

**Jefferson Elementary PTA Meeting Minutes
November 18, 2015**

I. Call to Order – Christine Neavin at 7:07pm

Members Present:

Christin Neavin – President

Sarah Shaw – 2nd Vice President

Tamara Grant – Treasurer

Kristin Archbold – Recording Secretary

Carrie Conboy - Historian

Jean Thomas – Membership and Juvenile Protection Chair

Mary Crowley – Safety Patrols/ Squads Chair

II. Executive Committee Reports

a. President – Christine Neavin.

- i. Mrs. Neavin reported that both the Bingo Night and Square 1 Art fundraisers were complete and successful.
 1. Everyone received stickers from Square One even if they did not order so no one was left out.
 2. The Square One original art is on display outside of the auditorium and will be sent home at a later date.
- ii. Mrs. Neavin reminded everyone that this will be the final meeting for 2015. There is no December meeting. Meetings will resume on January 20, 2016.

b. 1st Vice President – Valerie Baer

- i. Mrs. Neavin gave the report on Mrs. Baer's behalf.
- ii. The new gardening club has been established and students will be working to remove the fall mums, hay and pumpkins and replace it with cold weather plantings.
- iii. Holiday party menus are currently being planned and will then be communicated to the homeroom coordinators.

c. 2nd Vice President – Sarah Shaw

- i. Ms. Shaw reported that the new format elementary report cards had been issued for the first grading period.
 1. The new format is a permanent change.
 2. The District will be looking to gather feedback on the changes from both parents and teachers which is always a good policy as new tools are implemented in the district.
- ii. Ms. Shaw also discussed how the district changed the way parents accessed Dashboard for the report card release.
 1. Report cards were released by grade district-wide and not by school.
 2. Overall, the new system worked well.

3. The district will continue fine tune the process.
 - iii. Finally, Ms. Shaw informed meeting attendees that Mt. Lebanon School District will launch a new website that will better represent the district in January 2016.
 1. The new website will be very professional and uniform across all schools.
 2. It will also be responsive on tablets and mobile devices.
- d. Treasurer – Tamara Grant
 - i. Mrs. Grant reported that the PTA operating account has assets totaling \$14,966.24.
 - ii. The JES Bingo Night fundraiser netted \$2,972.75.
 1. This was almost \$750 more than was raised last year.
 2. The new bakes sale did well, and raffle basket tickets sales were up.
 - a. Placement of the baskets outside of the office helped promote these ticket sales.
 - iii. The Book Fair raised over \$1,800 this year.
 1. This was an increase over last year.
 - iv. 5th grade Farewell Pretzel Sales paid back \$1,952 of the 5th Grade Farewell debt owed to the PTA.
 - v. Mrs. Grant also reported that we are still expecting two payments from our JES Amazon fundraising efforts.
 1. One deposit will be for \$487.81 and one for \$79.67.
 2. Ms. Neavin led a discussion about focusing on this effort during the holidays. Ms. Shaw and Mrs. Archbold will collaborate on a communication effort.
 - vi. There will be an upcoming withdrawal from the Library Fund for the visit from local illustrator Stacy Innerst in December.
- e. Recording Secretary – Kristin Archbold
 - i. Mrs. Archbold made a motion to approve the minutes from the October 21, 2015 Meeting
 1. Carrie Conboy seconded the motion.
 2. The motion passed 7-0.
- f. Historian – Carrie Conboy
 - i. Ms. Conboy Reported that new committee report Google Docs format is being used.
 1. Mrs. Neavin requested that each committee chair continue to be given a hard copy of last year's report prior to the event. This will help with planning and reporting.
 2. This year's Bingo event was divided among three chairs and therefore will have three separate reports.
 3. Mrs. Conboy commended Elizabeth Smith on the impressive Veterans Day breakfast.

- a. Ms. Smith already completed this report and sent it to Mrs. Neavin.
- g. Corresponding Secretary
 - i. No report was given, however Mrs. Neavin suggested that the meeting minutes be made available in the teacher's lounge.

III. Standing Committee Reports

- a. Membership - Jean Thomas
 - i. Mrs. Thomas reported that our membership currently includes 207 families and 18 staff members.
 - 1. Membership is ahead of last year.
 - 2. Only three families have not paid.
 - 3. Membership dues income is at \$2, 955.
 - 4. Donations are at \$2,330.
 - 5. There is still \$90 in payments outstanding.
 - ii. A new usage disclaimer was added to the PTA Membership Directory and the corresponding email.
 - 1. Ms. Shaw thanked Mrs. Conboy for facilitating this being written. The JES disclaimer is now the district standard and is being used by all of the elementary schools.
- b. Homeroom Coordinators – Kristen Palumbo and Valerie Baer
 - i. Mrs. Neavin gave the report for the chairs.
 - ii. The holiday party menu is being established with the goal of it being set after Thanksgiving.
 - 1. All the party food ingredients will be typed out and available.
 - 2. The menu will be emailed to teachers so it can be sent to parents of students with allergies.
- c. Veterans Day
 - i. Mrs. Neavin gave this report and thanked Mrs. Conboy for stepping in to complete the Veteran's Day bulletin board.
 - ii. She also acknowledged Elizabeth Smith's hard work on the Veteran's day breakfasts and for providing addresses for the PTA to send our Treats for Troops donations.
 - 1. Over 100lbs of candy were collected for our troops.
 - iii. It was also noted that the flag raising and orchestra performance were wonderful.
- d. Bingo Night - Jen Laman, Megan Zerega, Wendy Clougerty, and Rachel Golden
 - i. Mrs. Neavin gave the report
 - ii. Over 250 attended the Bingo Night fundraiser.

1. Not only did the event raise funds, but it also provided a wonderful opportunity for family fun.
 2. Mrs. Neavin noted the Raffle baskets were impressive this year.
 3. She also noted that this year every teacher donated something special for the auction.
 - a. Ms. Shaw added that she was working to have these donated activities complete before the holiday break.
- h. Holiday Shoppe - Stephanie Schulte---Albert and Marisa Hupe
- i. Mrs. Neavin gave the report
 - ii. Holiday Shoppe set up is on December 2 and shopping will be held on December 3 and December 4.
 1. Teachers have already signed-up for timeslots.
 2. Merchandise has been ordered.
 3. We may need to do an eblast for more volunteers.
 - iii. The Holiday Shoppe is not a fundraiser
 1. The goal is to emphasize the spirit of giving with the students.
 - a. This message will be read by the teachers
 - b. Each student will receive a \$1 gift certificate so everyone can participate.
 - c. Students can also make holiday cards.
- i. Bulletin Boards - Christine Neavin
- i. Mrs. Neavin reported that Square One artwork is currently featured on the bulletin boards.
- j. Square 1 art
- i. Christine Neavin gave the report
 1. The fundraiser had a 50% participation rate
 2. The project will net \$7,187.50. JES PTA will receive 33% or \$2,728.
 - a. This is \$1,000 more than last year.
 3. Orders will arrive on November 25.
 4. Mrs. Neavin thanked Mrs. Switzer for all of her work with the art and kindergarten classes.
- k. Fifth Grade Farewell - Anne Semanco and Kara Quigley
- i. Mrs. Neavin gave the report
 1. Spirit Wear order deadline has been extended until November 19.
 2. 5th Grade students succeeded in packing up all of the food drive and Treats for Troops donations as part of the service component of their Fifth Grade Farewell.

- h. Shoppers Rewards – Colleen Frank
 - i. Mrs. Neavin reiterated that we will focus an email campaign on using the Amazon fundraising link during the holiday season.

- i. JES is sharing - Heather Casturo
 - i. Mrs. Neavin gave the report.
 - ii. Mrs. Neavin noted that committee chair Mrs. Casturo is involved in all outreach projects at JES.
 - i. These efforts include organizing meals and donations for George, treats for troops and food collections including the 5th grade food drive with the Brookline Food Pantry.
 - ii. Mrs. Neavin expressed her sincere gratitude for all of Mrs. Casturo's work.

- j. 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 with the help of Mrs. Grant they have secured a non-profit discount from Constant Contact and payed for a one year contract for an additional discount.

- k. Juvenile Protection – Jean Thomas
 - i. Ms. Thomas reported that the next safety tip to be featured in the JES emails will be about seatbelts on buses after several safety agencies recently made recommendations that they be added to all buses.

IV. Other Business

- a. Mrs. Neavin explained that we needed to amend the budget for teacher reimbursements.
 - i. The teacher reimbursement is currently at \$100 and the Aide reimbursement needed is at \$50.
 - 1. This money is attached to the classroom and not the teacher.
 - 2. We need at \$3,550 to cover this year's classes.
 - 3. We would like to raise the budget to \$3,600.
 - ii. Mrs. Grant made a motion to increase the budget to \$3,600
 - 1. Mrs. Conboy seconded the motion
 - 2. The motion passed without objection

V. Adjournment

- a. Christine Neavin adjourned the meeting at 8:11 pm.
- b. The next meeting is on January 20, 2016 at 9:30 am.