

Jefferson Elementary School PTA Meeting Minutes

September 21, 2016

I. Call to Order - 7:10 PM by President Christine Neavin

Members Present:

Christine Neavin - President

Tamara Grant - Secretary

Carrie Conboy - Historian

Jean Thomas - Membership and Juvenile Protection

Mary Crowley

Bonnie Bagay

Mario Majcen

Jamie Hall

II. Executive Committee Reports

A. President Christine Neavin

- i. Ms. Neavin reported on JES Meet and Greet
 - a. The Newcomer's Program and JES Buddies started at Meet and Greet
- ii. Ms. Neavin reported on Fall Family Welcome chaired by Kim Mackin
 - a. It was noted that this event is not a fundraiser but a break-even event.
 - b. Mrs. Auslander's birthday book fundraiser at Family Fall Welcome was a success. Over 50 books were dedicated for children's birthdays.
 - c. Many PTA Memberships were also completed at Family Fall Welcome.
- iii. Ms. Neavin reported on the KG Coffee and Kleenex chaired by Marisa Hupe
 - a. Food may be eliminated from next year's event as it is mostly untouched.

B. 1st Vice President Valerie Baer

- i. No report given.

C. 2nd Vice President Sarah Shaw

- i. No report given. Ms. Shaw was ill and unable to attend.

D. Treasurer Tamara Grant

- i. A report was presented on the Statement of Cash Flow.
 - a. A larger than expected carry-over was reported.
 - b. This carry over must be approved by vote.
- ii. Ms. Grant reported that a small profit was made from Family Fall

Welcome, due to the excellent planning of Chair Kim Mackin.

- iii. Ms. Grant reported that the book fundraiser has made \$915 so far.
- iv. Ms. Grant reported that last year there was a net profit of \$3000.
- v. Ms. Grant reported that the treasury audit was conducted on 23/Sept/2016

by Kristin Archbold and Mary Crowley.

E. Recording Secretary - TBA

- i. Christine Neavin reported that Kristin Archbold will be unable to serve as Recording Secretary during the 2016-2017 school year, due to not having a child who is a student. Mary Crowley has been nominated to fill in.

F. Historian - Carrie Conboy

- i. Ms. Conboy reported that the previous system of committee chairs using red books as a record will be replaced. Each chair will be given a Google Document Report to update for this year.

G. Corresponding Secretary - Karen Wolling

- i. No report given.

III. Standing Committee Reports

A. Membership - Jean Thomas

- i. Ms. Thomas reported that 87 families have joined the PTA to date
- ii. 16 staff members have joined.
- iii. \$3271 has been collected to date, of which \$1581 is donations
- iv. \$240 has been collected in staff membership fees
- v. Ms. Thomas reported that membership is down slightly last year.
- vi. The first round of checks will go out by the end of the month.

B. Homeroom Parent Coordinators - Kristen Palumbo and Valerie Baer

- i. Ms. Neavin reported on her meeting with the homeroom coordinators and Kristen Palumbo, chair of the homeroom coordinators.
 - a. Homeroom Coordinators will pick up all classroom money and Forms. These should be turned into classroom teachers by 23/Sept/2016.
 - b. Teachers reported that there were often too many volunteers in classrooms for parties and have specified numbers for this year.
 - c. Teachers have asked that these numbers be respected, as many volunteer opportunities exist at JES.
 - d. Food for the Halloween Parties will be Eat'n Park cookies and juice

C. Reflections - Stephanie Shulte-Albert

- i. Ms. Neavin described this multi-media art contest, sponsored by the PTA, and reported that Ms. Shulte-Albert is working on the application

D. Book Fair - Valerie Baer and Jahna Steiner

- i. The Book Fair will occur from 17-19October2016
- ii. The Theme will be "Be a Bookaneer"

- iii. Book talks will take place in classrooms during the day.
- iv. A Read-Aloud Party will take place on the 18th
 - a. Students and teachers will read aloud, giving the students an opportunity to log reading minutes.
 - b. The option of a food truck was discussed but deemed to be too expensive. Snacks will be available.

E. Read-A-Thon - Christine Neavin and Melissa Maher

- i. Ms. Neavin reported that the Read-A-Thon will take place 14-21 October 2016.
- ii. It will kick off on a Friday.
- iii. Reading tickets will be turned in beginning on Monday.
- iv. Prizes will include more raffles and less small toys.
- v. Class with the most minutes will receive a special lunch with Ms. Shaw.
- vi. Child with the most minutes in each class will receive a \$10 Barnes and Noble gift card.
- vii. There will be no competition between schools this year.

F. Bingo Night - Wendy Clougherty

- i. Ms. Neavin reported that we will be able to use the Middle School Gym this year.
- ii. Need to thank custodial staff, as this will generate extra work for them.

G. Square 1 Art - Christine Neavin

- i. Ms. Neavin reported that Ms. Switzer has all the forms for this fundraiser.
- ii. Order forms will be distributed on 1 November 2016.
- iii. The deadline for orders will be 10 November 2016.
- iv. Products will be delivered by 1 December 2016.

H. Fifth Grade Farewell - Jill Kushnir and Kim Mackin

- i. Ms. Neavin reported that Paula Pellegrino has completed the pretzel order form to go out in Sunday's Eblast
- ii. Jen Laman will be ordering shirts
- iii. Megan Zarega will take charge of community service.
- iv. Trips to Linsly will occur on 14 October 2016 and again in the spring.

I. Shopper Rewards - Colleen Frank

- i. Ms. Neavin reported that a check for 793.80 will be received in December.
- ii. A classroom contest will take place later in the fall.
- iii. Ms. Neavin recommended that we include, in the Eblast and Declaration, a suggestion that the Amazon link be bookmarked for ease of use.
- iv. A reminder may also be needed to register Giant Eagle Cards
- v. The possibility of doing a take home reminder for all shopper rewards programs was discussed.

J. Odyssey of the Mind - Naomi Tannenbaum

- i. Christine Neavin thanks Ms. Tannenbaum for taking this position as we were not able to participate last year due to not having a chair.

- ii. Team Leaders are still needed.
- K. Bulletin Boards - Marisa Hupe**
 - i. Ms. Neavin reported that fall bulletin boards have been completed.
- L. JES is Sharing - Heather Casturo**
 - i. Ms. Neavin reported that Ms. Casturo will be working with Ms. Shaw and with other committee chairs to incorporate service opportunities within the JES community and within the greater community.
- M. Juvenile Protection - Jean Thomas**
 - i. Ms. Thomas is coordinating activities for National Walk to School Week.
 - ii. Go zone issues were discussed.
- N. Recycling - Bonnie Bagay**
 - i. Ms. Neavin thanks Ms. Bagay for accepting the recycling chair.
 - ii. Recyclable items are needed by the school for some projects.
 - iii. A lunchtime recycling club may be established later in the year.

IV Other Business

- A. Vote to approve Treasury Audit**
 - i. President Christine Neavin moved that the treasury audit for the 2015-2016 school year be approved.
 - ii. Carrie Conboy seconded the motion.
 - iii. The motion was passed.
- B. Vote to approve the 2015-2016 budget carry-over**
 - i. President Christine Neavin moves to approve the \$10209.78 budget carry-over
 - a. Ms. Neavin noted that some of this money is earmarked for teachers wishlist items
 - b. \$500 will go to the 5th grade legacy gift - JES Gardens, which will be built by the end of fall
 - ii. Tamara Grant seconded this motion.
 - iii. The motion was passed.
- C. Vote to amend the 2016-2017 Budget**
 - i. A line has been added to add a budget for Kids of Steel
 - ii. The line item for Paypal has been removed
 - iii. The total budget for 5th grade farewell has been decreased from \$5000 to \$3400 due to a decrease in the number of students versus 2015-2016.
 - iv. Christine Neavin moved, separately, that each change be approved.
 - v. All motions were passed.
- D. Vote to Amend the Recording Secretary in the Slate of Officers**
 - i. President Christine Neavin moved that Mary Crowley be accepted as the Recording Secretary.
 - ii. Motion passed.

