

**Jefferson Elementary PTA Meeting Minutes
October 21, 2015**

I. Call to Order – Christine Neavin at 9:41am

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 Chair

II. Executive Committee Reports

a. President – Christine Neavin.

- i. Mrs. Neavin expressed her gratitude to the JES community. Explaining what strong community we have including teachers, parents and our children.
- i. She expressed satisfaction that PTA and school activities have been both fun and community building.
- ii. School staff and teachers were commended for their team work this year.
- iii. It was noted that parent volunteers and teachers have been supportive and enthusiastic.

b. 1st Vice President – Valerie Baer

- i. Mrs. Baer began her report by acknowledging Ms. Shaw for her leadership. She noted that the positive energy we are experiencing from staff and parents this year is a result of Ms., Shaw's leadership who sets the tone for the school.
- ii. One example of this impact is that the book fair had the most volunteers in recent years= including new faces and young parents which also reflects a good reputation for the PTA.

c. Treasurer – Tamara Grant

- i. Ms. Grant reported that the PTA operating account has assets totaling \$11,334.11.
- ii. Large deposits were made for membership dues, yearbook payments and book fair income.
 1. Payments to Scholastic for the Book Fair have yet to be made.
- iii. The read-a-thon Monster Tailgate had a gross income of \$299 and is expected to net around \$100.
 1. The intent was to break even so this is a positive outcome for the new event.
- iv. PTA donations are currently at \$2,330
 1. This is up from around \$2,000 last year.
- v. The PTA received one read-a-thon donation

1. Since this was not a fundraiser Ms. Neavin will confirm the donor's intention.
 2. Jefferson is the only school that doesn't use the read-a-thon as a fundraiser and instead focuses on achieving 100% participation. This could not be done if there was fundraising attached. In addition, a new fundraiser would compete with the Book Fair.
 - vi. The invoices for the AG Lab and the 5th Grade trip to Linsley have been paid.
 - vii. The JES PTA currently has a balance with Amazon of \$141 that didn't transfer to our account. Ms. Grant and Colleen Frank are looking into the issue.
 - viii. The JES PTA 990 is complete and we are in good standing with the state and national PTA.
- d. Recording Secretary – Kristin Archbold
- i. Mrs. Archbold made a motion to approve the minutes from the September 16, 2015 Meeting
 1. Christine Neavin seconded the motion.
 2. The motion passed 5-0.
- e. Historian – Carrie Conboy
- i. Christine Neavin gave the report on Mrs. Conboy's behalf
 1. Mrs. Conboy is currently working on finalizing committee reports
 2. Mrs. Baer provided materials to Mrs. Conboy who is working out technical issues.
 3. Mrs. Grant suggested that everything be sent to committee chairs in a packet that includes reimbursement forms.0
 - a. Mrs., Archbold added that once everything is complete and the Mount Lebanon school district launches its new website everything will be available online as well.
- f. Corresponding Secretary
- i. This will now be a rotating position
 - ii. Ms. Shaw will be assuming the role until a set rotation begins

III. Standing Committee Reports

- a. Membership - Jean Thomas
- i. Mrs. Thomas picked up additional membership payments which should bring membership dues to about \$3,200 and \$2,600 in donations for the next reporting period.
 - ii. Membership currently includes 17 staff members and 160 families representing 234 students.
 - iii. Discussion was held regarding a targeted membership campaign for Kindergarten and 5th grade families.
 - iv. The next directory will be sent with a legal disclaimer outlining guidelines for its use and sharing.

- b. Homeroom Coordinators – Kristen Palumbo and Valerie Baer
 - i. Mrs. Baer gave the report.
 - ii. Things are going well obtaining clearances for volunteers.
 - 1. The office is doing a great job keeping records.
 - 2. We know that clearances now last for five years, but we need to determine if this is for new or existing clearances.
 - 3. Book fair only require casual volunteer which made it easy to find parents to help.
 - 4. A discussion was held regarding whether we should sponsor a fingerprinting event.
 - a. We may investigate it to get ready for the next school year, and associate it with an activity already on the calendar.
 - b. We would need at least 30 people, and the cost is approximately \$90.
 - 5. To make the transition to the new food policy easier, the menu for the Halloween parties was set by the PTA
 - a. The menu will include apples, oranges, water and Eat ‘n Park cookies
 - b. Food can be presented in a fun way.
 - c. Focus will be on games and activities
 - d. Treat bags containing non-food from parent volunteers are also being allowed and encouraged.
 - e.
- c. Reflections - Stephanie Schulte-Albert
 - i. Christine Neavin gave report on Mrs. Schulte-Albert’s behalf.
 - ii. Reflection applications are due tomorrow at 3:30pm
- d. Book Fair – Valerie Baer and Tamara Grant
 - i. Mrs. Grant gave the report.
 - ii. Book Fair Gross sales were just shy of \$8,000.
 - 1. This is an 8% increase over last year.
 - a. Mrs. Grant attributed to the increase in part the read-a-thon and tailgate. People stayed longer and purchased more.
 - 2. There was also an increase in volunteers which included many new parents.
 - a. Mrs. Baer and Mrs. Grant are looking for new people to chair the event next year.
 - 3. Prizes for the bookmark contest have not been paid for or distribute yet.
 - 4. The projected profit for the fundraiser is just over \$2,000 which should help cover the expenses related to the Kate DiCamilo visit.

- e. Read-a-Thon – Christine Neavin
 - i. Mrs. Neavin reported that JES achieved 100% participation in this year’s read-a-thon.
 - 1. Students will celebrate their success at an assembly tomorrow, October 22.
 - 2. They will also be rewarded with an extra recess and a movie at their teacher’s discretion.
 - 3. Students in the 1,000 minute club will enjoy a karaoke party.
 - 4. The Monster store will open tomorrow, October 22, for students to redeem the coins they earned by turning in minute tickets.
 - ii. Mrs. Neavin reported that the book report forms that were featured at the tailgate will be available all year.
 - a. Teachers can use when students finish work early.
 - b. This will encourage ongoing reading.
 - c. Mrs. Neavin will continue to update a reading bulletin board.
 - iii. Ms. Shaw expressed her excitement for the school achieving 100% participation
 - a. No other Mount Lebanon School has achieved this goal.
 - b. The read-a-thon was great for the entire school
 - c. She commended the team sword it took to make it a success including the teachers who read at the tailgate and Ms. Lewis and Mr. Hutsler for creating reading videos.
 - iv. Ms. Neavin reported that tallying minutes went well this year with the help of many volunteers including several new faces.
- f. Bingo Night
 - i. Christine Neavin gave the report
 - 1. Responsibilities are being divided this year.
 - a. Rachel Golden is handling Raffle Baskets
 - b. Wendy Clougherty is handling Bingo
 - c. Jena and Megan will be handling food.
 - i. Food will be pizza and hot dogs.
 - 2. Rachel Golden has reached out to the homeroom coordinators.
 - a. A letter will be going home tomorrow, October 22, about raffle basket donations.
 - 3. A Bake sale will also be held to raise funds.
 - a. A request will be made for parents to donate food.
 - 4. Ms. Shaw and Ms. Neavin are looking into what sound system can be use dot help overcome the noise associated with the event.
- g. Fifth Grade Farewell – Anne Semanco and Kara Quigley
 - i. Christine Neavin gave the report.
 - ii. The fifth grade field trip to Linsley Outdoor Center was a great success.
 - iii. The fifth grade farewell committee meeting took place and things are moving forward with plans for the rest of the year.

1. Community service plans have been finalized.
 - a. The first project is a Thanksgiving Food Drive for the Brookline Food Pantry
 - b. The entire school will participate in the activity and the 5th grade will expand the project by organizing the food, decorating bags and creating cards.
 - c. There will be a collection box in each classroom.
 2. Pretzel sales start November 4.
 3. A Spirit Wear sale will be held at the end of the month.
 4. Kelly Jones and Tamara Grant will be working on the 5th grade T-Shirts
 - a. They are looking into having the shirts ready early so they can be worn for other 5th grade events and build a sense of community.
 - b. Mrs. Grant suggested that the incoming 5th grade class should think about funding at the end of the 4th grade to accommodate early expenses like the Linsley trip and t-shirts.
 5. Kristin Archbold reported that this year the fifth grade memory book will be part of the yearbook.
- h. Bulletin Boards - Christine Neavin
- i. Mrs. Neavin reported that work on the bulletin boards is ongoing.
- i. Shoppers Rewards – Colleen Frank
- i. Christine Neavin gave the report
 1. Mrs. Frank will look into the missing Amazon payment.
- j. Student Gardens
- i. The first garden club day was a great success.
 1. Ms. Saw commended the efforts of the students and volunteers.
 - ii. Christine Neavin, Valerie Baer and Mary Rayl will coordinate a garden day with the third grade classes soon.
 - iii. The winter projects will planting bulbs and creating fairy gardens.
- k. JES is sharing - Heather Casturo
- i. Christine Neavin gave the report.
 - ii. Mrs. Casturo was able to donate all of the leftover food from the read-a-thon tailgate to the Light of Life mission.
 - iii. Mrs. Casturo continues to coordinate meals for George and delivery of George's box.
 - i. George participated in the read-a-thon
 - iv. She will also be working with the 5th Grade Farewell Committee on community service activities.
- l. Declaration – Kristin Archbold
- i. Declaration has been going out on schedule.

- ii. Mrs. Archbold is also providing Ms. Shaw with information for her school-wide eblast.

m. Juvenile Protection – Jean Thomas

- i. Ms. Thomas reported that an elementary representative is filling in as the district-wide chair until that position is filled.
- ii. Car seat checks were conducted by the Mt. Lebanon police during drop off only to inform and educate and not to cite drivers.

n. Square 1 art

- i. Christine Neavin gave the report
- ii. The artwork for the fundraiser has been completed and order form packets will be going home on October 28.
 - i. Pieces will be back in time for the holidays. Pieces back for holiday

IV. Other Business

- a. PTA is looking to creating a winter fun event.
 - i. Ms. Shaw suggested a family movie night
 - 1. Would be a fun and free event for families.

V. Adjournment

- a. Christine Neavin adjourned the meeting at 11:13am.