**PALM VALLEY ACADEMY PTO PRINCIPAL COFFEE CHAT MEETING MINUTES**

**DATE:** 9/10/18 **LOCATION:**  Palm Valley Academy Cafeteria – 700 Bobcat Lane

**MEETING CALLED TO ORDER BY:** Matthew Underwood **TIME:**  6:35 PM

**ATTENDANCE:** Matthew Underwood, Jill D’Amato, Pauline Sevigny, Stacy Bingham, Jillian Schmidli (PTO Board Members) and a parent audience of more than 10 people

* 1. Introductions
     + 1. Matthew Underwood introduced himself and Jill D’Amato as Co-Presidents of the PVA PTO. Then, he introduced Principal Richardson and Assistant Principals Drew Chiodo and Zach Strom as well as the newly appointed Dean, Jake O’Keefe.
  2. Principal Richardson Update – an update was provided by the Principal followed by a question and answer session. Please refer to the corresponding attachment for the presentation:



* 1. The August PTO highlights were recapped by Jill D’Amato. She described where funding has gone to date and the next funding priorities/planned fundraisers. The August PTO highlights can also be found in the PTO general meeting minutes for August on [pvapto.org](http://pvapto.org/) under the PTO/Meeting Minutes section.

The next two priorities for funding are:

* + 1. Teacher curriculum support materials, and;
    2. Playground expansion

The PTO is working with the team leads at each grade to determine what materials would make the biggest impact for them so we can spend the funds optimally on curriculum support.  As for the playground, a survey is being developed and will be sent out to the students/teachers for them to prioritize key playground components (e.g. swings, slides, four square, etc).  Once the results are in, we will work with the playground vendor to develop a couple of designs incorporating these components and will let the students/teachers vote on which design they like best.  The intent is to make this be a long term solution and something the students will use for many years to come.  All donations received through the Bobcat Bolt (our fun run) will go to the playground project.  We have already secured funds and approval for putting shade over the K-2nd grade play area.  That should be installed in the next month or so.

**ANNOUNCEMENTS:**

* Next meeting scheduled for 10/8/18 at 9 a.m.
* Master Calendar is posted on PVAPTO.ORG and the Facebook site: Palm Valley Academy PTO
  + Trasca Spirit Night is scheduled for 9/12/18; proceeds of the sales will go to the PVA PTO and families should retain receipts throughout the year as .25 cents will be donated by Trasca for each receipt
  + 6th grade dance is scheduled for 9/21/18
  + Fall Family Festival is scheduled for 10/4/18 from 5:30-7:30 p.m.
  + The shoe drive is ongoing with a goal to obtain 2,500 pairs of shoes by 10/12/18; PVA PTO will receive $1,000 if goal achieved
  + Spirit Store hours have been revised to 8:30 – 9:30 and is now in the front office, on the scheduled days of opening
  + Birthday book program - the original plan was to have students select their  books during their media time, however, this time does not occur frequently enough to capture all of the monthly birthday students, so we have modified the process.  We now request that teachers send their birthday book students to the media center before 8:30am on designated days of the week so the child can pick out their book and get their picture taken for the bulletin board.  This avoids disrupting class time.

**MEETING ADJOURNED AT**: 7:40 PM

**MINUTES COMPILED BY**: Pauline Sevigny