

Jefferson Elementary School PTA  
May 22, 2019 Meeting Minutes

**Attendees:**

**Kristin Archbold, President**  
**Marisa Hupe, First Vice President**  
**Sarah Shaw, Second Vice President**  
**Rachel Golden, Treasurer**  
**Melissa Maher, Recording Secretary**  
**Karen Wolling, Corresponding Secretary**  
**Mary Crowley, Historian**  
**Christine Neavin**  
**Jill Kushnir**  
**Amanda Rost**

**I. Call to Order**

President Kristin Archbold called the meeting to order at 9:34AM and welcomed all members in attendance.

**II. Executive Committee Reports**

- A. Mrs. Archbold started the meeting by thanking everyone in attendance for being here for the last PTA meeting of the year. She highlighted some of the many achievements of the PTA for the 2018-2019 school year. Mrs. Archbold also took time to acknowledge the following people for their help with JES activities and events in the past month.

Teacher Appreciation Week – Thank you to Carrie Conboy and her extensive committee of parents for organizing a wonderful Teacher Appreciation Week in our “JES Neighborhood”. Thanks as well to the families who generously donated Starbucks gift cards and everyone who created the amazing posters for the teacher and staff lounge.

Kindergarten Orientation -Thank you to Nicole Lust for coordinating Kindergarten Orientation and making all our new JES students and families feel welcome.

Kids of Steel - Thank you to Kids of Steel Chair Anni Curren for coordinating another great year! We had over 60 participants- our largest group ever! Thank you to the kids who came out to train, and their parents who brought them downtown to the big race on May 4! Thank you also to the volunteers who came up to train with the kids every Friday.

Spiritwear Sale -Thank you to Mrs. Karen Wolling for her hard work during our Spiritwear Sale Fundraiser!

Box Tops - Thank you to Anni Curren for organizing our final Box Tops drive of the school year, and everyone who helped us turn them into dollars for JES. We raised \$113 during the drive! Congrats to Mrs. Forrest's class on winning the homeroom contest.

Gardening Club – Thank you to Christine Neavin and Val Baer for hosting a spring gardening club last week. The two parents hosted 30 students in grades 1-5 and beautified the back playground area.

Raised Bed gardens – Thank you to Mandy McGeachy for continuing to chair this committee which adds so much to the JES learning environment.

Field Day - Thank you to our coordinators Mr. Walker, Mindy Ranney, and Jasmine Ramachandran for creating such a special day for our JES students. Also, a HUGE thank you to every parent volunteer for spending your Friday giving the kids such a great experience.

Finally, Mrs. Archbold mentioned that the Mt. Lebanon Foundation for Education is looking for new board members. Some of the things this group does is to sell blankets and fundraise for grants for teachers. If interested, Dr. Irvin can be contacted.

- B. 1st Vice President Marisa Hupe reported that she and President, Kristin Archbold met to finalize the calendar for next year.
- C. Treasurer Rachel Golden reported that we would be voting on the budget for this year.  
Additionally, Mrs. Golden explained that the PTA has always had as its goal to have a carryover amount of approximately \$10,000 - \$12,000. This year the PTA accounts should be able to cover all expenses and have about that much remaining. Currently the PTA has cash of \$23,600 versus expected future expenses of \$7600. This is inclusive of expenses that we know are coming like Super Science Days. With the \$4400 remaining Mrs. Golden requested permission to fulfill additional requests as approved by the principal..  
Mrs. Marisa Hupe motioned to approve the spend down of the overage and Mrs. Karen Wolling seconded the motion. The motion passed.
- D. 2nd Vice President Sarah Shaw reported the last day of school is June 12. The 5th grade clap out will be on the 12<sup>th</sup> at 11:45AM. Regarding safety, Mt. Lebanon has received grants of \$400k for the district which will be used to install more cameras- one on every floor and more outside. Dr. Shaw commented that no one is monitoring the cameras at present- but we are able to observe and everything is always recorded and backed up. The district is working with the police department to give them access to the cameras. The cameras are live- not time lapse.  
The process of hiring a new principal for JES is underway. As far as Dr. Shaw understands the board is looking to put forward the new principal for June board meeting.
- E. Recording Secretary Melissa Maher distributed the minutes from the March PTA meeting. Mrs. Maher motioned to approve the minutes, Jill Kushnir seconded. The motion passed. The minutes will be posted on the JES PTA website.

- F. Historian Mary Crowley reported that she is working to pull together all the committee reports to pass along to the incoming Historian, Mrs. Jill Kushnir.
- G. Corresponding Secretary Karen Wolling reported the gross income for spirit wear totalled \$2513, and she is picking up the check for PTA's share of the profit today from Shields Embroidery.

### **III. Standing Committee Reports**

- A. Mrs. Archbold reported that membership numbers had not changed from what was reported at the April meeting. My School Anywhere, JES PTA's membership software merged with membership toolkit. They are holding current rates for 2 years, and we can investigate in the future if we want to change vendors.
- B. Yearbook – Chair Amanda Rost reported the yearbook is being printed. 10 day printing period.  
The software worked really well and she may look into using more of the functionality for next year like uploading photos directly to the website. Additionally, next year we might be able to use the store to purchase them directly from the vendor.
- C. Fifth Grade Farewell- Kristin Archbold met with chair Mrs. Kara Quigley and Mrs. Tara Leja about the pool party. May 31- party. Mrs. Leja has 17 volunteers which she is comfortable with as far as numbers of chaperones. Additionally, there is a checklist for a walkthrough before and after as well as a check in and check out procedure. Attendees have been told that if they are carpooling they must provide the name in advance and must leave with an approved adult.

The Spring service project will be making sandwiches for Light of Life.

- D. Fun Fair- this year it is May 29<sup>th</sup>. 3 food trucks are coming- Franktuary, Burgh Bites, and Sticklers Ice Pops and we are using a credit with the games company for Fun Fair.
- E. Super Science Days and Science Fair- Chair Mrs. Crowley reported that everything is on track. Super Science Days- half-way there for volunteers. Mario Mitson- meteorology professor gave seal of approval to experiments. He will come to participate as well as the High School Stem academy.

#### **IV. Other Business**

- A. PTA Audit will take place in the summer. An audit report will be submitted in September. Christine Neavin, Mary Crowley, and Melissa Maher will comprise the audit committee. Mrs. Crowley has served before.

Mrs. Karen Wolling motioned to approve the committee and Mrs. Amanda Rost seconded the motion. The committee will meet in August.

- B. Yearbook expenses- \$300 for additional yearbooks for classrooms and welcome packets is needed. Mrs. Kristin Archbold explained. Melissa Maher motioned to approve, Jill Kushnir seconded the motion and the motion passed.
- C. Carrie Conboy has requested to be reimbursed for \$130 over budget for Teacher Appreciation. This was necessitated by a change in how our gift card and cash donations were used. The motion was made and the overage payment was approved.
- D. Vote on 2019-2010 Budget- The budget was presented at the last meeting and has sat for 30 days.

Amanda Rost motioned to approve the budget and Christine Neavin seconded. All voted in favor and the motion passed.

E. Acknowledgement of Dr. Shaw- It is fitting that the theme for teacher appreciation this year was one of “kindness” and a sense of community that comes from being a part of a neighborhood. The PTA would like to acknowledge Dr. Shaw for her dedication to creating a sense of community here at Jefferson.

F. List of open committee chair positions will be coming out in next *Declaration*.

G. Mrs. Switzer- fundraiser for the Art classroom. Kristin needs volunteers for selling art.

**V. Adjournment**

Mrs. Archbold adjourned the meeting at 10:32AM.