



PTO Member Meeting Agenda

September 16, 2021

- **Welcome**

- 784 students currently enrolled at BBES
- Approval of [May 2021 PTO Meeting Minutes](#)
 - Attendees reviewed the May 2021 minutes and voted to approve

- **President's Welcome**

- Welcome to first meeting of the year; We appreciate everyone joining this evening
- Great to hear so many new families here
- PTO Purpose: A group of volunteer parents, teachers, staff mission to support the school and community; We provide school enrichment, assemblies, different committees - beautification, inclusion, etc., kindergarten meet and greet, thanksgiving luncheon, parent dances, bingo night; We could have many events last year but are hoping to have several, possibly modified, this year; Trying to maximize the good weather with outside events; We want to respect the guidelines and minimize the number of people in the building at one time
- Fundraising money goes to: Teacher classrooms, selective seating, books, aids that teachers request, gifts and luncheons for teachers, scholarships for after school programs, buddy benches, materials, tools and technologies for classrooms (last year we provided tech items for classrooms to support an easier online learning)

- **Principal's Report**

- Principal's Update
 - What each grade is celebrating and working on so far
 - Preschool (Ms. Woo): Focusing on mask-wearing, learning classroom rules and building relationships
 - Kindergarten (Mr. Hawk): Students have all been able to get home the right way; learning routines and procedures
 - 1st Grade (Mr. Hawk): Celebrating a smooth dismissal, adapting word study curriculum to meet needs of all learners
 - 2nd Grade (Ms. Sloane): Critical thinking lessons, challenge students, focus is "+, -, and interesting" to support decision-making; creative lessons with Ms. Berg
 - 3rd Grade (Mr. Hawk): It's great to have whole classroom filled with students again; honing in on math lessons, seeing some challenges, but kids are making progress
 - 4th Grade (Ms. Woo): Focusing on our math unit; working hard with Schoology

- 5th Grade: (Ms. Woo): Celebrating being back in person live; participating in science labs with hands-on materials; establishing positive community in classrooms and feeling happy and safe
 - 6th Grade (Ms. Woo): Goose mindset - follows socratic seminar; establishing norms for 1st book club of the year
 - Parents should look up the Goose mindset
 - We are working on routines, especially arrival and dismissal; The goal is to try to beat the buses (in Kiss and Ride); Experiencing a $\frac{1}{3}$ - $\frac{1}{2}$ increase in cars than in the past and need to manage the flow better
 - COVID numbers in newsletter: Will now note the number of COVID cases per week in the newsletter (this week = 4) rather than as they happen; So far we have not seen transmission in school; Continue to work through processes for when someone is exposed; It has been a cumbersome process that takes a while and we hope that we can streamline that quickly; The county health department has been taking 10-12 days to close cases; Currently have 13 students paused
 - Parent Coffee will be held September 22nd at 10:00am; The session will be mostly Q&A and will record for those unable to attend
 - COVID self-checks: All families need to be conducting COVID self-checks to avoid having students sent home for COVID-like symptoms; We encourage everyone to keep sniffles/coughing at home and see what it is; We need to follow the letter of the law with what the county and health department has asked them to do; We want to protect everyone
 - Parent-Teacher conferences will be virtual between now and early November
 - Upcoming assessments: There are some additional assessment this year; The VA Growth Assessment which resembles the SOL for grades 3-6, but assesses based on the previous grade level; The social and emotional screener for K-6; Any assessment questions should be directed to Mr. Hawk
 - Ms. Woo thanked all parents who have reached out to help us provide the most clear communication; Please continue to reach out if you see any gaps
 - Cafeteria Volunteers: Volunteers are still needed; thank you to all who have volunteered
- **Committee Reports**
 - We have several reports for the 1st meeting of the school year; August 1st is the beginning of the reporting year
 - Treasurer
 - 2020-21 Annual Financial Reports (for the year ending July 31, 2021)
 - Fund balance \$22,224.94
 - Income: Virtual paint nights and STEAM Nights (both were good for community-building); School supply kits, small membership dues and spirit wear; Charleston Wrap last winter was successful, bingo night; Amazon smile
 - Expenses: Teacher supply funds (increased last year to give teachers what they needed to be successful in a virtual environment), tech equipment, staff appreciation (in lieu of regular luncheons), fundraising expenses

- 2020-21 was not a great year for bottom line; We spent more than what came in, but this was expected due to the pandemic; The PTO managed its budget categories carefully
- 2020-21 Financial Review & Reconciliation Report
 - Andrea Root, Melissa Lowden, Rachael Buckley, and Karen Priftis participated in the review
 - The review asked detailed questions about our policies, tax certification, 501(c) status, records and receipts kept
 - The Report was validated at the end and demonstrated our stewardship of the funds we handle on behalf of the community
- August 2021 Financial Report
 - Outgoing expenses: Teacher appreciation luncheon (Jersey Mikes), payment for beatification (mulching and weeding), movie night license, ipad purchased with proceeds from an earlier Thankful campaign
 - Incoming Expenses:
 - This was the biggest Open House we've had; Everyone wants to contribute and be part of community; We have already almost made membership numbers forecasted as part of in the first few weeks
 - Kona Ice proceeds from the Open House will go into the September numbers; We made a percentage of the sales and we were told the sales were through the roof; We expect \$300-\$300
 - \$1,923 came in from Open House spiritwear sales; Online portal is now open for spiritwear purchases for those who missed it at the Open House
 - \$265 received in membership dues; Income received from the first round of spiritwear sold at the Open House
 - Electronic payment options now ongoing (new); 1200 imported from paypal that we will see in sept balance
 - Current Balance: \$21,614.16
- 2021-22 Annual Budget Approval
 - This was a hard exercise during COVID given the unknowns
 - We approved the draft budget at the last meeting and waited over the summer in case there were any changes
 - A few small changes; Most routine items are still there although remain uncertain due to COVID; We are taking a conservative approach; If we don't use the funds, we don't use them; If we need to repurpose, that would be approved during PTO meetings
 - We kept line items for teacher-led afterschool programs and dances, etc. but those are what-ifs
 - We bumped up Amazon Smile and spirit wear because those numbers are coming in higher
 - Teacher supply fund and staff appreciation are important things we need to add each year

- Administrative items are included, such as insurance and tools we use to track money
 - Pass-throughs; Mainly used for 6th grade activities
 - The 2021-2022 PTO Budget was voted on and approved
- Programs
 - Recap: Open House Success
 - The event was a great success
 - We sold out of all spirit wear items
 - Rock painting was also a great success; We were able to add lots of new rocks to the garden in the front of the school; Thank you to Karen Priftis for organizing; We were resourceful and used leftover paint from paint nights
 - Movie Night
 - Planning an outdoor, COVID-friendly movie night on Oct 1st
 - More information will be in the News You Choose
 - Fall Festival generally happens the Friday of the book fair week (end of October); We are still envisioning what that could look like this year; Brainstorming ideas for an outside event; If anyone wants to volunteer or has great ideas, we'd love to hear from you
 - Programs Currently Paused due to COVID
 - Afterschool Programs and Watch DOGS; We are trying to reduce the number of people in the school because it makes it much more difficult for contact tracing; We will see how COVID evolves and hoping to maybe do these later this year
 - Mr. Young noted that BBES is trying to limit the groupings they have; Most transmissions have been adult to student so it is prudent to wait for now
 - We have a lot more opportunity than we did last year when we couldn't even gather outside; We will continue to look for creative ways to keep school spirit and energy up
- Fundraising
 - Karen Lee stated that we will continue Spirit nights (restaurants), gift wrap fundraisers, and others; Be on the lookout for more information
 - Box Tops and Amazon Smile
 - Sarah Engel explained that Box Tops are now completely digital; Download the app and any time you go shopping and see the Box Top logo you scan your receipt; The proceeds will be sent directly to BBES
- **New Business**
 - Volunteer Support
 - We want to put together a strong volunteer list; We can always use help, especially with in-person events; Rachael Buckley will put together an email list from the Membership Forms and ask for volunteers before big events

- Kristen McManus requested time to discuss the Inclusion Committee in October; We will put it on agenda

- **Announcements**
 - Board Elections - Open positions
 - President-Elect, 3-year term
 - VP, Programs
 - We are currently taking nominations; You must be a paid PTO member and we will vote the next month; Anyone who is interested can always reach out to us offline; Will also include this in News You Choose
 - A meeting participant noted that the Kona Truck was a great idea; It was a great way to make people feel comfortable and welcome them back
 - There was a question on whether we need donations for teacher gifts; The PTO Board explained that we have a dedicated line item in the budget for this; Families can also donate funds in addition to the suggested \$10 when joining the PTO
 - There was a question on what percentage of parents join the PTO? We are not sure, but will look into that and report out on it later
 - Rachael Buckley suggested that the PTO purchase a new set of letters/numbers for the small marquee in the main lobby; Rachael will research the cost and bring it to next month's meeting

- **Open Floor**
 - No additional comments or topics raised

- **Adjournment**
 - Thank you to all for attending; We appreciate everyone's support; Welcome back!