

Jefferson Elementary School PTA
September 27, 2017 Meeting Minutes

Attendees:

Christine Neavin, President
Kristin Archbold, First Vice President
Sarah Shaw, Second Vice President
Rachel Golden, Treasurer
Mary Crowley, Recording Secretary
Jean Thomas, Membership
Katy Bajoras
Anni Curren
Lynne Erskine
Silvio Maeta
Mario Majcen
Rachel McElroy
Joanne Prasad
Amanda Rost
Karen Wolling

- I. President Christine Neavin called the meeting to order at 7:01 PM and welcomed all members in attendance.
- II. Executive Committee Reports
 - A. President Christine Neavin expressed sincere thanks, on the part of the PTA, to the following individuals:
Mandy McGeachy for her work on the Raised Bed Garden - every week this summer a JES family worked the garden and took home the produce
Marisa Hupe for her work on the JES bulletin boards
Greer Whalen for her work on the welcome back luncheon for teachers
Sarah Olbrich for her efforts with the newcomers and buddies programs
Amanda Rost, Kim Mackin, Megan Zerega, and Jill Kushner for organizing Family Fall Welcome
All parents who volunteered their time for Ag Lab

Mrs. Neavin discussed the upcoming efforts to fund "Keri's Classroom". Mrs. Neavin explained that Keri's Classroom will be an outdoor classroom, honoring former JES teacher Keri Midgley, who lost her battle with cancer in the spring of

2017. The classroom will be adjacent to the JES Gardens and will serve multiple purposes. Principal Sarah Shaw added that she has added picnic tables for “Keri’s Classroom” to the list of things JES needs from the facilities group. Mrs. Neavin praised the ability of JES parents and staff to work together on projects such as this.

Mrs. Neavin reported on the reimbursements for educational purchases and wish list items (items teachers could not otherwise have) provided to teachers by the PTA.

Lastly, Mrs. Neavin reported that most Committee Chairmanships are currently occupied. Some chairs will “graduate” and have to be replaced at the end of the year. There is a need to identify a Co-Chair for the JES Talent Show. This will be the last year that Kristine Sorenson will Chair this event. This year’s Co-Chair should be someone who is willing to chair the event for the 2018-2019 school year.

- B. 1st Vice President Kristin Archbold reported that the PTA website has been updated. All necessary forms, meeting minutes etc. have been posted to the site. Mrs. Archbold also reported that the PTA, including Historian Marissa Hupe, is working on a new Committee Chair Report, which can be hand-written or filled out electronically, to be turned in with financials for each committee. This measure is meant to prevent missing Committee Chair Reports.
- C. 2nd Vice President Sarah Shaw did not give a specific report, stating that she had information to add to the reports of several Executive and Standing Committee Reports.
- D. Treasurer Rachel Golden reported that there was a treasury carryover of \$10,280.00 from last year. The PTA has given \$600 towards Matt’s Maker Space at JES. Mrs. Golden reported that, to date, the PTA has taken in \$1600 in donations. 17 teachers have joined the PTA. \$550 has been raised from Birthday Books. Approximately \$50 was made at Fall Family Welcome, which is not a fundraiser. Mrs. Golden noted that a line item will be added to the budget to fund copies for homeroom coordinators.
- E. Recording Secretary Mary Crowley reported that Mrs. Archbold has added previous meeting minutes to the PTA website. Minutes from the September PTA Meeting were provided for review. Mrs. Crowley noted that the PTA has received Thank You cards for the Welcome Back Teacher Luncheon from Kim Salvador and Bridget Watson. A Thank You card was also received for wish list items, from Kelly Wick.
- F. Historian Marissa Hupe was not present. Mrs. Neavin reiterated efforts underway by Mrs. Hupe and others to revise the Committee Chair Report process.
- G. Corresponding Secretary Karen Wolling reported that she is encouraging all

teachers to join the PTA.

III. Standing Committee Reports

- A. Membership Chair Jean Thomas to send information for the new directory on or around October 15th. The deadline to join the PTA to be included in this version of the directory will be October 13th. Total school enrollment is stable from last year, but our PTA memberships are running behind last year's numbers. 92 forms have been submitted. 60 families have paid. Mrs. Thomas would like to send a stand alone blast to try to increase registrations.
- B. Walk to School Week Chair Jean Thomas reported that national walk to school day is October 4th. We encourage walking all week. Mrs. Thomas will be looking for volunteers to hand out rewards on the way to school for that whole week. Dr. Shaw reported that Jefferson Middle School has partnered with Safe Kids Allegheny County and Fed-Ex/UPMC/Police etc. for a walk to school event on October 4th. Volunteers from Fed-Ex will be around the school grounds that day, greeting students and monitoring walking habits. Additionally, Mrs. Thomas and Dr. Shaw reported on the car seat check that occurred this morning (September 27th) at JES to encourage proper car seat and booster use. It ran smoothly.
- C. Mrs. Neavin reported, for Mrs. Curren, that a Box Tops drive will occur at JES from November 23 - November 27, 2017.
- D. Mrs. Neavin reported, for Homeroom Parent Coordinators Kristin Palumbo and Valerie Baer, that every class has a coordinator. A meeting took place to review responsibilities with them. Forms have gone home with all students for volunteer opportunities, yearbook orders, and to ask for classroom party money. Monies are to be collected by homeroom teachers. Homeroom coordinators will be meeting with teachers over the next two weeks to discuss needs and additional opportunities for volunteering in the classroom.
- E. Mrs. Neavin reported on the Reflections program for Chair Megan Zadecky. Reflections is a state program for art projects including visual arts, dance, photography, writing, drawing, and painting. The theme of this year's contest is Goals and Dreams "Within Your Reach". The deadline is November 3rd. Reflections will be added to Dr. Shaw's E-blast this Sunday.
- F. Mrs. Neavin reported, for Chair Jahna Steiner, that the Book Fair will occur on October 17 and 18th, with set up on October 16th. The theme of the Book Fair is "Saddle Up and Read". A request for additional volunteers will run in this week's E-blast.
- G. Mrs. Neavin reported that, for the Read-A-Thon this year, we will not be competing against any other schools. Markham declined to compete against us this year. There will be an award for the highest reader in each class and the

highest reading class in the school. Hard copies of Read-A-Thon materials will go home with students. These materials will also be included in Dr. Shaw's E-blast and in the Declaration.

- H. Mrs. Neavin reported on Square 1 Art. PTA would like to thank Ms. Switzer. JES students have been working on watercolor paintings for Square 1. Every student will receive stickers of their painting and there are many products available to order. Orders can be done online or via a form that will go home with students.
- I. Mrs. Rost reported on 5th Grade Farewell. A meeting of the committee has occurred. Information for parents has been assembled. Chairs have been identified for all of the sub-committees but one. Shirts for 5th graders are in the works but will not be available for the first field trip. Michele Kavalir is handling the pretzel and Kona Ice fundraisers for this class. A Chipotle fundraiser will most likely be added, though this is a small 5th Grade class and less funds are needed that last year for 5th Grade Farewell. Many activities are planned through 5th Grade Farewell, including team building field trips and several service projects. In addition, Squads are up and running at JES.
- J. Mrs. Neavin reported on the Raised Bed Garden, for Chair Mandy McGeachy. Ms. McGeachy has a committee of 5 people, who will form the core team for fall clean-up and other needs. The committee will run experiments/activities for teachers who sign up for time in the garden. Ms. McGeachy is putting out a seasonal newsletter for teachers so that they know what is going on in the garden. A cucumber and tomato tasting recently took place for 5th grade students. The produce was from plants they planted in 4th grade. Mario Majcen added that he is a meteorology professor and suggested adding a weather station and doing activities related to water conservation. This suggestion was very well received and Mrs. Neavin indicated that she will follow up with Ms. Majcen regarding this prospect. The Home Economics teacher at Jefferson Middle School has also expressed interest in completing joint projects with JES involving the gardens.
- K. Mrs. Neavin reported on Odyssey of the Mind for Chair Naomi Tannenbaum. She explained the Odyssey program and stated that we will need volunteers for team coaches.
- L. Kristin Archbold reported on Cultural Arts at JES. Mrs. Archbold thanked Dr. Shaw for her support of this program. Cultural Arts brings in assemblies to augment classroom learning. This year the CLO's Pittsburgh Gallery of Heroes will be bringing "The Roberto Clemente Story" to JES on February 14th. This is full musical with audience activities.
- M. Mrs. Archbold and Mrs. Golden reported on the PTA Treasury Audit Report. Each year an Audit Committee goes over financials. Former Treasurer Tamara Grant provided materials. Mrs. Grant was commended for the wonderful job she did as

treasurer. Minor findings and recommendations were reviewed. Mrs. Neavin reiterated the need closely follow procedures for cash boxes and cash count sheets for all PTA events. The pretzel sales process will be streamlined for the 2018-2019 school year.

IV. Other Business

- A. Mary Crowley made a motion to approve the Treasury Audit Report. Mario Majcen seconded the motion. The motion was passed.
- B. Karen Wolling made a motion to approve the budget carryover from last year. Sarah Shaw seconded the motion. The motion passed.
- C. Rachel Golden made a motion to approve the necessary budget amendments for the 2017-2018 school year. Joanne Prasad seconded the motion. The motion passed.
- D. Karen Wolling made a motion to approve the meeting minutes from the May 17, 2017 JES PTA meeting. Rachel Golden seconded the motion. The motion passed.

V. Adjournment

Mrs. Neavin made a motion to adjourn the meeting at 8:15 PM. The next meeting will take place on October 18, 2017 at 9:30 AM, at JES.