**Jamestown Elementary School PTA**

**Meeting Minutes**

**Tues., Mar. 5, 2024**

**7:00 pm**

**Approximately 23 participants**

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

1. **Principal’s Report** (10-15 minutes) – Michelle McCarthy
   1. Thank you to Nasim Fussell and Lora Lawler for planning an amazing fundraiser gala on Feb 24.
   2. The “Your Voice Matters” survey has come out. The link has been emailed to the parent who is listed as the primary guardian in ParentVue. You should only complete one survey per school.
      * Only 11% of the families at Jamestown have completed the survey. The information from this survey is very helpful so please fill it out!
   3. Summer School letters were sent to eligible students on Friday. If your child was found eligible, your teacher will have more info next week at parent/ teacher conferences.
   4. Per the [Home Address Confirmation Process](https://www.apsva.us/registration/hacp/), all 5th graders need to send proof of residency to Loren Fuentes in the office.
   5. Student info forms for next year need to be sent in to your child’s teacher not Loren Fuentes as stated on the forms.
   6. Breakfast is free at school for the month of March in celebration of National School Breakfast Week.
   7. PJ Day/ Read the Day Away is next Thursday, March 14th.
   8. 5rd graders are going to the outdoor lab this Thursday for their overnight.
2. **Gifted Referrals/Identification Process** – Joanne Price, Advanced Academics Coach
   1. Pre-recorded video of the full presentation will be available in the principal’s weekly email and can be found [here](https://www.canva.com/design/DAF8USNsBbA/OiRqoaW9ga7TI7gBkSN23g/watch?utm_content=DAF8USNsBbA&utm_campaign=designshare&utm_medium=link&utm_source=editor)
      * Deadlines to submit a referral is April 1st.
        + Students can be referred by staff, parents and/or themselves
        + Evaluations are done by teachers with information from parents
        + Eligibility meetings are held in April and May and the decision letters will be sent out by the end of the year.
3. **Volunteers’ & Officers’ Reports** (NTE 45 minutes)
   1. Internal Relations – Maura Woosley
      * School Play “33 Little Pigs” is Mar. 13 at 7 pm. Ticket sale information will be going out via email shortly. There will be a performance during the day for all students and one in the evening for parents. Sign Up Genius will be sent out soon for parent volunteers to help with the snack bar.
      * Run Club will start back up April 1st. Even if your child didn’t participate in the fall they can sign up for the spring. Contact Beth Taylor or Mr. Gawrys for more information.
   2. Community Relations – Jen Lee
      * Bingo Night is Mar. 19 at 6:15 pm. Please let Liz Milans know f you are not able to make it because there is a waitlist for this event. Two Daisy Girl Scout troops will be hosting a bake sale at bingo night.
      * Ruby’s Rainbow fundraiser sprit day is on March 21st Wear mismatched socks. Ruby’s Rainbow raises money for scholarships for children with Down Syndrome.
   3. Communications – Cara Richardson
      * Yearbook – [Order Here](https://ybpay.lifetouch.com/Order/SelectStudent?isAdvertisementOnly=False&jobNumber=13276822) – Early Bird Pricing through Mar. 15.
        + Yearbook formatting is almost complete.
        + We still need candid photos so please upload them to the new site.
        + 5th grade panoramic photo will be on April 11th.
        + Please send in 5th grade baby photos for the yearbook as soon as possible.
      * Poetry Journal is right on track . All art submissions are in and will be voted on at the end of this week. Thanks Jeff Lee for keeping everyone on schedule!
      * Directory for ’24 – ’25- This year was the first year we were online only. We will continue online only next year. Download the app!
   4. Fundraising – Amy Schachner
      * Winter Auction Recap- Thanks so much to Nasim Fussell and Lora Lawler for organizing a successful gala. Thanks also to all of the volunteers and classroom parents without whom the event would not have been such an amazing success.
        + So far the fundraiser has brought in an estimated $130,000 in gross revenue.
        + We sold over 350 tickets.
        + The classroom baskets were fantastic and raised approximately $6,000.
        + Big thanks to the teachers for the teacher experiences!
        + We had a record number of parent patrons this year with nearly 40 sets of parents raising $18,000.
        + The live auction topped over $20,000.
        + The Parent Parties have so far raised nearly $20,000. Most of the parties are full but there are still some open for extended bidding.
        + Thanks to parents from Cardinal elementary and Yorktown high students who helped out.
        + Some items are still available for extended bidding. Extended Bidding will close on the 8th at 3pm: Bid here: https://jamespta2024auction.ggo.bid/bidding/package-browse
      * Book Fair will take place April 11-19. Class previews are the 11th & 12th. Shopping takes place the 16th-18th. Family afternoon/ evening hours for shopping will be the 17th. The Kona Shaved Ice Truck will make an appearance.
      * Spring Fair will take place Apr. 27 from 10-1 pm. Sofia Swemba and Jennifer Hodges are organizing. They need activity chairs, please volunteer to staff or run a booth here: https://www.signupgenius.com/go/70A0E45AEAE22A7FA7-47270063-2024#/

* 1. Treasurer – Liz McKnight
     + Membership Update- Erin Langley will be moving on as Membership Chair next year and we need a parent replacement.
     + February Financial Statement: beginning balance: 112,237.96 ending balance: 128,237.49
       - Expenses: Fair expenses (new cotton candy machines!), Gala expenses, junior great books, gifts for principals appreciation day, and hospitality committee (Valentine’s treats).
       - Income: Box tops, new memberships (early access to bingo sign up!), Christmas , ornaments ($700), and gross auction sales.
  2. President – Erin Baynham
     + Since we have a very healthy bank balance, we should meet as a board with Ms. McCarthy, Dr. Roache, and Teresa Estes to make a list for places to spend excess funds. Will look to meet next month.
     + Next PTA Meeting – Apr. 2 Virtual
     + Nominating Committee for new board members needs to be in place by NLT Apr. 4: We need at least 3 people to help fill any open board positions by reaching out to the community. This committee also helps fill subcommittee positions.

1. **Other Business** – none
2. **Adjourn 7:57**