**Jamestown Elementary School PTA**

**Meeting Minutes**

**Tues., Nov. 14, 2023**

**7:00 pm (Virtual- Zoom\*)**

1. **Welcome & Administrative Matters** (NTE 10 minutes) – Erin Baynham
   1. Introductions
   2. *Action Item* -- Approval of agenda- Approved
   3. *Action Item* -- Approval of October 2023 meeting minutes- Approved
   4. Approximately 19 people in attendance

1. **Principal’s Report** (10-15 minutes) – Michelle McCarthy
   1. Eagle Scout Project- Krit Barlow- Senior at Yorktown with Troop 641
      * Outdoor Classroom- bench seating for approx. 30 and a whiteboard kiosk to the right side of the school (38th St. N).
      * Hope to be completed by the first week of December.
      * Budget for the project is $1200. This money will come from Campus Improvements, Ms. Sharwarko’s science fund, and Principal’s Discretionary Fund (if needed)
      * Vote by the PTA- Approved

b) Principal’s Notes:

* + - Please let the office know by 3:15 pm if your child’s dismissal plans will change.
    - Jamestown’s safe entry vestibule will begin installation over winter break. This will allow visitors to enter into the office instead of directly into the school.
      * Estimated completion of two weeks (although we should be prepared for it to take longer)
    - Books before bedtime will be back Dec 2, Jan 9, and 13th.More details to come.
    - Report cards will be issued Friday to grades 1-5. (K report cards are only issued twice a year).
      * Grades 1 and 2 descriptors have changed to match K.
    - The governor has issued an “all in” tutoring initiative where all children in grades 4 & 5 who scored below a certain level on the SOLs will receive high-intensity tutoring.
      * Jamestown is hiring a new staff member to help with this initiative
      * Jamestown has the lowest number of students in need for this program in the county.
    - Beginning of the year assessments were discussed during Parent/ Teacher conferences and you should have been notified by now if your child needs further intervention.
    - A huge Thanks to everyone for supporting Ms. McCarthy’s vision for the school mural. It looks amazing and should be completed Friday!

1. **Volunteers’ & Officers’ Reports** (NTE 45 minutes)
   1. Internal Relations – Maura Woosley
      * Science Olympiad Recap- Big Congrats to the team and co-leads Stephanie Carpenter and Miranda Brannon. A record number of awards were won by Jamestown Students.
      * Reflections Contest Theme is “I am Hopeful Because”.
        + Drop submissions off by the front office. Deadline is November 28th.
      * Hospitality committee lead by Juliette Scranton and Cameron Peden will run the cookie buffet for teachers and staff Monday, December 11th. Bring 2-3 dozen treats and drop them off in the morning of the 11th. Fliers will be coming out soon.
   2. Community Relations – Jen Lee
      * Bowling Night – Nov. 17. Lane chaperones should have received their confirmation email.
        + Located at the Bolero in Falls Church
        + Volunteers still needed to help supervise students. Contact Liz Milans for more information.
      * Randolph Holiday Gift Drive: More information and sign-ups will be in the weekly newsletter after Thanksgiving.
      * Ice Skating event in January- Sign-ups will happen after winter break.
      * Open Position – CCPTA Rep- currently Jen Lee and Liz Dannes are attending meetings. Let Jen know if you are interested in this position.
   3. Communications – Cara Richardson
      * Directory- Verification is now closed. Data pending. The app is up and is easy to use.
      * Poetry Journal- The teachers would like to do it again this year with Ms. Kauffunger as the teacher liaison.
        + Jeff Lee has volunteered to take over the formatting and project management.
        + Looking for parent volunteers at each grade level to help Jeff.
      * Yearbook- Elena Sylos Labini: LifeTouch has increased the price of the yearbook.
        + We don’t need to raise prices this year to still make a small profit, but we may need to raise the price in subsequent years if the cost keeps going up.
        + Parents and staff can now submit photos through the website. Link works through your Shutterfly account. Upload photos here: https://community.lifetouch.com/login
   4. Fundraising – Amy Schachner
      * Restaurant Fundraisers – Shout out to Dina Zhou for organizing!
        + Lebanese Taverna Recap we made around $400
        + Badd Pizza – Nov. 14
      * White House Ornament Fundraiser – Dec. 1 Deadline.
        + $24.95 order form available in the PTA newsletter. Order Ornaments here: <https://docs.google.com/forms/d/e/1FAIpQLSesbgDJv6H_p0WBLwmmLXYw5RZ62vp4GYbQfsjhPQVNId6m2Q/viewform>
        + VCO Orthodontics Fundraiser – Dec. 4 - 8
        + Appointments available after school for Jamestown families.
        + Jamestown families that sign a letter of intent for treatments receive $500 off the cost and Jamestown also receives $500. Last year we raised $1500.
        + Considering doing the same fundraiser in the Spring.
      * Winter Auction – Feb. 24 Planning is underway.
        + Would love some additional volunteers especially for donation solicitations. Reach out to the auction chairs Nasim Fussell and Lora Lawler if you are interested. email: [winter-social@jamestownpta.org](mailto:winter-social@jamestownpta.org)
        + Theme is: Lights, Camera, Auction! Think old school hollywood glamour. Award show attire as well. Auction team will provide pictures to help people pick their attire.
      * Exploring moving the used book sale from the Spring Fair to the winter, potentially before the holidays.

* 1. Treasurer – Liz McKnight
     + Membership Update- Met our initial goal of having more than 50% joined
     + October Financial Statement:
       - Beginning Balance:117,147.15, Ending Balance: 112,493.77
       - October expenses: Teacher requests, conference for Ms. Sharwarko, Science Olympiad, Mulch for the Playground
       - October Income: Harris Teeter
     + Big expenses coming in Nov.: Mural and Jamestown Field Trip (4th grade)
     + If you have any expenses that you haven’t submitted, please do so through the reimbursement google link on the PTA website. Also reach out to Liz if you haven’t received your reimbursement or have any questions.
  2. President – Erin Baynham
     + Next PTA Meeting – Jan. 2 (virtual)
     + Important Dates: 11/16 4th Grade Jamestown Field Trip (bus and tickets paid for by PTA); 12/14 Winter Concert

1. **Other Business** – no other business
2. **Adjourn** 8:06 pm

\* There is no recording of this meeting due to technical difficulties.