

Jefferson Elementary School PTA
February 21, 2018 Meeting Minutes

Attendees:

Christine Neavin, President
Kristin Archbold, First Vice President
Sarah Shaw, Second Vice President
Rachel Golden, Treasurer
Mary Crowley, Recording Secretary
Karen Wolling, Corresponding Secretary
Marisa Hupe, Historian
Valerie Baer
Jackie Goslin
Dan Miller
Amanda Rost
Alia Scherr
Stephanie Schulte-Albert

I. Call to Order

President Christine Neavin called the meeting to order at 7:00 PM and welcomed all members in attendance.

II. Executive Committee Reports

- A. President Christine Neavin expressed thanks to all members for their attendance. Mrs. Neavin and Dr. Shaw addressed concerns shared by many parents, regarding school safety, in the wake of the mass shooting at Marjory Stoneman Douglas High School in Parkland, Florida. State Representative Dan Miller was also present to participate in this discussion. The following questions were posed by Mrs. Neavin and other members and answered by Dr. Shaw:

Question - Do substitute teachers (daily and long term) receive training by the District on ALICE procedures and security policies before entering the classroom? Do they have written, individualized directions for their specific classroom in case of a school lockdown?

Answer - *Yes. Long term subs are trained on ALICE. Day to day subs are trained, when they are hired, for each building in which they might substitute. They have access to a critical incident plan in each classroom (with sub plans) and they are provided with this upon being hired.*

Question - Could deliveries to the school be dropped off on the designated drop off table instead of the delivery person entering the main office? The concern is that when an individual enters the main office, they gain access to the entire school.

Answer - *Dr. Shaw pointed out that regular delivery people (UPS) are known to staff. She will follow up on procedures for unknown delivery people.*

Question - Do the classroom doors automatically lock when they are closed?

Answer - *They can. All of the doors can be set in "locked" position so that, if they are pulled shut, they will be locked. The teachers can set their doors to this position if they so choose.*

Question - Is it policy that when students are in the classroom, the doors are closed and locked?

Answer - *Each teacher's key can lock or unlock any door in the school. There is no door policy. It is left up to teacher discretion.*

Question - Are there security tools (door wedges, window ladders, etc) that JES needs help in funding?

Answer - *JES follows MTLPD recommendations for safety equipment. Door wedges are not applicable, as doors at JES open out. Dr. Shaw will follow up regarding whether window ladders are recommended. Some of these devices interfere with fire code.*

Question - If there is an emergency situation in the middle school, does the entire complex go on lockdown immediately?

Answer - *Yes. Additionally, call buttons on all phones can reach all areas of JES and JMS.*

Question - How is the ALICE training schedule/timing determined? Are JES and JMS on the same schedule since an emergency situation in one building creates an emergency situation in the other?

Answer - *Training is year round. JES and JMS are coordinated. There will be a fire drill on Monday, February 26th. There is a safety drill (ALICE) scheduled for March and a complete evacuation, with relocation, drill for the entire complex in scheduled for May.*

Question - Can we have basic emergency training for parent volunteers, who are alone with students, for programs such as lunch clubs?

Answer - *Parent volunteers should visit the district website. There are links to the ALICE program video. Parents volunteering for lunch clubs, parties, etc should view this video. This issue will be coming back to the PTA council. There may be a combined program in the future and volunteers may be required to provide a certificate to show that they have completed the training.*

Question - Is there a call button in the office so that police can be alerted to a

situation and summoned without making an actual phone call?

Answer - *The phones in the office have a button that calls 911 directly with one push.*

Question - Are students trained and reminded not to let persons into the building?

Answer - *Yes. Dr. Shaw stated that this is a focus in training students and that students have refused to let her into the building.*

Question - Is the District supporting the walk-out planned for March 14th?

Answer - *Yes. In general the district is supporting the walk-out. Dr. Shaw stated that no elementary student will be permitted to walk out without a parent.*

Dr. Shaw praised the relationship that Jefferson Elementary School has with first responders in the community. Mount Lebanon Police Officers are frequently in and around our school buildings. They walk through every summer, along with Mount Lebanon Firefighters, completing inspections and making recommendations.

Mrs. Neavin reminded members that Facebook posts regarding JES faculty, staff, and/or safety procedures should be respectful. Nothing should be posted that may be incorrect or that may contain sensitive information. Mrs. Neavin reported that PTA meetings are a good place to ask questions and vent frustrations.

Mrs. Neavin expressed thanks to Kristin Archbold for her efforts in bringing the CLO program "Arriba Arriba - The Roberto Clemente Story" to JES. Mrs. Neavin has had a lot of positive feedback about the performance.

Mrs. Neavin reported on the progress of completing "Keri's Outdoor Classroom" in honor and memory of Keri Midgley. Four large round tables with benches, capable of seating an entire class, have been ordered. Each table is a different color, chosen by Mason and Gianna Midgley. The space will be bright and cheerful. High top tables may be added at a later date. The dedication ceremony is set for May 3rd at 4:00 PM.

- B. 1st Vice President Kristin Archbold reported that she continues to coordinate with Membership Chair Jean Thomas on the membership campaign. Hard copies of membership forms have been made available. Mrs. Archbold also reported on Cultural Arts. Please see Standing Committee Report below.
- C. 2nd Vice President Sarah Shaw answered questions regarding safety and security at JES. Please see the President's Executive Report above. Dr. Shaw also reported on an ongoing issue regarding parking outside of the Kindergarten windows in the JES parking lot/driveway. There has been concern reported that, when cars are parked in this area, they take up too much of the sidewalk, forcing students to walk in the drive. Dr. Shaw reported this concern to Mount Lebanon police, who suggested making the area a no parking zone. There are not enough spaces in the lot for faculty and staff. Several teachers have been utilizing this area to park. If these spots become unavailable, Dr. Shaw may have make the "Visitor" spots staff parking spots. Long term solutions (various ways of adding parking) are under consideration. Dr. Shaw will continue to work with police and staff to resolve the issue for the short term in a way that keeps students safe.
- D. Treasurer Rachel Golden reported the following:

Membership

Dues collected from parents - \$2360
Dues collected from teachers - \$435
Donations collected - \$2760
Total memberships/donations - \$5555.

Keri's Classroom

Contributions to the Keri Midgely Memorial from parents - \$1100.
Contributions to the Keri Midgely Memorial from teachers - \$377.
Contributions to the Keri Midgely Memorial from Midgely's friends - \$1400.
Total contributions to the Keri Midgely Memorial - \$2874.

Amazon Rewards

January 2017 - \$112.37
January 2018 - \$110.45

- E. Recording Secretary Mary Crowley distributed minutes from the January 24, 2018 JES PTA meeting. Mrs. Neavin made a motion that these minutes be approved. Mrs. Hupe seconded this motion and the motion passed. The minutes will be posted on the PTA website.

- F. Historian Marissa Hupe reported that she has not yet received any Committee Reports. She will continue to work with Mrs. Golden and Mrs. Archbold on this issue.
- G. Corresponding Secretary Karen Wolling was present but had nothing to report.

III. **Standing Committee Reports**

- A. Marisa Hupe reported on Jump Rope for Heart. Everything regarding this event is ready to go. Mrs. Hupe has enough volunteers to run the event and teachers are set to distribute information on February 22, 2018.
- B. Mrs. Neavin reported on Movie Night. This event will take place on Friday, February 23rd at 6:30 PM. The movie will be Despicable Me 3. Mrs. Neavin stressed that every student must be accompanied by a responsible parent/guardian. Dropping off students will not be permitted.
- C. Mrs. Neavin reported on Winter Lunch Clubs. February Lunch Clubs are ongoing. The last day of these clubs will be February 27th. All clubs have been successful and enjoyed by students. Some modifications to the lunch club program will be made for next year, including utilizing bathroom sign-out sheets and taking attendance. Mrs. Neavin would like to thank the teachers for their cooperation and flexibility, especially in allowing the use of their classrooms for lunch club meetings.
- D. Ms. Neavin reported on the Nominating Committee. The committee is comprised of Susan Anstandig, Kara Quigley and Alia Scherr. Mrs. Neavin made a motion that the membership of this committee be approved. Mrs. Hupe seconded the motion and the motion passed. An item will be run in the Declaration asking for members to make nominations for Executive Committee positions.
- E. Mrs. Archbold reported on Cultural Arts. The Arriba Arriba - The Roberto Clemente Story program came to JES on February 14th and was a success. A survey will be completed by staff on the program. All feedback to this point has been positive. The performance was enjoyed by students and staff.
- F. Mrs. Neavin reported on Breakfast With Someone Special for Chair Kara Quigley. This event will occur on March 9, 2018 at 8:00 AM. Donuts, fruit, juice, milk, and coffee will be served. Mrs. Neavin reminded members that each student can bring only one guest. A reminder will run in the Declaration and Dr. Shaw's weekly Eblast.
- G. Mrs. Goslin reported on Field Day. The theme of this year's event will be "Going Green in 2018". Jackie will need at least 40 volunteers to run field day efficiently. Refillable water bottles will be used and materials used in field day will be recycled. Many exciting games and activities are planned. Mrs. Goslin may be asking for contributions of supplies for some of these games.

H. Amanda Rost reported on 5th Grade Farewell. The spring service project will occur in March and will involve collecting items for Light of Life Mission. In addition, 5th graders will be volunteering to supervise activities at Art Night and at Fun Fair.

The March Madness Fundraiser for 5th Grade Farewell will begin with Rainbow Day, and will include Crazy Hair/Hat Day, Favorite Team Gear Day and Mismatched everything day. Exact dates are still TBD, as Mrs. Rost is trying to avoid conflicts with other JES events.

I. Mrs. Neavin reported, for Mrs. Curren, on Box Tops. The drive was a success and Mr. Zbozny Del-Percio's class was the winner of the free recess.

J. Juvenile Protection Chair Jean Thomas was not present. Mrs. Neavin and Dr. Shaw led a discussion on school safety and security at JES, as discussed in the Executive Report section above. Dr. Shaw also reported on parking issues at JES. Please see the Executive Committee Reports section above for details. No additional juvenile protection issues were raised.

V. Adjournment

Mrs. Neavin made a motion to adjourn the meeting at 8:35. The next meeting will take place on March 21, 2018 at 9:30 AM, at JES.