**Jamestown Elementary School PTA**

**Draft Meeting Minutes**

**Tues., Apr. 2, 2024**

**7:00 pm**

**Approximately 19 people**

1. **Welcome & Administrative Matters** (NTE 10 minutes) – Erin Baynham
   1. Introductions
   2. *Action Item* -- Approval of agenda- Approved
   3. *Action Item* -- Approval of March 2024 meeting minutes- Approved

1. **Principal’s Report** (10-15 minutes) – Michelle McCarthy
   1. Dr. Roache wanted to thank everyone for the roses presented to her at Bingo night for her 25 years of service in APS.
   2. Arlington County is putting in new permanent, flashing 20 mph signs around Jamestown on N Albemarle St., Franklin Park Road and N Delaware St. Hopefully these signs will encourage drivers to slow down around the school.
   3. A climbing wall has been installed in the gym. This new wall was funded by APS and has been a priority of Dr. Duran’s since many other APS schools already had one. The teachers are being trained on how to use it properly and a picture of it will be in this week’s principal’s newsletter. APS will fix the broken water fountain in the gym, Ms. McCarthy will follow up on this.
   4. Ms. Sharwarko has been working on curriculum and materials for the solar eclipse on April 8th. The school purchased glasses for students in 2nd-5th grade. In her research Ms. Sharwarko found that it is not recommended for children under the age of 7 to use eclipse glasses because they may not protect younger eyes from damage.
      * APS has also just announced that they will be providing solar eclipse glasses for all students.
   5. The JamestownBook Fair is April 11-18th. The librarians have asked that all students sign-up for the e-wallet option for purchasing items so the students do not have to handle cash during their class buy day. More information on how to sign up for the e-wallet option will be coming soon.
   6. April is the Month of the Military Child. Wear purple on April 19th to support children of military parents in our Jamestown community.
   7. The 3rd, 4th and 5th grade SOL window is May 13- June 7 this year.
2. **Volunteers’ & Officers’ Reports** (NTE 45 minutes)
   1. Internal Relations – Maura Woosley
      * Thank you to Jessica Tierney for coordinating the school play last month! This was the first year we partnered with Encore and it went well.
        + We will need a new lead for next year. It would be great to find someone sooner rather than later so we can debrief this year’s play with them in preparation for next year.
      * Teacher appreciation week is the week of May 6-10th. The hospitality committee and our room parent coordinator are working hard to put together gifts/ programming to appreciate all of our amazing teachers and support staff. More information coming soon.
      * Enrichments start next week. Enrollments are a little low but the programs are still running. Maura to confirm the front office has the list of students attending each class.
      * Run club starts on Friday, April 5th. Beth Taylor is stepping down as the Run Club chair next year and we are looking for a new lead.
   2. Community Relations – Jen Lee
      * Shout out to Liz Milans and all the volunteers who helped with BINGO night.
        + Special thanks to Ms. McCarthy and Dr. Roache for serving as the BINGO callers.
      * There will be a Comfort Cases drive in April.  More information will be coming soon via the weekly newsletter.
   3. Communications – Cara Richardson
      * We are looking for a PTA newsletter editor for next year.
      * The yearbook is about 95% complete and is 85% sold (only 72 more books to sell!). [Order Here](https://ybpay.lifetouch.com/Order/SelectStudent?isAdvertisementOnly=False&jobNumber=13276822) by May 3 to get yours.
        + The yearbook is currently only missing two events that haven’t happened yet and we need more pictures for extended day.
        + The yearbook committee is currently working to include each student in their class page candid photos at least twice and no more than four times.
        + Panoramic 5th grade picture will be taken at 1pm on April 11th.
        + The picture download portal was a great addition to the yearbook this year. Next year we need a tutorial on how to upload photos for the Jamestown community. There were especially some issues with parents not tagging their children making it hard for the yearbook committee to identify students.
      * Poetry Journal is on schedule. The names of the art contest winners will be announced in the principal’s newsletter this week.
   4. Fundraising – Amy Schachner
      * Winter Auction Final Numbers
        + Thanks so much to Nasim Fussell and Lora Lawlerfor doing an amazing job as co-chairs of the Winter Auction.
        + The auction grossed approximately $132,000 and net a little more than $82,000. (all numbers are approximate)
          - Silent auction raised over $20,000
          - Live auction raised $23,000
          - Parent parties raised $19,000
          - Teacher adventures raised $5600
          - Class baskets raised $6100
          - Raffle raised almost $1500
          - Ticket sales raised $27,000
          - Sponsorships (a big focus this year) raised $25,000
          - Additional donations raised $2200.
        + The auction was a big success in part to it being such a community effort. Thanks to all the volunteers who helped out!
        + We need two new auction chairs for 2025. Last year’s chairs are willing to help work with the new chairs to make it an easy transition.
        + The tentative date for next year’s fundraiser will be Feb 22, 2025 at Washington Golf.
      * Book Fair – Apr. 11 – Apr. 18
        + Preview days are Thursday, April 11th and Friday, April 12th. Student shopping will be the 16th-18th. There will be shopping before school starting at 8:30 am and during class time.
          - Family Shopping Night will be Wednesday, April 17th featuring Kona Ice. Proceeds from the ice truck support the PTA.
      * Spring Fair – Apr. 27 –
        + We need volunteers- [Volunteer Here](https://www.signupgenius.com/go/70A0E45AEAE22A7FA7-48682870-jesspring%252523/)! We especially need chairs for inflatables and the color carnival and general volunteers for all activities. Thanks to Kristin Broitman for volunteering to chair concessions during the meeting.
          - Students in 6th grade-high school can sign-up to volunteer (just not as chairs).
        + Help needed to break down tickets into smaller packets this Thursday, April 4th from 7-9 pm at Sophia Swemba’s house. Sign up here: https://www.signupgenius.com/go/70A0E45AEAE22A7FA7-48660869-ticket#/
        + Collections for used books, stuffed animals, and cakes for the cake walk will begin soon. More information will be in the PTA newsletter on Friday.

* 1. Treasurer – Liz McKnight
     + Out of Town - March & April Financial Statements to be presented at May PTA Meeting
  2. President – Erin Baynham
     + Next PTA Meeting is May 7. The meeting is in-person with special guest speakers from the APS Diversity, Equity and Inclusion Office presenting on how to talk about race with our kids.
     + We will be presenting the slate for the PTA Board elections at the May meeting and will elect open board positions at the June meeting.
     + We need at least three volunteers for the Nominating Committee in place by Apr. 4 to find candidates for next year’s open board positions. Contact Erin by Thursday if you are interested in being on the committee.
       - We have three open board positions for next year (President, VP- Communications, and VP- Internal Relations).
       - The goal of the nominating committee is to find candidates for the open board positions but we also have other committee positions that the nominating committee can help to fill. Current open committee lead positions include Membership lead, Winter Auction co-chairs, Run Cub lead, and School Play coordinator. Other openings will be identified and communicated in the coming weeks.

1. **Other Business** –
   * + The PTA’s “Square” device has gone missing, if you know where it is please let Erin know.
2. **Adjourn** 7:51 pm