

**Jefferson Elementary PTA Meeting Minutes**  
**January 20, 2016**

**I. Call to Order** – Christine Neavin at 9:35am

Members Present:

Christin Neavin – President

Valerie Baer – 1<sup>st</sup> Vice President

Sarah Shaw – 2<sup>nd</sup> Vice President

Tamara Grant – Treasurer

Kristin Archbold – Recording Secretary

Carrie Conboy - Historian

Wendy Clougherty – Bingo Night Chair

Mary Crowley – Safety Patrols/ Squads Chair

Colleen Frank – Cultural Arts, Nominating Committee and Shoppers Rewards Chair

Kelly Guyrina – Spelling Bee and Girls on the Run Chair

Melissa Harris

Denise Romeo

Aimee Sacco

Jahna Steiner

**II. Anxiety Presentation**

**a. Lori Morin---JES Counselor**

**i. “Skills to Interrupt the Worry Cycle in Children”**

**ii. Detailed printout of the presentation was distributed to all meeting attendees.**

**I. Executive Committee Reports**

**a. President – Christine Neavin.**

**i. Mrs. Neavin began by reading a thank you letter written to the PTA from Mrs. Murdoch, the JES Librarian who retired in December.**

**1. Mrs. Murdoch expressed her appreciation for the thoughtful gifts from the PTA.**

**ii. Mrs. Neavin reported on the success of the JES Holiday Shoppe.**

**1. Attendees were reminded that the Holiday Shoppe is not a PTA fundraiser, but instead was intended to allow students to participate in the spirit of giving.**

**2. Mrs. Neavin thanked the many volunteers who made the project possible.**

**3. Over 175 cards were also delivered to residents at Asbury Heights as part of the Holiday Shoppe effort.**

**iii. Mrs. Neavin reported on behalf of the Membership Committee**

1. New staff members were added to the PTA membership, but no new families.
2. There will not be a new Directory issued in January.
- iv. Mrs. Neavin reported on behalf of the Skating Party Committee
  1. The annual JES Skating Party will be held on Monday, January 25.
  2. PTA will communicate with parents via email if weather forces the event to be cancelled.
    - a. If the Recreation Center is open the event will be held.
  3. A raffle will be held and food will be available for purchase.
- v. Mrs. Neavin reported that Marisa Hupe will be chairing the Jump Rope for Heart event.
- vi. Mrs. Neavin reported on behalf of the 5<sup>th</sup> Grade Farwell committee.
  1. The committee continues with its fundraising and community service efforts
  2. There will be a new service project in March led by the fifth grade to donate packed lunches to ten food pantry.
    - a. The entire school will be asked to help with food donations and 5<sup>th</sup> grade students will assemble the lunch packs.
    - b. The packing effort may be combined with an after school movie and pizza party.
      - i. The food drive packing event in November was well attended by 5<sup>th</sup> grade students who truly enjoyed working with each other on the service project.
- vii. Mrs. Neavin reported on her Bulletin Board efforts.
  1. The bulletin boards will be used to feature the headshots of talent show participants and the artwork submitted or the talent show program cover contest.
  2. The intent is then to focus a Valentine's Day-themed bulletin board on the many service projects held at JES as a way of thanking the students.
- viii. Mrs. Neavin reported on behalf of the JES Sharing Committee
  1. JES is Sharing committee will be holding a Valentine's Day card drive for Asbury heights.
    - a. Mrs. Neavin explained that this will be a great way to allow the students to directly participate in a service project.
- ix. Mrs. Neavin reported on behalf of the Talent Show Committee.
  1. The Talent Show will be held on January 27.
    - a. There is a record number of acts this year.
    - b. 50 acts will be performing.
- x. Mrs. Neavin reported on behalf of the Juvenile Protection Committee
  1. Mrs. Neavin reported that a special Juvenile Protection email will be going out on Friday, January 22 regrading Gun Safety.
  2. The text was written by Mt. Lebanon Police Chief Aaron Lauth.

- a. It challenged parents to ask the tough questions when our children visit other homes.
  - b. 1<sup>st</sup> Vice President – Valerie Baer
    - i. Mrs. Baer reported that she has been working with the Homeroom Coordinators on the Valentine’s Day party.
      - 1. The snack list has been approved.
        - a. All foods will be safe foods – no cross contamination at factories
        - b. The menu includes whole wheat pretzels, Hershey Kisses and water.
        - c. The party will be held on Friday, February 12
        - d. All party volunteers will need clearances. That process has been working well.
      - 2. Mrs. Baer reported that the 3<sup>rd</sup> graders participated in the last Garden Club meeting.
        - a. Students took care of winterizing all the planters.
        - b. The next grade to take part in the club will be 2<sup>nd</sup> grade.
          - i. They will be doing an indoor project at lunch – indoor planting or perhaps creating bird houses.
        - c. Mrs. Neavin explained that the Garden Club is a pilot program aimed at reestablishing the lunchtime clubs at JES.
  - c. 2<sup>nd</sup> Vice President – Sarah Shaw
    - i. Ms. Shaw reported that there will be a new Kindergarten registration process beginning this year.
      - 1. The process will include a screening for all incoming kindergarten students.
      - 2. Registration packets will be available beginning February 1.
      - 3. Class preference will not be on a first come first basis although parents will still be able to express a preference for morning or afternoon.
        - a. The focus will be on the makeup of the class.
      - 4. Class rosters will be set by the end of the school year.
  - d. Treasurer – Tamara Grant
    - i. Mrs. Grant reported that the PTA operating account has assets totaling \$17,392.49.
    - ii. Mrs. Grant reported that in October, November and December PTA added 42 members resulting in deposits for dues and donations.
    - iii. Additional deposits were made for the following PTA activities
      - 1. Box Tops - \$1,013.60
      - 2. Square 1 Art- \$2,735.01
      - 3. Amazon.com
        - a. November - \$92.32
        - b. December - \$209.14

- iv. Expenses this period included \$787 for the 5<sup>th</sup> Grade Farewell T-Shirts which will be repaid by the 5<sup>th</sup> Grade Farewell Committee.
  - v. Mrs. Grant reported that she created a new line item for class parties to allow PTA to purchase food in bulk for all classroom parties.
- e. Recording Secretary – Kristin Archbold
- i. Mrs. Archbold made a motion to approve the minutes from the November, 18 2015 Meeting
    - 1. Tamara Grant seconded the motion.
    - 2. The motion passed without objection.
- f. Historian – Carrie Conboy
- i. Ms. Conboy reported that she is continuing to work on compiling historical data for all PTA events.
- g. Corresponding Secretary
- i. No report was given

## **II. Standing Committee Reports**

- a. Spelling Bee – Kelly Gyurina
- i. Mrs. Gyurina reported that the spelling bee was in process.
    - 1. The 3<sup>rd</sup> grade classes will each advance four students to the school wide spelling bee.
    - 2. The 4<sup>th</sup> and 5<sup>th</sup> grade classes will each advance three students.
      - a. The combined 4<sup>th</sup> and 5<sup>th</sup> grade bee will be held on February 18 at 8pm.
      - b. One person will advance to Western Pennsylvania regional spelling bee in March.
  - ii. Mrs. Gyurina emphasized that the spelling bee helps build self-confidence for those students who participate.
- b. Girls on The Run – Kelly Gyurina and Tamara Grant
- i. Mrs. Gyurina explained that the school will have two teams of 3-5<sup>th</sup> grade runners this year.
    - 1. This was made possible by strong parental support and two assistant coaches.
    - 2. Registration is open, and the program will use a lottery system to determine who is accepted into the program.
    - 3. The teams of girls will be split up running on Tuesdays or Thursdays.
    - 4. The teams will run a 5k at Hartwood Acres on May 15.

5. Mrs. Guyrina and Mrs. Grant explained that other aspects of the program include self, community and team.
        - a. The coaches talk to the gilds about self-care, respect, bullying and help them choose and complete a service project.
        - b. It was also noted that many return runners help mentor those new to the program.
    - ii. Mrs. Neavin thanked both Mrs. Guyrina and Mrs. Grant for donating their time.
    - iii. Ms. Shaw noted that the school has a similar program for 4<sup>th</sup> and 5<sup>th</sup> grade boys called Let Me Run.
      1. The program was run by Mary Crowley and Kelly Harvey Jones this year.
      2. Both running programs have parent volunteers who have 5<sup>th</sup> grade children so new volunteers will need to take the reins next year.
- c. Squads – Mary Crowley
  - i. Mrs. Crowley reported that the squads had done a very good job during the first two 9 week periods, and commended the squad captains for their work.
    1. Mrs. Crowley pointed out that Ms. Shaw had secured new captain badges that the student would be able to keep.
  - ii. New captains will be chosen for the second half of the year.
    1. The application deadline is January 22.
  - iii. Mrs. Crowley suggested a new chair be chosen next year who is 5<sup>th</sup> grade parent.
    1. Being connected to the kids in the 5<sup>th</sup> grade class was an asset in chairing the committee, assigning squad posts and working with the students.
- d. Nominating Committee – Colleen Frank
  - i. Christine Neavin thanked Mrs. Frank and committee for their work compiling a slate of nominee for next year’s PTA Board.
  - ii. Mrs. Frank explained that the committee was currently gathering names and reaching out to see who would be willing to serve on the Board.
    1. She encouraged anyone who was interested or knew someone who would be interested to let her know.
  - iii. The slate of nominees will be presented at the February meeting.
- e. Shopper Rewards – Colleen Frank
  - i. Mrs. Frank reminded attendees to continue to use the JES Amazon link as it is an easy way to raise funds for PTA activities.

- ii. Mrs. Frank also noted that Box Top collections continue to help fund our assemblies.
  - i. There will be a collection drive/ competition held in February.
    - 1. All Box Tops will be mailed by March 1 and PTA will receive a check by April 1.
    - 2. Any Box Tops collected after the mailing deadline will go to next year's budget.
  
- f. Cultural Arts – Colleen Frank
  - i. Mrs. Frank reported that Pittsburgh CLO will be bringing “The Incredibly Innovative Innovators of Pittsburgh” to JES on February 29.
  - ii. There are also plans to bring the Science Center back in the late spring.
  - iii. Mrs. Frank is looking for one additional assembly.
    - 1. Ms. Shaw said she has a contact at the Pittsburgh Brass Ensemble which she will pass along to Mrs. Frank.
    - 2. Mrs. Frank thanked Ms. Shaw for being open to bringing in assemblies that enrich our students' educational experience.
  
- g. Declaration Newsletter and Website – Kristin Archbold
  - i. Declaration has been going out on schedule.
  - ii. Mrs. Archbold continues to provide Ms. Shaw with information for her school-wide eblast.
  - iii. Mrs. Archbold reported that she is working on making changes to the PTA pages on the new website.

### **III. Other Business**

- a. Mrs. Grant explained there were left over transfers from the front of the 5th Grade farewell T-Shirts and asked if it made sense to print some t-shirts to keep for general school use.
  - i. The artwork is not 5tgh grade specific.
  - ii. The cost would be \$100.
  - iii. Discussion concluded that using the transfers on some small and some large t-shirts would be a wise decision and could be used for individual and class prizes for upcoming events and contests.

### **IV. Adjournment**

- a. Christine Neavin thanked everyone in attendance and expressed her appreciation for the support the PTA receives for events, volunteer requests, fundraising and service projects.
- b. Mrs. Neavin adjourned the meeting at 11 am.
- c. The next meeting will be held on February 17, 2016 at 7:00 pm.