

Beverly Woods PTA Board of Directors  
Meeting Agenda  
January 6, 2022  
7:45- 9:00am

Attendees:

- Emily Chandler (President)
- Karen Cannon (Secretary)
- Kristen Bunich (Audit)
- Heather Nalls (Nominating)
- Jessica Wylie (Advisor)
- Hillary Kestler (Treasurer)
- Megan Hogan (VP-Events)
- Anna Lucke (Advocacy)
- Andrew Bell (Staff - Principal)

- I. Call to Order and Approve the Minutes
- II. Report from Officers

A. Principal/Administration – Mr. Bell

- Not many updates so far
- Most cases and absences have been related to infections over the break
- So far, no spread in the building – will know more next week
- Went over safety protocols with students to make sure we stay safe
- Staffing issues is the greatest concern
- 2 guest teacher spots open and 1 assistant spot open
- Garber is back and helping with 4<sup>th</sup> grade, Wawak is back helping with interventions full time
- Trying to better leverage the TA roles so they have more capabilities in helping with teaching – building them into future teachers and possibly keep them at the school
- Testing will be happening over the next month to measure student progress
- Supposed to get a full time contact tracer by the 18<sup>th</sup> – they will also be able to administer PCR test to students, staff can administer rapid tests if needed
- Open House is on 1/20 - working with Covid constraints to still hold it with social distancing – will postpone it a couple of weeks if needed
- Very appreciative of the PTA gifts and support over the holiday

B. President – Emily Chandler

- Outdoor classroom- Waiting on approval
- Working with Todd Sherrill to get approval
- Also working with Todd on having the lattice work around trailers
- Reaching out to CPA to see how much money we can carry over to next year
- Ms Moore did not get approval for ukuleles so PTA will purchase

C. Treasurer – Hillary Kestler

- Budget Overview – buying ukuleles
- Dining Night Out 1/12- Hawthornes
- Greco Fresh Grille agreed to dining night out as well
- Book Fair- Final monetary update, we have received \$8609 in total deposits – need to confirm if and what we owe to Scholastic
  - i. Would like to give the credits to Ms Manning and Cultural Arts committee
  - ii. Need to put some controls in place for accountability, ie count money in drawer at beginning of day
  - iii. Discussing dropping rounding up since so much confusion
- Canva subscription – Emily will purchase and get reimbursed so we can continue to use
- Spring Online Auction- start planning, having meeting next Monday to start, need to gather business donations asap

D. Vice President of Events – Megan Hogan

- Beautification- need to plan Winter clean up date, emailing sarah case and quinn nash to plan – perhaps around valentine’s day – “we love our school”
- Chess Club- charlotte chess center applied in early December (12/9) and still waiting on approval, reached out to Jesse Montgomery to see when we can start communicating
  - K-5, Tuesdays 3-4 pm, starting 1/25 thru 4/26, \$180 per student, minimum number of students is 15, [www.charlottechesscenter.org/schools](http://www.charlottechesscenter.org/schools)
- Coffee Cart- 1/20, reaching out to Kat Fuchs
- Prospective Parent Open House- 1/20 – committee reached out to Bell directly and he gave parameters, will work with Emily and Megan on communicating
- Inclusion Week- 2/28-3/4/22, committee is meeting now and will keep us posted
- Boys’/Girls’ nights- girls night in March so we can have at Y airnasium for dance, working on date for boys night

E. Advocacy Report – Anna Lucke

- BWE Cares- Christmas snack bags review
- Website/ Social Media development- Update
- Working on Sandwich project
- We need to add \$ to budget for website revamp

F. Nominating – Heather Nalls

- Working on templates for each role

III. Updates/New Business

1. Side note – we need a communication board member to control messaging
  1. Parents are feeling inundated with parentsquare messages
  2. Possibly sending out PTA newsletter every Wednesday?

3. Talk with Parentsquare over how the posts are organized, how to find a post, etc
  4. Work on streamlining the important items, have some general rules for who post what when
  5. Social media, parentsquare, newsletter, canva, master contacts lists, etc all under this board member
  6. Ask committee heads to provide template, instructions, contacts for each event so it can be passed down
  7. Emily and Anna to get together and come up with a strategy
2. Side note – Jessica Wyllie wants to know about beginners day – why already over budget? Looks like the printing and balloons put us over – working on additional funding for this year. Technically tess should have been ordered last spring but they were ordered this fall – so we need to allocate more tshirt money

IV. Calendar

Cultural Arts week is week after spring break, Staff appreciation is first week in May, Possibly have book fair week before spring break

1/6/2022	PTA Board Meeting - PTA Trailer	PTA Board	7:45-9:00AM
1/12/2021	Dining Night Out- Hawthornes Pizza	PTA Family Nights	
1/17/2022	NO SCHOOL - HOLIDAY		All Day
1/20/2022	Coffee/Snack Day for Teachers	PTA Hospitality	
1/20/2022	Prospective Parent Open House	PTA Newcomers	9:45-11:15AM
1/24/2022	NO SCHOOL - HOLIDAY		All Day
<b>FEBRUARY:</b>			
2/3/2022	PTA Board Meeting - PTA Trailer	PTA Board	7:45-9:00AM