

Jefferson Elementary School PTA
June 29, 2020 Meeting Minutes

Attendees:

Kristin Archbold, President

Marisa Hupe, Vice President

Amanda Rost, Treasurer

Melissa Maher, Recording Secretary

Jill Kushnir, Historian

Karen Wolling, Corresponding Secretary

Jenny Elder

Katie Jones

Nicole Lust

Anni Curren

Alia Scherr

Nim Short

Lara Henke

Bonnie Dougherty

I. Call to Order

President Kristin Archbold called the virtual meeting to order at 9:30AM and welcomed all members in attendance.

II. Executive Committee Reports

- A. Mrs. Archbold started the meeting by reminding those in attendance that at the February 2020 PTA Meeting a bylaw amendment regarding executive board eligibility was presented to the members in attendance and then published in our email newsletter and on the JES PTA web page. The proposed amendment sat for 30 days and was scheduled for a vote at the March 18 meeting, which was canceled due to the COVID-19 crisis and closure of school.

Mrs. Archbold read the existing bylaw: To be eligible for the presidency a person must have served on the executive board of this local unit for one (1) year.

Mrs. Archbold then reviewed the proposed revision: To be eligible for the presidency a person must have served on the executive board of this local unit for one (1) year. In the event that no eligible past or present member of the executive board is able or willing to serve as president, the nominating committee may then seek a candidate from outside of the executive board beginning with committee chairs and proceeding to the general membership of this local unit.

After reading the amendment Mrs. Archbold moved to vote on the new bylaw language.

A vote was taken with all in attendance voting to approve the new bylaw language.

B.

The next order of business proposed by Mrs. Archbold was to proceed with elections for the 2020-2021 school year.

The JES PTA Nominating Committee, chaired by Alia Scherr and including members Angie Bagnato and Nim Short, presented the slate of individuals nominated to serve as officers of the Jefferson Elementary PTA for the 2020-2021 school year via email on May 29, 2020.

The slate sat for 30 days and includes the following individuals:

President: Jenny Elder

Vice President: Katie Jones

Treasurer: Amanda Rost

Recording Secretary: Anne Clarke

Corresponding Secretary: Nicole Lust

Historian: Jill Kushnir

Mrs. Archbold explained that since additional nominations could not be taken electronically the floor would now be open for additional nominations for any of these positions.

No additional nominations were proposed from the floor and as there was only one candidate per office, Mrs. Archbold proceeded with a voice vote.

All attending members voted to approve the nominated slate for the 2020-2021 school year.

Mrs. Archbold offered congratulations to the new officers, and a special thank you to Marissa Hupe, Melissa Maher and Karen Wolling for their service as well as an additional thank you to the nominating committee Alia Scherr, Angie Bagnato Nim Short and for putting together the slate for this year.

The next order of business was to mention the many individuals that gave of their time since the last PTA meeting:

Thank you to Carrie Conboy for her work on our virtual Teacher Appreciation Week and to all our JES students and families who contributed to our “thank-you” video.

Thank you to Mandy McGeachy and her family for planting our JES Gardens in preparation for our summer harvests and fall tastings.

Thank you to Amanda Rost for designing our 2019-2020 JES Yearbook, Sarah Olbrich, our official yearbook photographer and all teachers and families who contributed photos to help us capture the school year.

Thank you to Marissa Hupe (talent Show) and Jenny elder (kids heart Challenge) Anni Curren, (Kids of Steel and Odyssey of the Mind) and Angie Bagnato (Girls on the Run who had amazing programs and events planned for our students that were cut short with the closure of school just before they took place.

Thank you to the following individuals who chaired year-long committees that made a huge impact on the year for our students:

Jemma Premus- Bulletin Boards and Homeroom Coordinator

Nicole Lust – JES is Sharing

Christine Neavin and Jackie Goslin – Fifth Grade Farewell.

Mrs. Archbold also acknowledged the 5th grade parents who made the year special for the 5th grade students – Julie Pericelli – pretzels, Amanda Rost assisted by Terry Twyman- Memory book, Anni Curren, Nim Short and Shannon Antonelli – Community Service, Jody Mylen- Pool Party, Leslie Kiley- bake sale.

Mrs. Archbold then reported that JES PTA received \$15352.80 in donations this year and the list will be published in the next PTA newsletter- *The Declaration*.

Finally, all wish list requests received from JES teachers have been fulfilled.

B. 1st Vice President Marisa Hupe did not have a report to submit.

C. Treasurer Amanda Rost provided the following report for the February through year-end PTA finances.

* On March 13 the schools were shutdown for the remainder of the school year due to the COVID-19 pandemic. All fundraising and events were canceled at this time. The following summarizes financial activity for the months of March, April, and May and will be presented at the virtual June PTA meeting at the end of June.

* A few more members joined the PTA in the spring, bringing the total income from dues just \$80 shy of the budget. Donations were down this year by \$965. Another round of National, State, and Local dues were paid for members joining after October. No additional income from membership/donations is anticipated in June.

* Boxtops declined dramatically after going online. Only \$32 was received this spring, leaving us \$225 under budget.

- * Approximately \$1,300 in books and materials for Battle of the Books were purchased this spring to zero out the library fund.
- * Pretzel sales were halted in mid-March, but all the families who prepaid agreed to donate their purchases to the FGF. The lack of expenses for the remainder of the year, made pretzel sales extra profitable this year with \$1,977 raised in total.
- * March Madness went for two weeks and raised about \$212.
- * Fifth grade memory books were purchased as planned and the cost was covered by the planned fundraising prior to spring.

- * The FGF budget will allow for a legacy gift to be purchased on behalf of the class.
- * Some candy was sold at movie night and the remainder was saved for Fun Fair. The <\$10 remaining will be disposed of.
- * Yearbook sales continued in the spring and 10 families received a reimbursement for duplicate purchases.
- * Science fair cost \$300 which was technically \$100 over budget but could have been exchanged with Super Science Day. Super Science Day was canceled, so there was still \$200 saved in total between the two events.
- * Lunch club expenses came in at about \$163 which was nearly \$130 under budget.
- * Approximately \$862 was given to teachers for reimbursement of supplies for their classrooms.
- * We paid about \$407 to the district for the Agendas provided to the 3rd -5th grades.
- * Breakfast with Someone Special occurred just prior to the shut down and was about \$75 under budget.
- * The teacher appreciation luncheon was canceled, but the PTA sponsored a teacher's lounge makeover supplying a new Keurig, toaster oven, and microwave. Some of these posted in May and others in June. The total spent was \$205.
- * An additional \$2,874 was spent from the overage from previous years. Items purchased included over \$500 in books for guided reading groups and a \$1500 sensory path for the kindergarten hallway. There was a \$550 double charge from scholastic that we are waiting on a refund for. We anticipate receiving this in June or July.
- * In summary, with all the remaining fundraisers canceled our income fell about \$2,400 below budget. However, to counter that approximately \$5,400 worth of

expenses were also canceled. This leaves us in the black for the year by about \$3,000.

* More specifically, after making some adjustments for the few outstanding items in June (Shopper rewards, FGF student and legacy gift, yearbook online sales, wish list items, and other minor reimbursements) the projected net income for the year excluding the overage is \$3,027.77. Including the overage it is -\$5,923.56 which brings our projected year end cash balance to a respectable \$13,870.04. This means that at the start of the next fiscal year we will have approximately \$2,000-3,000 to spend throughout the year as an overage while still keeping a cash reserve of \$10,000-\$12,000.

Proposing the 2020-2021 budget today which will be voted on in September

Square One Art

Brick Fundraiser- can do this on-line so could be a good one for the current environment

Not certain about revenue from pretzels next year due to COVID-19.

Field trip allotment was not spent by most teachers so it will be reallocated to the budget for next year.

- E. Recording Secretary Melissa Maher indicated that the minutes had been distributed for the February PTA meeting via email prior to today's meeting. Mrs. Wolling motioned to approve the minutes and Mrs. Elder seconded the motion. The motion passed.

Having the floor Mrs. Maher offered words of thanks and appreciation on behalf of the current PTA Board to Mrs. Archbold for her two years of service as the Board's President and wished her well in the future.

- F. Historian Jill Kushnir did not have a report to submit at this time.
- G. Corresponding Secretary Karen Wolling reported that the staff and teachers were grateful for the wish list items they received.

III. Standing Committee Reports

A. Membership- Kristin Archbold reported the following:
171 memberships overall (goal was 165)
138 families
33 faculty memberships

B. Fifth Grade Farewell- Mrs. Neavin and Mrs. Goslin passed on the following report.

Due to COVID-19 the pool party was canceled but the children were given drawstring bags along with their memory book to remember the year.

For the service project the students made cards for the residents of Asbury Heights.

The class generously donated an outdoor white board to Jefferson Elementary School for “Keri’s Classroom”. The outdoor classroom is frequently used throughout the year for classes and clubs. This space is extra special to this year’s 5th grade children because they were Mrs. Midgley’s last class at Jefferson Elementary.

The class met via Google Meets on their last day of school to say goodbye.

C. JES Buddy Program chaired by Mrs. Sarah Olbrich
Plans are underway for the 2020-2021 JES Buddy Program. It is necessary to wait until decisions are made about the 2020-2021 school year to finalize plans and begin sign-ups. This important program allows JES students to meet new classmates and make families feel welcome when they start the new school year. Information will be emailed as soon as available.

D. Raised Bed Gardens chaired by Mandy McGeachy
The JES raised garden is growing in hopes of vegetable tastings in the fall! As in previous years if your family would like to help take care of the garden over the summer, please contact Mandy at mandymcgeachy@pitt.edu or 412-390-6275

with your preferred weeks. If you have not helped out before, instructions will be available. Eat what you pick and donate the extras to the food bank of your choice or neighbors.

E. Teacher Appreciation Week chaired by Carrie Conboy

Thank you to everyone who helped us show our JES teachers and staff our “appreciation from a distance” earlier this month!

A special video was made by students and family for our teachers and staff.

In addition to the video, our staff was gifted a “mini teacher/staff lounge makeover” which included a new microwave, Keurig, and toaster oven courtesy of our JES families. All were very appreciative.

F. Yearbook chaired by Amanda Rost

Mrs. Rost reported that just a handful were not picked up by students and they had a few left over for purchase.

One book was provided to each classroom teacher.

V. Other Business

A. Mrs. Archbold indicated that the next order of business was to vote on the proposed 2019-2020 Audit Committee.

The proposed committee is as follows: Jenny Elder, Heather Hall, and Katie Jones.

Mrs. Archbold asked for a motion to approve the committee.

Mrs. Hupe motioned to approve and Mrs. Kushnir seconded the motion. The motion passed and the committee was approved.

B.

The final order of business was to vote on a budget overage.

Mrs. Archbold explained that it is anticipated that PTA will have approximately \$3000 and we must vote for these funds to be used at the discretion of the Executive board in consultation with the JES principal to fulfill needs that arise outside of the 2020-2021 budget due to the extenuating circumstances of the

coming year. A detailed accounting of expenditures will be given as the money is spent.

Mrs. Archbold asked for a motion from the floor. Mrs. Maher motioned to approve with Mrs. Curren seconding the motion. The motion passed.

VI. Adjournment

Mrs. Archbold offered a final word of thanks to everyone in attendance and adjourned the meeting at 10:14AM.

Next meeting will be...