled for this year, leaving us very unsure of how to forecast revenue. Yet, despite the uncertainty of fundraising for the current year, we are beginning the year strong. The Fun Run from March generated around \$27k, which left us with a surplus to begin the year. We were going to use the extra funds to purchase Chromebooks for K – 2<sup>nd</sup> but then GCS stepped up to buy those, so we were able to carry that money over. As a result, we were able to give the school \$23k to use at the beginning of school – which is a great amount given that we are unsure of how successful our fundraising efforts will prove to be. One of the main priorities the Administration chose to fund out of that number is the \$250 per teacher for supplies.
- Due to the above, everyone is on a spending freeze, unless you have already been notified otherwise.
- Summers Orthodontics is back as our title sponsor, and Pelham Medical Center is back as the Fun Run sponsor.
- New Processes for this year:
  - Expense reimbursement will use a form fillable PDF. Melissa will email to the Board. Procedure will be that receipts will need to be scanned and emailed to Sara along with the completed PDF. Please note, the PDF will not work with Firefox browser.
  - There will be a cutoff on 1<sup>st</sup> semester expenses – they must be turned in by 1/08/21 for PTA as well as staff to be eligible for reimbursement.

- We do not expect any physical deposits to be made – all funds should be coming online this year (spirit wear, MemberHub, Charleston Wrap, Friends of Buena Vista).
- **President's Report (Melissa Bache):** Melissa welcomed everyone and thanked us for our patience and willingness to continue to volunteer during this different year. She noted that the Bobcat Banner went out this week, online only. The format was very interactive, and it was full of links. The first weekly Newsflash will be coming out this week and links to the Bobcat Banner will be in there. Melissa reminded us that all PTA related emails should go to her and she will send to Mr. Burgess. All flyers this year will be digital; however, they will still need to be approved. No paper forms will be going home; we anticipate that most will be writeable PDFs. She also addressed the following topics:
  - PTA Executive Board meeting on 8/12 – Melissa updated everyone that at this meeting it was voted on and passed that current PTA Executive Board members will continue their positions for the 2021-2022 school year and that term limits will not be invoked.
  - PTA Board Vacancies – the following PTA Board positions are still vacant for the 2020-2021 school year
    - Reflections
    - Membership
    - Charleston Wrap
    - Friends of Buena Vista
  - Upcoming Dates – (these were listed on the meeting's agenda)
 

August:

    - 8/23 – Bobcat Boulder Reservations Open 8pm
    - 8/24 – FIRST DAY OF SCHOOL
    - 8/24 – PTA Membership Drive Begins
    - 8/24 – Friends of BVES Fundraiser Begins
    - 8/24 – Welcome Back Bobcat Spirit Wear Sale Begins
    - 8/27 – Traditional School Challenge Online Meetings
    - 8/26 – GCS Virtual Challenge Online Meeting 6pm

September:

    - 9/7 – Labor Day, NO SCHOOL
    - 9/14-18 – Backpack Buddies Food Drive
    - 9/23 – PTA Membership Drive Ends
    - 9/23 – Friends of BVES Fundraiser Ends
    - 9/23 – Welcome Back Bobcat Spirit Wear Sales End
  - "Buckets" (mentioned earlier by Mr. Burgess) – To help inspire teachers and build morale about this school year, Melissa and Jen Holly created buckets (based on the bucket filler concept from Mrs. Pfister) for each grade level and for the main office. They are filled with individually wrapped snacks, chocolate, treats, etc., and have been a

big hit! There have been lots of positive comments and thanks from staff. The plan is that Melissa will be notified whenever the buckets are empty and the PTA will refill them with treats and items requested by teachers. We are accepting donations towards this cause, as money is not coming out of the budget for Teacher Appreciation.

- **Introductions:** Each Board member introduced themselves and noted their position.
- **Committee Reports:**
  - **Backpack Buddies** (Barna Gupta & Mary Latrick) – Backpack Buddies program will continue this year. We still have some details to finalize, including where to store the food (since we can't go inside the school building) and a sponsor. The BB population looks to be about half this year, due to students choosing the Virtual Academy.
  - **Birthday Celebrations** (Melissa for committee) – We will not have the monthly birthday celebrations with ice cream in the cafeteria this year. Instead we have a small treat bag to send home with students during their birthday month, including items like color changing cups with PMC (sponsor) logo, ruler, pencil/eraser set etc.
  - **Bobcat Boulder** (Sarah Whitmire) – This year the front carline boulder is available as normal, and the signup for that goes live tonight. Unfortunately, parents will be unable to paint the backpath boulder this year. Sarah noted she is hoping that she can paint the backpath boulder once a month to go along with the monthly theme from Mr. Burgess.
  - **Sponsorship** (Melissa for committee) – Brad Doyle and Windi Cooper will be heading up sponsorship this year. They currently have 4 confirmed renewals and 11 proposals still outstanding. Melissa reported that Brad is working on several new sponsors, and reminded anyone who knows of someone who owns a business and may be interested in sponsoring to please pass along contact information to Brad and Windi. Keri Dille brought up updating sponsorship forms on the website.
  - **iRead** (Katie Hill) – iRead will be all digital this year and should go out through Google Classroom. There will be no paper copies to initial and turn in at the end of the month, but there will still be small prizes for students completing it.
  - **Fall Fundraiser – Charleston Wrap** (Melissa as committee is vacant) – We will be selling Charleston Wrap as the fall fundraiser this year from October 1 – 15. There will be incentives for parents rather than students. She noted that the orders will be delivered straight to each child's home (rather than to the school), and they should be received by late November.
  - **Friends of Buena Vista** (Melissa for committee) – Friends of Buena Vista will be run online through the MemberHub website this year.
  - **Membership** (Melissa for committee) – PTA memberships will remain \$5 this year. There will be no 100% membership goals or prizes for classes this year. We are still

aiming for 100% faculty membership and are looking into adding a donate button on MemberHub for parents to donate faculty memberships if they wish.

- **Newsflash** (Keri Dille) – Keri reminded everyone that the weekly Newsflash goes out on Sundays at 8am except during Winter and Spring Breaks. The deadline is 9am Thursday prior to submit anything to be included. Please send announcements to Keri in the body of an email (not Word) and all graphics must be in an image file (not a PDF!). Blurbs will stay in the Newsflash each week until the program date (no need to resubmit each week unless you have changed it). Keri reminded us that the top part of the Newflash is Buena Vista related only; there is a Community section at the bottom if you want to submit those types of items to be included.
- **Website** (Keri Dille) – The website is updated on an as needed basis; there are no deadlines to publish an announcement there. Keri mentioned sometimes she adds blurbs from the Newflash to the website. She also noted that the announcement bar across the top of the website is also a possibility for publicity.
- **Social Media** (Nicole Martin) – Nicole mentioned the PTA can now repost items on Instagram from the Buena Vista school account. She asked that we please send her posts (texts and images) a week before they should go live.
- **Room Parents** (Melissa for committee) – We are still planning to have Room Parents this year, though at this time we are not sure of the duties/responsibilities that will entail. A Google form will go out for room parent signups.
- **Spirit Wear** (Raquel Garrido and Heather Gage) – Spirit wear sales are up and running on the website, and the Back to School order cutoff will be 9/23. In stock items should be able to start being delivered soon. Raquel and Heather added that we are not planning to offer any new items this year. They did discuss the possibility of sleeves for the Chromebooks, but GCS should be providing them for each student with their Chromebook.
- **Staff Appreciation** (Melissa for committee) – Melissa reiterated the positive impact of the buckets discussed earlier. She also noted we did a Welcome Back box lunch for the staff from Tropical Grille. It was pointed out that box lunches are more expensive than the lunches we used to provide, so we may not be able to do as much this year. The possibility of adding a donate button to the website for people to contribute directly to Staff Appreciation was discussed. Melissa also noted that at this time, Buena Vista is comfortable with individually wrapped, store-bought items but not homemade.
- **Yearbook** (Dana Lanning) – Dana reported that the page count for this year's yearbooks was decreased to 48 pages and that the price has been adjusted to start at \$20 instead of \$25. She emphasized that we will have to rely HEAVILY on teachers to provide pictures for the yearbook this year. The administration is working on the possibility of a fall picture day (maybe outside?) but that will also depend what attendance plan we are under and whether a photographer would be willing to come multiple days (likely 2 or 4) in a row to capture all the students.

- **Other** – Two questions were raised due to the absence of the Bobcast Bash this fall – would we want to consider either/both an online raffle for the VIP Car Line parking spaces or two online auctions for naming rights to the Backpath and Carline street signs?

\*\* Melissa again thanked everyone for coming. The meeting was adjourned at 3:37PM.

Minutes respectfully submitted by Megan Epps, Co-Secretary