**Jamestown Elementary School PTA**

**Meeting Minutes**

**Tues., June 6, 2023**

**7:00 pm**

1. **Welcome & Administrative Matters** (NTE 10 minutes) – Erin Baynham

Last PTA meeting of the school year

* 1. Introductions
  2. *Action Item* -- Approval of agenda - APPROVED
  3. *Action Item* -- Approval of May 2023 meeting minutes - APPROVED
  4. (~*16 participants*)

1. **Principal’s Report** (10-15 minutes) – Michelle McCarthy
   1. Dibels and Pals reports were sent home on 6/2
   2. 6/7 is Field Day
      * Children should bring a change of clothes
      * Volunteers need to scan in
      * If you have not volunteered before, please bring in your ID
   3. Math magician will be on Monday, 6/12
   4. Tuesday, 6/13 is the 5th grade promotion
   5. AFAC cereal drive – please donate through 6/9
   6. Please return library books
   7. Please pick up any medications left with the JES clinic
   8. Reach out to Ms. Gaeta or Ms. Bisbee if your child has signs of end of year blues for support before the summer break
   9. JES open house date for the 2023-2024 school year is still TBD.
2. **Volunteers’ & Officers’ Reports** (NTE 45 minutes)
   1. Internal Relations – Maura Woosley
      * 5th grade promotion, 6/13 in the gym followed by Kona Ice truck
      * 6/14 – 5th grade celebration
      * 6/16 – 5th grade clap out at 1:15 pm
      * Place your orders for school supplies – complete order by 6/26
      * Volunteers for next year
        + Co-chair for after school activities
   2. Communications – Cara Richardson
      * Poetry Journal – Will be distributed by the end of the school year
      * Yearbook – will be distributed on 6/9
      * Last Newsletter of this school year is 6/9
      * Reach out to Audra Phalen for stand alone emails that need to be sent over the summer
      * New PTA reimbursement form available on line
      * Volunteers for next year
        + Poetry Journal - formatting
   3. Fundraising –Margaret Taubin
      * Volunteers for next year
        + Winter Auction Chair and Co-Chair
        + Restaurant Fundraising Lead
   4. Community Relations – Trish Madden
      * Volunteers for next year
        + ACTL Rep
        + CCPTA Rep
   5. Treasurer – Angela Cocker (Liz McKnight presented)
      * May Financial Statement
        + Beginning balance: $128,674.48; Ending balance: $122,859.53
        + Revenue: Book fair, Amazon smile, Lebanese Taverna Fundraiser, Spring Fair (over $6k of revenue)
        + Expenses: Completed teacher book fair wish lists, Deposit for Winter Social, Reimbursements for grade level support/specials teachers (including rocking chairs for kindergarten teachers), plants, food/snacks for Teacher Appreciation week, field day, 5th grade promotion, math assembly, and teacher appreciation gifts for the entire staff, etc.
        + June 30th is the end of the fiscal year. Send in any reimbursements by 6/16
        + Consider highlighting what the PTA funds are used for – potentially monthly in the newsletter and/or social media
   6. President – Erin Baynham
      * Elections for the 2023-2024 PTA Executive Board – VP Community Relations, VP Fundraising, Treasurer, Recording Secretary (14 participants voted – unanimously approved the new board members starting next year)
      * Thank you outgoing board members
      * Thank you committee chairs

1. **Adjourn** (7:41 pm)