

Jefferson Elementary School PTA  
October 18, 2017 Meeting Minutes

**Attendees:**

**Christine Neavin, President**  
**Kristin Archbold, First Vice President**  
**Sarah Shaw, Second Vice President**  
**Rachel Golden, Treasurer**  
**Mary Crowley, Recording Secretary**  
**Marisa Hupe, Historian**  
**Jean Thomas, Membership**  
**Caitlin Clarke**  
**Wendy Clougherty**  
**Lynne Erskine**  
**Amanda Rost**

**I. Call to Order**

President Christine Neavin called the meeting to order at 9:32 AM 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:  
Jean Thomas and all parent volunteers for organizing and helping to facilitate a fun and safe Walk to School Week.  
To Melissa Maher and Kristin Archbold for their help with the Read-A-Loud.  
Thanks to Dr. Shaw, Ms. Gummo, Mr. Zbozny-Del Percio and Mrs. Holloway and to the Fifth Grade volunteers who volunteered to read to students at this event.
- B. 1st Vice President Kristin Archbold reported that the PTA website has been updated with meeting minutes. Only one section of the website remains to be updated and Mrs. Archbold is working to reformat the Committee List.  
Mrs. Archbold also reported on Cultural Arts. The CLO will bring in “Ariba Ariba, The Roberto Clemente Story” on February 14th. Educational come in the fall, which will investigate how to build and write a story.
- C. 2nd Vice President Sarah Shaw reported on the progress of the Read-A-Thon program. Her primary goal is to achieve 100% student body participation.
- D. Treasurer Rachel Golden reported that \$2080.00 has been collected in membership dues to the PTA. \$285.00 has been collected in dues from teachers.

19 teachers have joined the PTA. \$700.00 has been collected in donations for Keri's Classroom. 12 families have contributed to the fund.

Mrs. Golden reported that she has switched the insurance carrier of the PTA and that, in so doing, was able to save \$200.00 in premiums.

- E. Recording Secretary Mary Crowley distributed minutes from the September 18, 2017 JES PTA meeting. Mrs. Archbold made a motion that these minutes be approved. Mrs. Golden seconded this motion and the motion passed.
- F. Historian Marissa Hupe and Mrs. Archbold reported that the PTA, 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.
- G. Corresponding Secretary Karen Wolling was not present. No specific report was given.

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

- A. Membership Chair Jean Thomas reported that 129 families have registered their membership with the PTA and that, thus far, 104 have paid. The deadline to be included in the first version of the 2017-2018 JES PTA Directory has passed. This version will go out within the week. The second edition will be distributed near the holiday break.
- B. Homeroom Parent Coordinator Chairs Valerie Baer and Kristin Palumbo were not present. Mrs. Neavin reported that a meeting of Homeroom Coordinators did take place. Coordinators are currently working on lining up volunteers to organize Halloween classroom parties. In addition, coordinators have identified a volunteer for each classroom to collect donations and put together a BINGO raffle basket.
- C. Mrs. Neavin reported that Jahna Steiner and Denise Romeo have done a tremendous job in their first year of chairing the Scholastic Book Fair Committee. Mrs. Neavin reported that proceeds from this event go toward funding authors' visits to JES, which are usually a significant expense but which are also a favorite yearly event of students and staff.
- D. Mrs. Neavin reported on the JES Read-A-Thon. All has been running smoothly, to date. A new element has been added to the Read-A-Thon this year. Students are able to complete book reviews. These reviews will be posted to a bulletin board and will earn the student 5 bonus tokens. Many students have already completed reviews. Mrs. Neavin emphasized that not having the Read-A-Thon as a fundraiser allows JES the flexibility to add novel and fun elements like this, without the worry of distracting from the fundraising aspect. The RAT awards assembly will be on or about Tuesday, October 24, 2017.

- E. Wendy Clougherty reported on BINGO Night. This event will occur Friday, November 3, 2017 at 6:00 PM. More volunteers are still needed for this event. The sign up genius will appear in the next Declaration and in the PTA section of Dr. Shaw's next Eblast. New at Bingo this year will be a chili tasting and a silent auction. Donations of items for the silent auction include Pitt Basketball tickets, Pittsburgh Symphony tickets, City Theater tickets, and Children's Museum tickets. The Committee has made requests for tickets of the Steelers and the Pirates. The BINGO Night event will, once again, occur in the Jefferson Middle School gym and Mr. Shaw will make a return appearance as bingo caller.
- F. Mrs. Rost reported on 5th Grade Farewell. Shirts for the 5th graders have arrived. Two student's names have been spelled incorrectly on the shirts. Mrs. Rost reported that the committee will have shirts reprinted for these two students without these errors. An informational meeting for the committee regarding pretzel sales will occur this week. Donations to 5th Grade Farewell are expected of families who do not plan to help with fundraising. For the fall service project, the 5th graders will be working on supplying aid to Puerto Rico. A project with the Brookline Food Pantry is also planned for December. The team building trip to Lutherlyn got great reviews from students and teachers.
- G. Mrs. Neavin reported on the Student Gardens. Chair Mandy McGeachy has published a fall newsletter and has conducted tastings of produce for several classes.
- H. Mrs. Neavin reported on Gardening Club. The 5th grade will have their first club meeting next week and will work to replace dead mums at JES.
- I. Mrs. Neavin reported on JES is Sharing, for Chair, Heather Casturo. An update to this program is now running in the Eblast. A JES family is in need of meals, due to an illness, and a signup link is available in the Eblast and will be available in the Declaration.
- J. Mrs. Thomas reported on Walk to School Week for the Juvenile Protection Committee. High participation in this program was reported. The number of walkers was lowest on Monday and grew every day after that. A spring walk to school week will be considered.
- K. Mrs. Neavin reported on Square 1 Art. Mrs. Neavin has received all art from Mrs. Switzer. Orders will be due by November 18th and merchandise will be delivered by December 11th, in time for Christmas and for Hanukkah.
- L. Mrs. Neavin reported on the Veteran's Day Breakfast for Chair, Elizabeth Smith. This celebration will occur on November 10th. Breakfast will be at 8:00 AM. Treats for Troops will be collected at JES this year. Treats will be divided between Mrs. Stack's nephew's unit, which is deployed to Syria, and Mr. Hutsler's unit.

M. Mrs. Neavin reported on the Ag Lab. Several problems with the ag lab and their personnel were reported this year. Mrs. Neavin has been negotiating with the management of the Ag Lab and hopes to receive a discount on the outstanding balance, or to have it forgiven entirely. We may look for a new program in place of Ag Lab for the 2018-2019 school year.

IV. Other Business

No other business was conducted.

V. Adjournment

Mrs. Neavin made a motion to adjourn the meeting at 10:11 AM. The next meeting will take place on November 15, 2017 at 7:00 PM, at JES.