**Jamestown Elementary School PTA**

**Meeting Minutes**

**Tues., Mar. 7, 2023**

**7:00 pm**

1. **Welcome & Administrative Matters** (NTE 10 minutes) – Erin Baynham
   1. Introductions
   2. *Action Item* -- Approval of agenda - APPROVED
   3. *Action Item* -- Approval of February 2023 meeting minutes - APPROVED
   4. (~*21 participants*)
2. **Principal’s Report** (10-15 minutes) – Michelle McCarthy
   1. Safety Procedures
      * JES is required to send out a notice 24 hours in advance if the school holds a lockdown drill
      * Lockdowns: Done when there is a threat in the building. Lights off, doors are locked, blinds down, no one can enter/exit the door. Teachers will send a placard to denote the status of the class (green – good; red – need assistance)
      * Secure the building: Done when there is a threat near or outside the school. Movement in the building is limited.
      * Shelter in Place: Done when there is something hazardous nearby. Kids and staff will stay indoors.
      * Evacuation: Done when the building needs to be evacuated. All would relocate to Memorial Baptist Church.
      * Suspicious package or bomb threat: Staff would call 911.
      * If a student makes a threat towards another student/staff: A threat assessment will be conducted. Specific questions will be asked to best determine next steps.
   2. Home Address Confirmation Process (HACP) documentation needed for rising 6th graders - please upload information online or or bring in to Loren in the Front Office. More details here - <https://www.apsva.us/registering-your-child/hacp/>. You can request a copy of your deed by email. Send name and residence address to Landrec@arlingtonva.us Please note “School deed request” in the subject line.
   3. March 15th – Read the Day Away: Come in comfy clothes and enjoy reading the day away!
   4. March 10th – Profile sheets will be sent home for students K-4. Please complete and return to school
   5. Leukemia & Lymphoma Society’s Fundraiser- raised $2,741 to date. Our fundraising goal is $7,000. Donate by March 10th here - https://pages.lls.org/ltn/nca/NorthVA22/jamestownelementary

Thank you PTA for the auction/gala, thank you for the lunches during parent teacher conferences, and for the blood drive. The blood drive was so successful.

1. **Volunteers’ & Officers’ Reports** (NTE 45 minutes)
   1. Internal Relations – Maura Woosley
      * School Play – Mar. 10 & Mar. 11, <https://jamespta.ejoinme.org/playtickets>
        + In school performance is on Thursday.
        + Play starts at 7pm on both Thursday and Friday evening
        + We want to ensure every family has a chance to attend - Please reach out to [erintripodi@gmail.com](mailto:erintripodi@gmail.com) if you are not financially able to purchase tickets
      * Spring Enrichment Update
        + New vendor for Spring Enrichment - Flex Academies
        + Info on registration coming soon
        + Classes will be offered T-Th
      * Run club resumes on April 14th
      * No need to sign up again if you signed up for the fall session
      * Reach out to Jason Gawrys – [Jason.gawrys@apsva.us](mailto:Jason.gawrys@apsva.us) if you’re interested in joining
   2. Community Relations – Trish Madden
      * Bingo Night – Mar. 15th 
        + Wear green
        + Volunteers are needed for set up. Please reach out to Liz Milans
      * Spring Fair – April 29th
      * Jamestown 5K – May 13th
      * Staff Basketball Game – more information to come
      * Community Service plan for April is in progress – more information to come
   3. Communications – Cara Richardson
      * Yearbook – [Order Here](https://ybpay.lifetouch.com/Order/SelectStudent?isAdvertisementOnly=False&jobNumber=13276822) – Early Bird Pricing through Mar. 17
        + 239 books have been sold as of today’s meeting
        + Online orders close on May 1st
      * Directory for ’23-’24
        + Digital directory is free
        + Now there is a charge of $5 for a hard copy – Should we purchase hard copies?
        + Can we print a PDF version and distribute?
        + Should hard copies only be distributed to members of the PTA?
        + Discussed giving hard copies only to families that have joined the PTA
        + Cara and Charlee will put a survey in the next newsletter to get feedback from the community
      * Poetry Journal – winners for the artwork have not been announced, stay tuned for more information
   4. Fundraising – Erin Baynham for Margaret Taubin
      * Winter Auction Recap
        + Thank you to all of the volunteers, especially Caroline Dana, Katie Matheson, Margaret Taubin, Danielle Pfifferling and Kristen Wilson as well as all of the support from teachers, staff and our overall community
        + Thank you for all of the teacher adventures
        + There is a “Last Chance” Sale for items that were not bid on as well as for some parent parties. It closes on March 9th at 10 pm.
        + Prelim Stats (approximate): $83k in net proceeds
          - Some highlights: $27k from admissions, $22k for silent auction, $19k for live auction, $20k for sponsorships, $15k for parent parties, $8k for teacher adventures, $6.6k for class baskets, $6k for raffles
        + We are looking for volunteers for next year’s auction. Many different positions available. Please reach out if you are interested
      * Taqueria el Poblano Restaurant Fundraiser – Mar. 8th
      * Lebanese Taverna Restaurant Fundraiser – April 18th – more information to come
      * Book Fair – week of April 24th
      * Spring Fair – Apr. 29th
        + Collecting stuffed animals and books
   5. Treasurer – Angela Cocker
      * February Financial Statement
        + Beginning balance: $59,258.80
        + Ending balance: $88,919.92
        + Net Operating Income for the month: $29,661.12
        + Revenue from: Amazon smile, VCO fundraiser, winter fundraiser (tickets), Old Dominion Pizza fundraiser, auction proceeds are not yet reflected
        + Expenses: Remaining auction expenses are still coming through, art curriculum, 5th grade book club, counselor and math coach, speaker expenses for Dr. Reynolds, play expenses (t-shirts, graphics, etc.), social committee, Odyssey of the Mind registration fee
   6. President – Erin Baynham
      * Need Nominating Committee in place by Apr. 6
        + Election of officers will take place during the June meeting, slate will be presented in May
        + Will be looking for VP of Community Relations and Treasurer (their terms are up)
        + Need at least three members of the nominating committee (including one chair)– if you are interested please reach out to Erin
      * Next PTA Meetings
        + Apr. 11 (virtual) – technology overview video / Ipad usage with Ms. Convery
        + May 2nd (in person) – childcare will be provided
      * 5/4 – Spring Concert

1. **Other Business** – if needed
2. **Adjourn** (8:07 pm)