

**Jefferson Elementary School PTA Minutes
September 16, 2015**

I. Call to Order – Christine Neavin at 7:00pm

Members Present:

- Christine Neavin – President
- Valerie Baer – 1st Vice President
- Sarah Shaw – Second Vice President
- Tamara Grant – Treasurer
- Kristin Archbold – Recording Secretary
- Carrie Conboy – Historian
- Wenyi Ya
- Mary Crowley
- Alla Scherr
- Katerina Mavriki Mauriatis
- Jean Thomas

II. Executive Committee Reports

- i.) President – Christine Neavin
 - a. President expressed gratitude to parents, teachers and school community for their overwhelming support.
 - i. Parent volunteers were thanked for their work on the Teacher Welcome Back Lunch, New Student Welcome and Fall Family Welcome, as well as flower planting for the start of school.
 - ii. Art teacher Katie Switzer was acknowledged for her work organizing the Square 1 Art fundraising projects this year as well as the JES Kindergarten teachers for making time in class for the projects to be completed.
 - iii. The JES faculty was acknowledged for their support of and presence at the 2015 Fall Family Welcome.
 - iv. The Class of 2013-2014 was acknowledged for their gift of planters for the front entrance of the school.
- ii.) 1st Vice President Report – Valerie Baer
 - a. 1st Vice President has been assisting President Christine Neavin with numerous projects and other committee activities.
- iii.) 2nd Vice President - Sarah Shaw
 - a. Presented overview of the new district-wide School Wellness Policy
 - i. Handouts were distributed outlining guidelines for fundraisers, school parties and meeting.
 - ii. Wellness program is designed for the district to support student health and wellness.
 1. Food guidelines are based on new federal guidelines

2. School parties will shift focus from food to activities.
 - a. All party food will be nut-free
 - b. Beverages are limited to water, milk and 100% juice
 - c. Fruits and vegetables will be served
 - d. No more than two items with sugar as the first ingredient may be served
 3. School and PTA will not offer food incentives or rewards.
 - a. Creative alternatives will be explored.
 - iii. Fundraisers will be evaluated on an ongoing basis to ensure they meet new wellness standards.
 - b. Discussed New Report Card Format
 - i. Goal is to communicate student progress and classroom activity more effectively.
 1. Handouts were distributed outlining Frequently Asked Questions.
 - c. Explained new Positive Behavior Support Program at JES
 - i. School-wide program will help build community among teachers and students
 - ii. Research-based program that focuses on doing the right thing
 - iii. Positive reinforcement is used to encourage students.
 1. Ms. Shaw distributed tickets randomly to teachers daily to acknowledge positive student behavior.
 - iv. Behavioral matrix established for JES.
 1. Handout of JES Behavioral Matrix distributed
 2. Program allows for consistency both in expectations and language.
 - a. Common language will help establish clear instruction
 - b. Tamara Grant suggested that Squads be informed of the common language to expand consistency.
 - c. Mary Crowley will work on this with administration and squads.
 - v. Current focus is on voice level and hallway rules.
 1. Positive changes are already noticeable.
 2. Program will be gradually expanded.
 - vi. Carrie Conboy commended Ms. Shaw on the positive impact she has made in the school.
 - d. Volunteer Clearances
 - i. Parents have responded well to obtaining clearances.
- iv.) Treasurer –Tamara Grant
- a. The PTA Fidelity Operating account currently has assets totaling \$7, 619.01.
 - b. Deposits were made in July and August as a result if transfers from our Amazon.com fundraising.
 - i. Amazon will become the focus of the 2105 Shopper’s Rewards fundraising efforts.
 1. Profit should help replace the Market Day fundraiser
 2. Link will be promoting in next Declaration email
 - ii. Box Tops Check has not arrived yet.
 - iii. Fall Family Welcome made a profit of \$4.06.

- iv. Teacher Appreciation Lunch broke even at \$400.
 - 1. Ms. Shaw commented that the lunch was very well received.
- v. Popsicle on the playground came in under budget.
- vi. PTA will be advancing the 5th Grade Farewell Committee money for a trip to Linsly Outdoor Center.
 - 1. Check will be over \$1,000.
 - 2. PTA will be reimbursed.
- v.) Recording Secretary – Kristin Archbold
 - a. Minutes from May 20, 2105 were submitted for approval.
 - i. Christine Neavin motioned to approve minutes.
 - ii. Carrie Conboy seconded the motion.
 - iii. Minutes passed - 11 in favor, 0 opposed
- vi.) Historian – Carrie Conboy
 - a. Duties are currently being transitioned from previous Historian Valerie Baer to Carrie Conboy.
 - b. The new electronic version of Committee Reports that was instituted last year resulted in rapid response from committee chairs.
 - i. Electronic reports will be kept so committee chairs can review the previous years' reports and analyzes trends.
- vii.) Corresponding Secretary – Kim Salvador
 - a. Ms. Shaw is exploring using this position as a rotating assignment to allow for more teacher involvement in the PTA .

III. Standing Committee Reports

- i.) Membership – Jean Thomas
 - a. First edition of the Directory has been sent to members.
 - b. 122 Families were included in the first edition.
 - i. More families were included in the first edition in 2105 compared to 2014.
 - ii. Eight staff members were included in the first edition.
 - 1. This number is expected to go up as staff just received their PTA welcome packets.
 - iii. The number of donations made in addition to membership fees has gone up.
- ii.) Homeroom Parent Coordinators - Kristen Palumbo and Valerie Baer
 - a. Valerie Baer gave report.
 - b. Homeroom coordinator meeting will be held on 10/17/15
 - i. Meeting will review how the new Wellness program will impact classroom parties.
 - ii. Forms will be distributed to assess volunteer interest in a number of classroom and PTA activities.
 - 1. Christine Neavin asked that Garden Club volunteers be added to the form.
 - 2. Volunteer clearances will be discussed.
 - iii. Money will also be collected form class parties and yearbook.
 - 1. \$10 for each item will be requested.

- iii.) Reflections – Stephanie Schulte-Albert
 - a. Christine Neavin gave report on Stephanie’s behalf and gave an overview of the program’s goal to showcase student talent
 - i. Theme for 2015 is “Let Your Imagination Fly.”
 - ii. Deadline for submissions is October 22, 2015.
 - 1. Electronic application will be sent to all families.
 - 2. \$50 budget has been established to make hard copies this year in hopes of increasing participation.
- iv.) Book fair – Valerie Baer and Tamara Grant
 - a. Scholastic Book fair will be held October 12-14 in the elementary school gym.
 - b. Chairs are working with Mrs. Murdoch and Christine Neavin to tie into both an author visit by Kate DiCamillo and the JES Read-A-Thon.
 - i. Kate DiCamillo will be videotaping a national video conference at JES on October 15.
 - 1. Chairs will obtaining her books for the book fair
 - c. There will be three registers this year to help keep checkout lines moving.
- v.) Read-a-Thon - Christine Neavin
 - a. JES will once again participate in a Read-A-Thon with Markham Elementary and Howe Elementary.
 - i. This will not be a fundraiser.
 - ii. Goal is 100% participation by students.
 - iii. Students will earn tokens for minutes read
 - 1. A bulletin board will track minutes read for the school.
 - 2. Special prizes may include autographed books, special kickball game or lunch etc.
- vi.) Bingo Night – Jennifer Laman and Megan Zerega
 - a. Report Given by Christine Neavin
 - i. Bingo Night will be held on November 6 at 6pm.
 - ii. Bingo Night has become a popular family activity and great fundraiser.
 - 1. Two Chairs will be handling the event this year.
 - 2. Raffle baskets were successful last year and most sought after prizes were specialty items offered by teachers.
- vii.) Fifth Grade Farewell – Kara Quigley and Anne Semanco
 - a. Report Given by Christine Neavin
 - i. Extensive packets explaining the new program were designed by committee chairs and sent home with fifth grade families.
 - ii. This year’s Fifth Grade Farewell will incorporate all aspects of a student’s life.
 - 1. Social
 - 2. Educational
 - 3. Community /giving back
 - a. Food drive already underway for the Brookline food pantry.
 - b. More community outreach activities are planned.
 - iii. Team Building will be incorporated into the farewell activities.

1. Trip to Linsly Outdoor Center planned for October .
- viii.) Cultural Arts – Colleen Frank
- a. Report given by Christine Neavin
 - i. Colleen Frank is also serving as the District Chair.
 - ii. Committee is working on booking events as a group to help reduce fees.
 - iii. First scheduled activities is the Ag Lab on September 28.
 1. This program provides students with hands on science and agriculture lessons.
- ix.) Shopper Rewards – Colleen Frank
- a. Report given by Christine Neavin
 - i. Focus on Amazon link from fundraising
 - ii. Box top collection will be promoted in the Declaration with a collection sheet being sent home in the fall.
- x.) Bulletin Boards – Christine Neavin
- a. Project is ongoing throughout the year.
 - i. Welcome back bulletin board is in place.
 - ii. Planning for a Read-A-Thon and Square One Fundraiser Bulletin Board
- xi.) Student Gardens – Mary Rayl
- a. Report Given by Christine Neavin
 - i. Mary Rayl has done an excellent job on the JES Butterfly garden.
 1. She is exploring having the garden recognized as an official Monarch Waystation.
- xii.) Jefferson Is Sharing – Heather Casturo
- a. Report given by Christine Neavin
 - i. Heather has been organizing dinners for George’s family to help them through his treatment.
 1. A new request will be sent out.
- xiii.) Declaration and Website – Kristin Archbold
- a. Declaration will go out every other Wednesday to all PTA members.
 - i. Committee Chairs are submitting info to jesdelaration@gmail.com.
 - b. Effort was made to update the PTA pages of the website.
 - i. The Content Management System require use of an older software which has hampered updates.
 1. Efforts continue to remedy this issue.
 - ii. The District is launching a new website sometime this fall.
- xiv.) Juvenile Protection – Jean Thomas
- a. Jean will participate in district wide meeting regarding student safety.
 - b. Teachers are able to monitor morning drop-off and driving with squads holding doors this year.

IV. Other Business

- I. Vote to Approved Audit
 - a. Tamara Grant reported that Audit was conducted and submitted.

- b. Ms. Grant thanked past treasurer Jen Schubert and Kristin Archbold for their assistance with the audit.
- c. Christine Neavin moved to approve the audit of JES PTA finances from July 1 ,2014 – June 30, 2015.
 - i. Motion was seconded by Kristin Archbold.
 - ii. Motion passed. 11 in favor, 0 opposed

II. Vote to approved 2014-2015 Budget Carry Over

- i. Christine moved to carry over \$7,888.46 from the previous year to the 2015-2016 budget.
 - 1. Carrie Conboy seconded the motion.
 - 2. Motion passed. 11 in favor, 0 opposed.

III. Open Chair Positions

- a. Chairs are still need for the following committees:
 - Odyssey of the Mind
 - Recycling / Environmental

IV. Adjournment

- a. Christine Neavin adjourned the meeting at 8:29pm.