

Jefferson Elementary School PTA  
September 26, 2018 Meeting Minutes

**Attendees:**

**Kristin Archbold, President**  
**Marisa Hupe, First Vice President**  
**Sarah Shaw, Second Vice President**  
**Rachel Golden, Treasurer**  
**Melissa Maher, Recording Secretary**  
**Mary Crowley, Historian**  
**Karen Wolling, Corresponding Secretary**  
**Megan Bayley**  
**Anne Clark**  
**Tamara Grant**  
**Jenny Elder**  
**Lynn Erskine**  
**Mandy McGeachy**  
**Jemma Premus**  
**Amanda Rost**  
**Nim Short**  
**Sara Snyder**  
**Jean Thomas**

**I. Call to Order**

President Kristin Archbold called the meeting to order at 7:01 PM and welcomed all members in attendance.

**II. Executive Committee Reports**

- A. Mrs. Archbold started the meeting by expressing her gratitude to last year's board and our former president Christine Neavin for handing down a PTA with a clear mission, on strong financial footing and flush with volunteers who are embarrassingly generous with their time and talents.

She also thanked our current PTA Board and the committee chairs who have gotten the year off to a remarkable start.

**PTA Audit Committee** – Tamara Grant, Val Baer, Mary Crowley

**Student Gardens** – Mandy McGeachy and all our summer volunteers who maintained the garden

**Bulletin Boards** – Jemma Premus

**Faculty Welcome Back Lunch** – Greer Whalen

**JES Buddy Program** – Sarah Olbrich (Chair), Mary Crowley, Melissa Maher

**Kindergarten Coffee and Kleenex** – Melissa Maher

**Garden Club back to School plantings** – Christine Neavin

**Fall Family Welcome-** Jill Kushnir, Kim Mackin, and Amanda Rost and all of our JES families for understanding when weather necessitated its cancelation. Thanks also went out to Dr. Shaw, Mrs. Auslander, the Boy Scouts and the JES custodial staff for their assistance when the rain set in.

**Picture Day-** Sheryl Silverman

Mrs. Archbold reported that at the May PTA meeting it was announced that the budget and some overage votes would need to be handled via email. Emails were sent to all May meeting participants and the vote was taken on June 18 with the following passing:

Approval of the 2018-19 budget which sat for 30 days.

Approval of an overage of \$40 towards the science fair budget.

Approval of an overage of \$538 towards teachers wish lists.

Mrs. Archbold also indicated that the PTA was able to fulfill \$1,538.00 in wish list items from 11 faculty and staff. Some of the items purchased were: whiteboards, novel studies, geometric shapes, Spanish awards.

Mrs. Archbold explained to those in attendance that the PTA needed to spend down any carryover of the budget (surplus) over \$10,000. Mrs. Archbold and Dr. Shaw have identified the following purchases to spend down the budget: sensory items, two rugs for the Kindergarten classroom, squad belts, Carnegie Museum loan membership, and two PTA items- 3 table cloths and a box top collection sign.

Mrs. Archbold is maintaining the website for the JES PTA and she has a Google calendar accessible so parents can download events to their calendars. Additionally, Mrs. Archbold is dabbling in social media, putting informational posts on twitter and facebook. There will be no pictures of children posted to the sites.

- B. 1st Vice President Marisa Hupe reported that she will be working on fund raising this year.
- C. 2nd Vice President Sarah Shaw reported that the universal screening was completed and that with the data they will begin to make some academic suggestions.

The Maker Space is up and running with 5<sup>th</sup> graders making pianos in Mrs. Gummo's music class. Dr. Shaw is really pleased with the teachers' use of the maker space including use in science lessons.

There is an Act 80 day in October. One change from the schedule posted is that there will be no PM Kindergarten however the JES Kindergarten will be on a field trip that day so there is no real impact. The Act 80 day is a professional development day.

Dr. Shaw questioned members about their ability to access Dreambox and Lexia through the Clever app. There was a mixed reaction regarding access and Dr. Shaw suggested that she was trying to get QR cards for the students to make log-in easier.

Dr. Shaw indicated that there have been some safety improvements made with the start of school this year - staff are wearing vests, teachers and PCAs are stationed at strategic posts to watch access points. All staff have walkie talkies and 'go' bags.

Reminder to get clearances – casual volunteer form needs to be filled out each year.

Dr. Shaw said that they have developed a partnership with the Duquesne University school of education. Duquesne education students will be coming and helping with social studies and science curriculum.

Roof repairs- repointing was fixed this summer. Dr. Shaw was asked about the middle school repairs that were on-going however she was not certain of the status of those repairs.

Dr. Shaw reported that the repair for the falling hillside on Bower Hill Road which impacts the Kindergarten playground went out for bidding...the plan might be to terrace or build a retaining wall. Any bid or plan will require approval by the school board.

D. Mrs. Golden reported on a few amendments to the budget:

-Adjustment needed for increased number of 5th graders to provide for 5th grade farewell activities and expenses. The number increased to 73 5<sup>th</sup> graders. An increase of \$876 was needed for Memory books, Lutherlyn field trip and t-shirts.

-Additionally, the teacher reimbursement number was trued up to reflect the accurate number of JES faculty and staff. Trued up to \$3000.

-Yearbooks were trued up to \$4800.

-Planners to \$407 which was an increase to the budgeted amount with the addition of 3<sup>rd</sup> grade having planners this year.

-Family Welcome- only funds lost due to the cancellation was the money for the tent rental. No money was lost on pizza. Mrs. Golden reported a net loss of \$206 for the bounce house.

-Additionally, Mrs. Golden reported a change to the expense reimbursement policy – all reimbursement documents are online under the PTA section of the JES website.

-Parents can scan and upload receipts from Google Drive. It's the quickest way to get reimbursed; however you are still able to use a paper reimbursement form.

- E. Recording Secretary Mary Crowley distributed minutes from the May 16, 2018, JES PTA meeting. Mrs. Maher made a motion that these minutes be approved. Mrs. Erskine seconded this motion and the motion passed. The minutes will be posted on the PTA Website.
- F. Historian Mary Crowley reported that Committee Chair reports will also be on Google Docs. A brief description of the committee report and what is contained in it and when to submit it was discussed.
- G. Corresponding Secretary Karen Wolling was present but did not have any items to report at the time.

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

- A. Mrs. Archbold and Mrs. Golden reported on membership. Both shared that there has been a significant increase in membership at this point in the membership drive as compared to previous years. Additionally, 11 faculty memberships were received including two teachers who joined as families which was greatly appreciated by the PTA. Furthermore, with yearbook sales being done on-line as well that figure has also increased.

Everyone in attendance expressed their appreciation for the new on-line membership and yearbook process and remarked that it was simpler than in the past.

Reminders have gone out via My School Anywhere regarding membership and the only reminder that has not yet been completed was for those that confirmed information and have not joined the PTA.

Mrs. Archbold indicated that membership and yearbooks will likely be the only items sold on-line so as to avoid transaction costs.

Mrs. Archbold thanked everyone for their patience with the process of getting the on-line system up and running and weighing the different on-line systems to use.

- B. Mrs. Thomas reported on Walk to School Week. The dates are October 9-12, Tuesday to Friday. Volunteers are needed to man the safe walking routes: Moffet, Ruth, and the middle school crosswalk. There are leftover items to pass out as rewards for walking to school from previous years.
- C. Mrs. Archbold reported on Shopper Rewards program for chair Annika Curren. Currently running a drive this week. Please submit Box Tops and earn a free recess! Giant Eagle advantage cards can be registered as well as Amazon accounts, to benefit Jefferson.
- D. Mrs. Premus reported on the Homeroom Parent Coordinator program. All teachers have been notified of their volunteer parents. Welcome emails will be going out via the teachers. Everyone is on track and teachers have been very helpful.
- E. Mrs. Archbold reported on the PTA Reflections contest for chair Megan Zedecky.. Reflections is a PTA program at the state and national level. This year's theme is "Heroes around me". November 5<sup>th</sup> is the deadline. Students will be judged locally, regionally, and at the state level.
- F. Mrs. Archbold reported on the Book Fair for Chair Jahana Steiner. Everything is on track for a successful book fair this year. Activities, as in past years, include the read-aloud, parents reading selected books to classes to encourage excitement about the book fair and shopping.
- G. Chair Melissa Maher reported on behalf of herself and co-chair Christine Neavin on Read-A-Thon. This year's theme is "JES Enchanted Forest- Watch Your Imagination Grow". The event starts after school on Friday, October 12 and runs through October 19 which is the last day children can turn in minute tickets (one for each 30 minutes of reading) for a chance to win prizes. A bulletin board will graph minutes for each class and the hallway outside the office will be decorated in a forest theme. The Read-A-Loud will be after school on October 16 on the back playground. Teachers and 5th grade students will read their favorite books to children enabling them to earn extra minutes. Hot chocolate and cookies will be sold for \$.50 each. Additionally, there will be a dress up day (literary character or wear an enchanted outfit) on Friday the 19th to conclude the week.
- H. Mrs. Archbold reported on Bingo Night in the absence of Chair Wendy Clougherty. The event planning is in process. Gift baskets are being planned, etc. If you have an

opportunity to participate please come. Mr. Shaw will attend as the guest bingo caller again!

Mrs. Short asked how to become involved as a volunteer and Mrs. Archbold explained how to volunteer through MSA sign-up, emails, etc. A Field Day Chair is needed if anyone would be interested in volunteering for that post.

Homeroom parents will reach out for individual classroom needs.

- I. Mrs. Archbold reported on the Square One Art fundraiser. Mrs. Switzer helps our students create artwork, which then Square One uses to create products for sale as a fundraiser.

- J. Mrs. Grant reported on the 5th grade farewell. She explained to the group that for the students' last year here at JES and we do some things that celebrate this transition to middle school.

There is a parent meeting scheduled for Tuesday, October 2<sup>nd</sup> in the library at 7:00.

Packets will go out to parents explaining the activities for the year and how they can volunteer.

The Lutherlyn field trip is on Monday, October 1. Team building activities. T-Shirts will be here for the field trip. Kids will get their shirts on Friday.

Mrs. Hupe is chairing the spiritwear sale for 5<sup>th</sup> grade farewell.

Kara Quigley will be chairing the pretzel sales. First day of pretzels will be Wednesday, October 17<sup>th</sup>.

We only fundraise for what our need is. Some fundraisers are: the talent show bakesale, March Madness, and Kona Ice.

The other component is a service component- for example there will be a holiday food drive and the fifth grade will package and deliver the food.

Clap Out will be on the last day of school.

- K. Mrs. McGeachy reported on the raised bed gardens. The extra fifth grade farewell money from last year went to garden and she expressed thanks for the donation. Also, Mrs. McGeachy thanked the families that helped harvest this summer.

The plan for this year is to ask for volunteers to help Mrs. McGeachy.

Mr. Hutsler's class washed and picked and prepped for a tasting. 3<sup>rd</sup> grade will also do a harvest and tasting. 5<sup>th</sup> grade is going to do the garden clean up this fall. The major activity with the garden is in the Spring when each class gets to do a planting.

Mrs. McGeachy indicated how appreciative the hospice was of the donations from the garden.

- L. Mrs. Archbold reported for chair Naomi Tannenbaum on Odssey of the Mind. Mrs. Archbold will have a conference call tomorrow with Mrs. Tannenbaum tomorrow and the PTA has budgeted to provide for a team to go to states. This past year the PTA held some money for the teams. PTA will no longer be holding money and the money left in the budget will be dispersersed with gift cards to purchase materials.
- M. Mrs. Archbold reported on the Cultural Arts programs. There will be two programs- one on December 21- Gab Squad (Anti-bullying) program will be done during the holiday party  
Pittsburgh CLO – will be coming as well on February 14.
- N. Mrs. Grant reported on behalf of the audit committee. Val Baer, Mary Crowley and Tamara Grant conducted the audit the 2017-2018 fiscal documents. They followed a set of instructions supplied by the PTA National organization. Looked at check images, etc. Only found a few checks with one signature. Checks over \$200, deposits greater than \$1000. All documentation was there for everything. Recommendations- cash count sheets with two signatures. Pretzel sales process was much better this year to audit- had been a stumbling block in the past. Thanks to Rachel.

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

- A. Mrs. Hupe motioned to approve the audit. Mrs. Jemma Premus seconded the motion and the motion passed.
- B. Mrs. Erskine motioned to approve the budget carryover., Mrs. Karen Wolling seconded the motion and it passed.
- C. Mrs. Rost motioned to approve the amended 2018-19 budget. Mrs. Grant seconded the motion and the motion passed.

#### **V. Adjournment**

Mrs. Archbold made a motion to adjourn the meeting at 8:31 PM. The next meeting will take place on October 17, 2018 at 9:30 AM, at JES.