

**BVES PTA Board Meeting
Sunday, August 13, 2023
Sugar Creek 1 Clubhouse
2:00pm**

Those in attendance: Mrs. McFadden via Google Meet, Ms. Phoenix via Google Meet, Melissa Bache, Nicole Bengard, Natalie Bickley, Barbara Brown, Lyndsey Crandall, Caralee Culpepper, Stacy Edwards, Megan Epps, Heather Gage, Barna Gupta, Melanie Hendrix, Alicia Kamlet, Laura Kudey, Mary Latrick, Megan Michael, Tricia Parker, Lauren Plunk, Megan Poole, Courtney Rhoades, Kelly Rhyne, Julie Rose, Heather Rushing, Megan Saltmarsh, Angela Schoultz, Amanda Smith, Sallie Smith, Laura Stoner, Sara Street, Sarah Whitmire, Amanda Williams and Sarah Beth Wood.

****Lyndsey called the meeting to order at 2:08pm.**

- A motion was made to approve the May meeting minutes.
 - Motion: Courtney Rhoades
 - Second: Barbara Brown
 - The Motion carried, and the minutes were approved.
- A motion was made to approve the 2023-2024 Election minutes.
 - Motion: Sarah Beth Wood
 - Second: Stacy Edwards
 - The Motion carried, and the minutes were approved.
- A motion was made to approve the 2023-2024 Budget meeting (held in May) minutes.
 - Motion: Laura Kudey
 - Second: Megan Saltmarsh
 - The Motion carried, and the minutes were approved.
- **Introductions:** Each Board member introduced themselves and noted their position.
- **Principal's Report – Mr. Burgess:** Lyndsey read the following email from Mr. Burgess:

Thank you so much for having us today, Kristen McFadden, Natalee Phoenix and I are thrilled to be with you one way or another.

We have had a fantastic back to school week starting off with our Meet Your Teacher event, what a great turn out! Our staff was more than ready after a very appreciated luncheon and door prizes Monday morning by this amazing PTA.

As always I just want to take a moment to thank you for all that you have done so far and are about to do this school year, we are very grateful! Each of you has a very important role in maintaining the high expectations of Buena Vista. Each activity is critical to continuing our tremendous culture and environment at Buena Vista. We are truly a community school, a neighborhood school. With this comes an open door policy, we need your honest feedback, your creativity, your participation. Please continue to reach out and get more and more of your neighbors, our families involved.

I am very pleased to let you know that our students performance on SC Ready last Spring was outstanding and that we met our both of our Math and Reading goals. Our ELA scores were among the tops for the last seven years. Once the State releases the scores you will each receive your child's scores. This usually happens mid to late September.

At this time please allow me to introduce a cornerstone to the running of Buena Vista, one whom has always had the best interest of your children and Buena Vista, Kristen McFadden.

I would also like to introduce Ms. Natalee Phoenix, an outstanding addition whom has already had a positive impact on our staff, kids and our culture, Ms. Natalee Phoenix.

My apologies for not being able to be "with you" at this time and thank you all for playing such a critical role at Buena Vista. Go Bobcats!

- **Assistant Principal's Report – Mrs. McFadden via Zoom:** Very excited to get the year started! Thanks to PTA for all we've done to ensure both a smooth start and first week. Not much new this year – which is a blessing after all the changes the past couple of years.
 - Applications for student leadership positions will be coming out in the next week or two. Changing up those processes from how they've been historically – there will be applications/interviews etc. this year.
 - There will be a big focus on 7 Habits this year and want to encourage leadership development.
- **Assistant Principal's Report – Ms. Natalie Phoenix via Zoom:** Thanks for such a wonderful welcome! She's been so impressed already with the parental support at BV. She is here to support us and just excited to get to know us and our kids.
- **Vice President of Volunteers' Report – Leslie Rodwell:** Lyndsey read the following email from Leslie on her behalf as her committee report:

The volunteer interest form is open until the 25th. I will be providing the list of volunteers to the committees shortly after that date. If a committee needs a preliminary list prior to that, I am happy to provide. Just know they will get another updated copy later.

Committee chairs need to reach out and welcome all committee members as soon as possible after receiving the list even if your committee work is later in the year.

If anyone needs any volunteer help prior to then, I am available to help just reach out.
- **Treasurer's Report – Nicole Bengard:** as emailed from Nicole.

**BVPTA Treasurer Report
As of June 30, 2023 and July 31, 2023**

Presented: August 13, 2023

Through June 30, 2023:

Total revenue - \$147,788

Total expenses - \$143,339

Net income - \$4,439

Fundraising net income - \$72,598

Ending Cash Balance - \$45,905

Net increase in cash from prior month (April, no May meeting was held) - \$1,469

May/June income was generated primarily by the Carnival that was held on May 5, 2023. After increasing ticket prices from \$.50 to \$.62, we earned net income of \$9,437, \$437 over budgeted net income. Event day ticket sales were nearly double pre-ticket sales, which was a new trend this year. Expenses were about \$900 higher than the prior year, mostly concession costs as the cost of food has increased since the previous year. Overall, the Carnival was a successful fundraiser for the PTA.

Yearbook sales increased by \$1,360 from April due to in-person yearbook sales. Yearbooks were sold for \$40 each. The entire yearbook order had to be reprinted due to faulty spines, so we had some extra yearbooks to sell this year.

Year to date expenses continued to run close to budgeted amounts. However, we did have some overages:

Classroom Supplies - This category includes \$5,000 of Boosterthon profit allocated to teachers to purchase items for their grade/classroom. When you eliminate these funds, the category is under budget by \$3,417. The Boosterthon profit allocation was not included in the budget.

Curriculum Enhancements/Technology - This category includes two purchases made with Boosterthon Profits: Poster Maker Machine for \$8,303 and four portable stages for \$6,550. If you removed these items, this category would be \$2,069 under budget. The Boosterthon profit allocation was not included in the budget.

BackPack Buddies - This category is over budget as we had nearly double the number of participants this year compared to the prior year. We also spent \$964 during the fall book fair to purchase books for these children that is included in this category. The budget was increased for the 2023-2024 fiscal year to account for the increased number of participants in the program.

Overall, year to date net income was higher than the budget by \$10,189. Year end cash is also higher compared to the prior year by \$4,439. In general, revenue categories came in at or over budget and expense categories, aside from those noted above, came in at or close to the budgeted amounts.

The Executive Board met on May 2, 2023 to discuss the 2023-2024 school year budget. The Executive Board approved a preliminary budget as we awaited carnival results as well as some expenses to be finalized. The Executive Board finalized the budget and it was posted for general membership voting from May 30, 2023 - June 3,

2023. The general membership approved the budget with 79 'yes' votes to zero 'no' votes. We met the quorum of 50 'yes' votes on May 30, 2023, thus the budget was officially approved for the 2023-24 school year at the end of the five day voting period.

Our beginning cash balance as of July 1, 2023 is \$42,955. May I please have a motion to accept the beginning cash balance of \$42,955 for the 2023-2024 fiscal year?

Vote to accept beginning cash balance of \$42,955.

Motion – Alicia Kamlet

Second – Laura Stoner

Motion passed.

The audit of the 2022-2023 financial statements will be scheduled and completed in the next couple of months.

As of July 31, 2023, the only financial activity we have recorded are two PTA membership purchases for a total income of \$11. No expenses were recorded in July 2023.

- **President's Report – Lyndsey Crandall:** Lyndsey welcomed everyone and thanked us for our willingness to volunteer.
 - She gave a big thank you to everyone who has worked hard over the summer:
 - Amanda Smith – Spirit Wear
 - Melanie Hendrix and Kelly Rhyne – Sponsorship
 - Laura Stoner, Dana Lanning, Courtney Rhoades, Sara Street, Amanda Smith, Barbara Brown, Leslie Rodwell, Mary Latrick – First Day Packets
 - Mary Latrick – Bobcat Banner, Newsflash, Website
 - Nicole Martin – Social Media
 - Sarah Whitmire – Birthday Celebration
 - Tricia Parker – School Supply Kit organization
 - Megan Saltmarsh and Corey Gilbreath – Spirit Night
 - Jen Holly and Alicia Kamlet – Staff Appreciation
 - Lyndsey had several reminders for us that related to communication:
 - All PTA related emails should go to her and she will send to Mr. Burgess.
 - All flyers must be approved by Mr. Burgess and the PTA President.
 - Any flyers/information that need to go home in Blue Communication folders on Tuesdays **must be in the teacher's boxes by the Friday prior before lunch at 10:15a.**
 - She reported that she will again make a Google calendar for PTA – will send meetings, etc. out and we can accept/decline to show intent rather than filling out a Google form.
 - Meet the Teacher was a big success!
 - Upcoming Dates:
 - August:**
 - 8/14 – Bobcat Boulder signups go live at 8p
 - 8/15 – 1st Day of School

New Parent Orientation – 8a in BV Cafeteria
New Board Member Orientation – 9a in BV Cafeteria
Spirit Wear Sale starts
PTA Membership Drive starts
8/18 – Staff Lunch Break
8/25 – Spirit Day
July/August Birthday Celebrations
8/30 – Spirit Wear sale ends

September:

9/4 – NO SCHOOL – Labor Day
9/5 – Room Parent Meeting – 9:30a at Sugar Creek I Clubhouse
9/7 – PTA Monthly Board Meeting – 9:30a in BV Cafeteria
9/11 – Backpack Buddies Food Drive starts
PTA Membership Drive ends
PTA General Membership Meeting – 6:45p in BV Atrium
BVES Open House – 6 – 6:30p and 7 – 7:30p
9/12 – BOOSTERTHON Kickoff
9/15 – Skate Day – 3:30 – 5:30p at Taylors Roller Sports
Backpack Buddies Food Drive ends
9/18-22 Spirit Night WEEKLONG! Jersey Mike’s on Batesville Rd.
9/20 – Fall Fundraiser/BOOSTERTHON Fun Run
9/25 – Fall Book Fair starts
Grandparents Week starts
9/29 – Spirit Day
September Birthday Celebrations
Staff Lunch Break
Fall Book Fair ends
Grandparents Week ends

• **Committee Reports:**

- **Membership – Laura Stoner:** No cash – all electronic payments this year.
- **Backpack Buddies – Mary Latrick & Layne Morton:** Mary gave a brief overview of program for those who don’t know. The first food drive will be 9/11 – 9/15. Kids will come home week before with a flyer with items specifically requested that are needed. Items cannot be expired. Grade level competition and winning grade usually gets pajama day.
- **Birthday Celebrations – Sarah Whitmire:** Same plan as last year – take each child to pick out their own birthday treat. Maybe have 4-5 choices of candy, then also a pencil/bracelet for each.
 - Looking for someone to take over Birthday Celebrations for next year, so please let Sarah know if you’re interested!
- **Bobcat Boulder – Natalie Bickley:** Looking for volunteers who’d like to paint rocks for school events – Carnival, 5th Grade Day, Last Day of School, etc.

- **Friends of Buena Vista – Lauren Plunk:** Cleaned up the form & website. Plan to leave it up all year long. Set up for QR codes/electronic donations.
 - Hoping to be able to do a “Love Your Bobcats” week in February for another fundraiser drive.
- **Social Media – Nicole Martin:** Nicole is Kindergarten Assistant this year so she’s not available during the day. Please do get her things 2-3 days in advance! Send graphics in JPEG format and high resolution if possible.
- **Newsflash/Website – Mary Latrick:**
 - Bobcat Banner is out.
 - Newsflash goes out every Sunday at 8am. Anything you want in the Newsflash, submissions due to Mary Thursday mornings.
 - Pictures need to be JPEG format if possible.
 - Mary has all previous years of Newsflashes and can send you historical blurbs if you need to help write things.
 - Please CC Mary and Nicole on all things you need posted/published.
- **Boosterthon – Sarah Beth Wood & Sara Jackson:** Fun Run is Wednesday 9/20. Kickoff is Monday 9/11 – also day of Open House. Trying to get Boosterthon people to come to Open House to get parents signed up that night.
 - Fundraiser goals for this year – big one is tables for school (to no longer have to rent from district for events, etc.), whatever BV needs
- **MasterMinds – Melissa Bache:** Melissa explained the name change to MasterMinds and how it’s different from the school’s Brain Buster program. Brain Busters is for students that need a lot of help to move up. It’s a school program facilitated by teachers. MasterMinds is for students that need 30 mins a week of help from a parent. Teachers provide all materials needed. Volunteers choose day/time of the week that works for them and will be matched with a student to work with.
 - Mrs. McFadden wants to get it started by the end of September.
- **Grandparents Club – Barbara Brown:** Has gotten an amazing response from the form that was sent home in first day packets.
- **iRead Program – Sarah Hanks & Kelli Kirksey:** Lyndsey shared an update emailed from Kelli:
 - At this time, there are no changes to the iRead program. We revamped last year, and our participation was better.
 - Do you know who I should talk to about the sponsor logos for the bottom of the calendar?
- **Room Parent – Sara Street:** QR code application process has gone much smoother than the paper trail in the past.
 - Lots and lots of volunteers for K5.
 - When the list is set, will send it to teachers for approval before officially naming room parents.
 - Looking for someone to take over Room Parent Coordinator for next year.
 - Room Parent meeting the Tuesday 9/5 at 930am.

- **School Store – Heather Gage & Ramya Ramkumar**
- **Spirit Wear – Amanda Smith:** Spirit Wear sale right now through 8/30. Hoping for quick turnaround on printing. Not much inventory on hand of previous designs – will have at physical sales (ie Open House).
 - Will need volunteers to help with table sales at events (Open House, etc).
 - Asked for any ideas of what to do with old designs/limited inventory?
 - Also asked for ideas of new items to sell? Suggestions: scrunchies.
- **Book Fair – Stacy Edwards:** Fall Book Fair will be the week of 9/25, and she will need volunteers!
- **Spirit Nights – Megan Saltmarsh & Corey Gilbreath:** Confirmed events so far with Jersey Mike's, Topsy Taco, Duck Donuts. Stay tuned for dates and more information.
- **Skate Nights – Ali Knipfing**
- **Sponsorship – Melanie Hendrix & Kelly Rhyne:** Some of our historically biggest sponsors have children that aged out of BV, so some new sponsors this year.
 - Total sponsorships of \$16,500 so far – budget was \$10,500.
 - Pelham Medical Center \$2,500 to Backpack Buddies.
- **Staff Appreciation – Jen Holly & Alicia Kamlet:** Had a lunch on Monday – very successful!
 - This coming Friday is a lunch – will need to rely on this group help with lunch. Won't need volunteers to cover classes this time; however, do need food donations from this group – SignUp Genius will be coming out. Thanks in advance!
 - September 29 lunch being rescheduled.
- **Yearbook – Dana Lanning & Courtney Rhoades:** QR code to purchase yearbooks. \$25 through January then price goes up.
- **Other Committees:**
 - **Carnival – Caralae Culpepper & Angela Shoultz:** Carnival will be April 12th. There are several chair positions that are still open – Concessions (big need!), Prizes, Photo Booth so please let them know if you know anyone who may be interested.
 - **International – Shezeen Muqri:** Lyndsey shared the following update emailed from Shezeen:
 - I'm so excited that we have Ms. Zoppe with us for International lab. I have a first time meeting with her on Tuesday. We'll be discussing what she has planned for this year and how our committee can provide support. As you may know we also have a date for International Night.
 - **Kids Helping Kids – Alicia Kamlet:** This year, cutting the time for donations down to 3 days.
 - If you are cleaning out closets – clothes that have tags or toys never been used, please let Alicia know and she can pick them up to use for KHK in lieu of spending funds to purchase.
 - **Reflections – Laura Kudey & Courtney Rhoades:** Will need judges – 6 categories (art, music, dance, film production, etc) but can't be affiliated

with Buena Vista. Please go ahead and be thinking if you know anyone who may fit the criteria.

- **School Supply Kits – Tricia Parker:** Kits were late this year, and we won't be using this company again. Thank you to everyone who came and helped unpack all the boxes/sort etc.
 - Hoping to be able to set it up as a QR code next year.

** Lyndsey thanked everyone for coming. The meeting was adjourned at 4:00PM.

Minutes respectfully submitted by Megan Epps, Co-Secretary