

**Jefferson Elementary PTA Meeting Minutes
February 16, 2016**

I. Call to Order – Christine Neavin at 7:06pm

Members Present:

Christin Neavin – President

Valerie Baer – 1st Vice President

Sarah Shaw – 2nd Vice President

Tamara Grant – Treasurer

Kristin Archbold – Recording Secretary

Jean Thomas – membership and Juvenile Protection

Sarah Nee – JES Intern

Karen Wolling – JES Teacher and Parent

II. Executive Committee Reports

a. President – Christine Neavin.

i. Mrs. Neavin began by thanking everyone who worked on the 2016 JES Talent Show especially Kristine Griffin.

1. Ms. Neavin also acknowledge Chris and Otto Kessler who have overseen the stage crew for a number of years. This was their last year with a child at JES.

2. Ms. Neavin noted that more kids participate di this year’s talent show than any other year, and students were also able to be involved in stage crew and by creating cover art for the program.

ii. Mrs. Neavin then commended JES students for the overwhelming response to the Valentine’s Day card drive for the residents of Asbury Heights.

1. A box full of cars and balloons were delivered to Asbury Heights on Friday, February 12, 2016 and the residents were thrilled with the gesture.

b. 1st Vice President – Valerie Baer

i. Mrs. Baer reported that the Valentine’s day parties went smoothly

1. Mrs. Neavin suggested that the look into a different way to collect money from the homeroom coordinators for the food purchased in bulk by the PTA. She suggested that this need to be done prior to the day of the party.

a. Jean Thomas asked if there is a system to account for the homeroom party money is being used for parties and events.

i. Mrs. Baer, Mrs. Neavin and Mrs. Grant explained that each classroom maintains its own budget. When planning begins for the 2016-17 budget, we can evaluate if this system is working.

ii. Mrs. Baer explained that ensuring that volunteers have proper clearances is still going well.

- a. Ms. Shaw noted that the Battle of the Books coaches need to have all three clearances if they hold meetings at school.
 - iii. Finally, Mrs. Baer reported that the Gardening Club looking is looking for dates for the next project.
 - c. 2nd Vice President – Sarah Shaw
 - i. Ms. Shaw reported that Kindergarten registration going well.
 - 1. The new Kindergarten screening will be done by a team of teachers and specialists.
 - a. The screening should help provide valuable information about the incoming students in advance of the first day of school to best address the specific needs of the students.
 - d. Treasurer – Tamara Grant
 - i. Mrs. Grant stated that the JES PTA currently has \$17, 418.19 in operating funds.
 - ii. She reported that the 5th Grade Farwell committee raised \$502 from talent show bake sale.
 - iii. Mrs. Grant also reported that \$92.32 was received in January for purchases on Amazon during November.
 - 1. Additional funds are expected for purchases made in December and January.
 - a. Mrs. Neavin reported in behalf of Colleen Frank that we should expect \$209.14 for December purchases and are on track to earn \$79 in January.
 - e. Recording Secretary – Kristin Archbold
 - i. Mrs. Archbold made a motion to approve the minutes from the January 20, 2016 Meeting
 - 1. Mrs. Wolling suggested an edit to a typographical error in the Holiday Shoppe section of the minutes
 - a. Following the correction, Mrs. Archbold made a motion to approve the minutes
 - i. Tamara Grant seconded the motion.
 - ii. The motion passed without objection.
 - f. Historian – Carrie Conboy
 - i. Mrs. Neavin reported that Mrs. Conboy is continuing to work with the committee chairs on reporting for their events and activities and the process id going well.
 - g. Corresponding Secretary
 - i. No report was given

II. Standing Committee Reports

a. Membership- Jean Thomas

- i. Ms. Thomas reported that there have been very few memberships added over the past month.
- ii. She stated that there are currently 165 families who have joined the PTA
 1. She also conveyed that three families have not paid their 2015-16 dues.
- ii. Mrs. Thomas stated that 23 staff members have joined PTA. –
 1. Ms. Shaw asked that when making teacher reimbursements that the PTA reimburse teachers who have joined the PTA first.
 2. Karen Wolling asked about how membership is handled for encore teachers who teach at multiple buildings.
 - a. Mrs. Thomas explained that currently those teachers have the option to join the PTA at each school and all of the JES encore teachers have become members.
- iii. Karen Wolling volunteered to encourage membership at the next teacher union membership meeting.
- iv. Ms. Neavin explained that she and Mrs. Thomas would be meeting in the next month meeting to discuss going electronic with membership.
- v. A discussion ensued about compiling a list of all of the PTA's contributions to JES for use in future membership drives.

b. Jump Rope for Heart- Marisa Hupe

- i. Mrs. Neavin reported that the date for Jump Rope For Heart had to be moved to Friday February 26 due to the snow day.
 1. She explained that there was an overwhelming response to the email request for volunteers.

c. Movie Night - Christine Neavin

- i. Mrs. Neavin reported that JES PTA will hold its first family movie night on March 4, 2016 at 6:30pm
 1. The event will be free
 2. We will be showing Disney Pixar's "Inside Out."
 3. Children are invited to wear pajamas.
 4. Movie theater snacks will be available for purchase.
 - a. Mrs. Neavin explained that she preferred to sell these at cost and not make this a fundraiser.
 - i. Fifth Grade Farewell has been interested in using this to raise funds so Mrs. Neavin will meet with Kara Quigley and Anne Semanco to discuss fundraising alternatives.

- d. Breakfast with Someone Special - Kara Quigley
 - i. Mrs. Neavin reported that Breakfast with Someone Special will be held on Friday, March 11, 2016 from 8-8:30am
 - ii. Mrs. Neavin explained that there may be a Food drive again at the Breakfast as an option for a March/ spring service project
 - 1. The project will involve packing lunches for the Light of Life Mission.
 - 2. 5th grade students will pack lunches at an after school event; the entire school will donate items and decorate lunch bags.

- e. Spelling Bee - Kelly Gyurina and Anne Semanco
 - i. Mrs. Gyurina provided a report that was read by Mrs. Neavin.
 - 1. The Third Grade Spelling Bee was held on February 11.
 - a. 7 students participated and competed during several amazing rounds.
 - 2. The 4th and 5th Grade Spelling Bee will be held on Thursday February 1
 - a. 16 students will participate.
 - b. The winner will advance to the regional Bee.
 - c. Winners will also receive gift cards to Barnes and Noble.
 - ii. Mrs. Neavin emphasized that the Spelling Bees are a Great opportunity for students to build self-confidence.

- f. Art Night - Valerie Baer
 - i. Mrs. Baer reported that Art Night will be held on March 30, 2016 from 6:30pm – 8:00pm.
 - 1. Mrs. Baer will meet with Mrs. Switzer to go over details.
 - 2. She explained that the framed artwork fundraiser may also be a part of the event again this year.
 - a. The fundraiser was well received and parents seemed to enjoy donating specifically to the arts at JES.

- g. Fifth Grade Farewell - Anne Semanco and Kara Quigley
 - i. Mrs. Neavin reported on behalf of the committee that fundraising is going well and planning continues for future events and service projects.

- h. Cultural Arts (assemblies) - Colleen Frank
 - i. Mrs. Neavin reported that the school enjoyed the Josh and Gab assembly for Valentine's Day.
 - ii. She also explained that Pittsburgh CLO Will be performing the *Incredibly Innovative Innovators of Pittsburgh* on Friday, March 19.

- i. Bulletin Boards- Christine Neavin
 - i. Mrs. Neavin reported that the next bulletin board will focus on all of the JES community service projects.

- j. Shopper Rewards - Colleen Frank
 - i. Mrs. Neavin reported that the current Box top contest will end on March 1
 - 1. The winning homeroom will win a special prize.
 - 2. Mrs. Grant explained that Box tops posted over \$1,000 for this year which will be used for assemblies.
 - a. New money will be part of next year's budget.
 - 3. Mrs. Neavin reported that we could earn nearly \$650 from Amazon by the end of the year.

- k. Student Gardens - Mary Rayl
 - i. Mrs. Neavin reported that Mrs. Rayl has already begun the spring cleanup focusing on the Kindergarten playground fence area.

- l. JES is Sharing - Heather Casturo
 - i. Mrs. Neavin reported that Heather Casturo continues to work on all JES service projects and act as a resource for all committees doing service activities.

- m. Declaration newsletter - Kristin Archbold
 - i. Mrs. Archbold reported that the Declaration has been going out bi-weekly and weekly PTA updates have been included in Ms. Shaw's all-school email.
 - ii. She explained that work on the new website has been put on hold while the District PTA Council discusses changes with the District's technology Department.

- n. Juvenile Protection - Jean Thomas
 - i. Ms. Thomas reported that she continues to research and send safety information as part of the weekly PTA email material.
 - 1. The information has been focused on car and walking safety tips.

- o. Nominating Committee - Colleen Frank
 - i. Mrs. Neavin reported that Mrs. Frank submitted a report for her committee and a slate of nominations for the 2016-17 JES Executive Board.
 - 1. Mrs. Neavin read the slate of officers and asked for additional nominations.
 - a. No new nominations were made, and nominations were closed.
 - 2. The nominations for the 2016-2017 JES PTA Board are as follows:
 - President – Christine Neavin

- 1st Vice President – Valerie Baer
- 2nd Vice President –Sarah Shaw (Appointed)
- Treasurer – Tamara Grant
- Recording Secretary – Kristin Archbold
- Historian – Carrie Conboy

3. The slate will now stand until elections at the next PTA meeting on March 16, 2016 at 9:30am.

I. Other Business

a. Mrs. Neavin thanked all of the JES teachers and parents for their overwhelming support noting that this year has really seen JES unify as a school community.

II. Adjournment

a. Mrs. Neavin adjourned the meeting at 8:25pm.

b. The next JES PTA meeting will be held on March 16, 2016 9:30 AM