

*Jefferson Elementary School PTA
September 23, 2020 Meeting Minutes*

** NOTE – this meeting was held virtually via Zoom*

Attendees:

*Jenny Elder, President
Katie Jones, Vice President
Amanda Rost, Treasurer
Anne Clarke, Recording Secretary
Nicole Lust, Corresponding Secretary
Jill Kushnir, Historian
Brett Bielewicz, School Principal
Karen Wolling, Faculty Liaison*

*Derek Tappe
Elizabeth Smith
Gina Florez
Josh Baird
Kristin Archbold
Lynn Ersquine
Marisa Hupe*

I. Call to Order

President Jenny Elder called the virtual meeting to order at 6:01pm and welcomed all members in attendance.

II. Executive Committee Reports

A. President's report – Jenny Elder

Mrs. Elder started the meeting by introducing the PTA board members. She noted that the PTA will function differently this year due to the coronavirus pandemic and the need for many events to be cancelled or only take place virtually. She then expressed her thanks on behalf of the PTA to:

Mr. Brett Bielewicz and the board for help getting our year up and running;

*Mrs. Katie Jones for putting together Faculty Appreciation Bags;
Mrs. Heather Hall and Mrs. Jones for preparing the 2019-2020 Audit Report;
Mrs. Amanda Rost for continuously working on our budget to make sense this year; and
Mrs. Kristin Archbold for her work as past president and helping behind the scenes this year.*

B. 1st Vice President's report – Katie Jones

Mrs. Jones submitted the following report:

The welcome back luncheon for the teachers had to be changed due to the coronavirus pandemic. In its place, the PTA gave welcome back goody bags to the faculty. Mrs. Jones prepared and delivered the goody bags to the school for distribution. Mrs. Jones reported that the bags were very well received and that the teachers greatly appreciated them.

C. Treasurer's report – Amanda Rost

Mrs. Rost presented the 2019-2020 Year End Report. [Click here](#) for the report.

Mrs. Rost outlined adjustments to the amended budget for 2020-2021 to be voted on at the end of the meeting. [Click here](#) for the proposed budget.

D. Recording Secretary's report – Anne Clarke

Mrs. Clarke submitted the following report:

Mrs. Clarke noted that the minutes from the June 2020 PTA meeting had previously been distributed to all via the PTA's email of September 22, 2020. She asked for a motion to approve those minutes. Mrs. Rost motioned to approve the minutes and Mrs. Hupe seconded the motion. The motion passed.

Mrs. Clarke also stated that she would need to leave this evening's meeting early due to a prior commitment, but that she voted to approve the adoption of the 2019/20 Audit Report and the 2020/21 Amended Budget.

E. Corresponding Secretary's report – Nicole Lust

Mrs. Lust submitted the following report:

Mrs. Lust reported that the first newsletter will go out the morning of October 5th.

F. Historian's report – Jill Kushnir

Mrs. Kushnir submitted the following report:

Mrs. Kushnir stated that she did not have a report to submit at this time.

III. Standing Committee Reports

A. Audit Report – Katie Jones

Mrs. Jones delivered the audit report to the board and members in attendance. A copy of the audit report is on file.

The audit report was adopted.

B. Membership – Elizabeth Smith

Mrs. Smith reported the following:

As of 23 September, the membership is:

12 memberships overall (goal was 12)

10 families

2 faculty memberships

Membership on the Toolkit site formally opens on 1 October, 2020. An email inviting families to join the PTA will be sent to encourage membership even during this unusual school year. As stated earlier, access to the school student directory is not tied to membership this year. We have not set a goal for family members at this time, but do aim for 100% membership from the faculty.

C. Fifth Grade Farewell – Marisa Hupe

Mrs. Hupe reported the following:

The PTA will continue moving forward with 5th grade shirts and memory books. Everything else is currently on hold until the spring due to the coronavirus pandemic. Mrs. Hupe also reported that the first \$1000 of the current spirit wear sales will go towards 5th grade farewell. We are continuing with the fifth grade shirts and memory books. Fifth grade parents will have the opportunity to order theirs

through membership toolkit and they can also donate to the fifth grade farewell. The spirit wear sales and donations will help offset the costs of these items, both of which are free of charge to parents. We are still hopeful that we can have many of our traditional events In the spring!

D. Yearbook - Amanda Rost

Mrs. Rost reported the following:

School photos have been delayed at this time but hopeful they will be able to take place at some point in the future. She also reported that an email will be sent to the teachers asking them to take pictures during in person school hours while the children are in the hybrid learning mode.

E. Read-a-thon – Kristin Archbold and Melissa Maher

Mrs. Elder reported the following:

No date has been set for the Read-a-Thon but the chairs are hopeful to have a virtual event later this fall. The chairs will work with Mr. Bielewicz to (hopefully) make this fun event happen.

F. Homeroom Parent Coordinators – Marisa Hupe

Mrs. Hupe reported the following:

Class parties are currently on hold for this year but the teachers are in need of homeroom coordinators. A request for homeroom coordinator volunteers will be sent out in this Friday's school newsletter.

G. Shopper Rewards – Jenny Elder

Mrs. Elder reported the following:

We no longer have our affiliate account through Amazon but are now part of the Amazon Smile program. A link will be sent out to the school with the link on how to register your Amazon accounts for this program. A portion of your sale will go to the JES PTA. As always, families can still register their Giant Eagle cards to support our school.

V. Other Business

A. Vote to adopt the 2019-2020 audit

Mrs. Hupe motioned to adopt the audit and Mrs. Lynn Ersquine seconded the motion. The audit report was adopted.

B. Vote to approve the 2019-2020 budget carry over

Mrs. Jones motioned to approve the budget carry over and Mrs. Ersquine seconded the motion. The 2019-2020 budget carry over was approved.

C. Vote to approve the amended 2020-2021 budget

The final order of business was to vote to approve the amended 2020-2021 budget. The 2020-2021 budget as amended was approved.

VI. Adjournment

Before closing the meeting, Mrs. Elder made mention of the generous donation of a popcorn machine from the Auslanders to the JES PTA. We look forward to using it when events are back up and running.

Mrs. Elder offered a final word of thanks to everyone in attendance and adjourned the meeting at 6:49 pm.

The next PTA meeting will be held at 7:00 pm on Wednesday October 21, 2020 via Zoom.