**Jamestown Elementary School PTA**

**Draft Meeting Agenda**

**Tues., Sept. 5, 2023  
7:00 pm (in person - JES library)**

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

* + Introductions
  + *Action Item* -- Approval of agenda- Approved
  + *Action Item* -- Approval of June 2023 meeting minutes- Approved
  + approximately 30 people in attendance
  + 2)  **Principal**’**s Report** (10-15 minutes) – Michelle McCarthy
  + Great start to the school year. Everything running on schedule so far, specifically the buses seem to be working well so far this year.
  + Thanks to the PTA especially the social committee for the breakfasts and working with Dr. Roche to get teacher t-shirts.
  + Counselors are doing lunch bunch groups for students in grades 1-5 new to Jamestown. Ms. Gaeta is working with grades 2-5 this year and Ms. Bisby is working with K and 1st graders.
  + If your child is registered in extended day but will not be attending that day, please let staff know not going to extended day please email the extended day staff
  + Assessments (Math, Pals, and Deibels) are coming soon. Teachers will give more info at Back to School Night. These assessments are just baseline data to help create intervention and extension groups.
  + If you would like to Volunteer at Jamestown (including chaperoning you must complete a volunteer packet as well as online training. Volunteer paperwork is good for 3 years.
  + Online Back to School Packet through Parentvue needs to be completed.
  + Back to school night tomorrow (9/7) first session start around 7:00 pm and a second session for families with multiple students will start at around 7:30 pm
* 3)  **Volunteers**’ **& Officers**’ **Reports** (NTE 45 minutes)
  + **a)  Treasurer – Liz McKnight** 
    - PTA Financial Review
      * Angela and Liz met over the summer to do a financial review to go over books and records for VA PTA as part of compliance requirements.
      * Next big accounting piece is the 990 that Liz will be working on
    - 23-24 PTA Budget

INCOME

* + - * Book Fair coming up in April. This year it will run one week before the spring fair (April 12- 19)
      * Box Tops- there is now an app you can download to get credit for box tops (you don’t need to actually cut box tops any more!)
      * Harris Teeter- you must relink your VIC Card every year for Jamestown to get credit! Grandparents and friends who are local can also link their VIC cards to Jamestown. Harris Teeter recently found over $1,000 from past years that we will be receiving this fall.
      * Mabels Labels are a great way to help the school earn money (they also make great baby gifts)
      * Membership: Please make sure to join! Last year we made about $3,500 ($1,500 of which got to VA and National PTA). We are currently at about 20% (160 people). Goal is to get to at least 50% of all families joined if we reach that goal the students will get extra recess!
      * Merchandise: We are currently taking online orders for Jamestown branded Merchandise. We will also have pop up sales with some (non size specific) merchandise on hand.
      * Misc income: Other programs that create income for Jamestown include: contributions from employer matching funds, shopping nights at Lee Heights, and Christmas ornaments Sale (organized by Liz Milans). We’d love to hear any new ideas for fundraising contact Amy
      * Photo Sales/ school pictures: We are still working on contracts more information coming soon.
      * Restaurant Fundraisers: The first one will be at Pie-tanza look for more info. These fundraisers make about $1700. We would love to increase this.
      * School supplies- last year we won a $1000 raffle to help another school we work with buy supplies.
      * Spring Fair. The intention is to bring the community in not be a huge fundraising event but we did make a good money last year
      * Winter Fundraising Event: Saturday Feb 24th biggest fundraiser of the year at Washington Golf. Includes a silent auction and live auction. Budgeting more than 50k in revenue
      * Total revenue for the year of more than $74,000

EXPENSES

* + - * + Instructional support- Includes things like author visits, assemblies
        + Professional development: Will support 10 or so teachers to go to a math conference this year.
        + Science and Outdoor classroom under Ms. Shawarko: lots of initiatives planned such as wildflowers, soil from Mars to do a garden, lots of supplies to help support science. She’s very passionate about the program so please ask her about it!
        + Extra curriculars: Trip to Jamestown, Run Club, Jr GB, Reflections (a creative arts competition that is coming up soon), school play (expense are about $6,000 for set and costumes, etc… The director from last year is not coming back we are looking to hire a consultant. Participants also pay a small fee. Takes place in March and should make some money), Science Olympiad.
        + Contributions: Principals fund and PTA discretionary fund, publications (yearbook at poetry journal), community outreach (fun run, social committee to help keep the teachers happy, ice cream social coming up next week), and Parent socials (organized by Liz Milans. Keep an eye out for very fun events planned), childcare at PTA meetings, teacher appreciation $17k
        + Maintenance and supplies: playground clean up, insurance, quick books
        + Special events $2500: field day (they bought a lot of supplies last year so the cost should be less this year), 5th grade graduations, 5th grade assistant parties
        + Campus improvements $25k: Artist from upstate NY that Michelle has been following for a long time on social media. Coming to be a resident artist for us and paint a large scale mural in the front entry way. The theme will be kindness and 5th and 4th grade students will help design the piece. He will start the week after veterans day in November. He needs housing for when he’s here. If anyone has a place for him to stay that would a lot of money. This line item also includes more for wireless mics for the play.
        + In total we have a loss budget of about $10,000. We do have more than enough money in the bank to cover this loss.
        + Reach out to Liz McKnight if you have any questions. If you hear of teachers that need anything have them reach out to the PTA there are funds available!
        + BUDGET APPROVED Unanimously
  + **b)  Internal Relations – Maura Woosley** 
    - Thanks to the hospitality Cameron and Juliet for the first week of school staff lunch and snacks for the Sept staff meeting. We’re always looking for volunteers to help donate/ drop off items for these events. No meetings very easy way to help out!
    - Update on after school activities. New vendor this year- Little Scholars. Coordinated by Liz Bernard and Kristen B. Enrollment just opened. If successful, there is lots of opportunities to grow these programs.
    - Huge thanks to Liz McKnight for heading up the school supplies fundraiser.
    - Thanks to Kristy Schwamm to getting the sand for playground improvements and weeding the playground area.
    - **Science Olympiad is open big thanks to Sunday evening practices grades 3 and up**
    - Run Club Beth Taylor and Jason Gawrys registration opens soon and will run in the Fall and Spring
    - Room parents Ingrid Guest coordinating again this year. Sign up sheets at back to school night. Usually the teacher will help coordinate.
      * Parent Question: Can we get the teacher preference binder back or an easier way to access preferences for parents? Maybe room parents share with their classes (but that doesn’t include specialists). Will look into this further with Ingrid
    - Odyssey of the Mind- WE NEED A VOLUNTEER for this program
    - Extended Day Liaison (get her name): In past years she mostly just worked to get holiday gift but this year would like to work more toward coordinating with the Extended Day staff and Parents.
      * There is a real engagement issue with communication Is there a way to communication through email? Extended day parents don’t really get information and parents would really like an easier way to get information and communicate with extended day. The team seems very engage this year (and a lot of the staff are returning this year).
      * Extended day staff are starting to use the board right as you come in the front door to post information. (per Michelle)
      * Extended day lead can send information to the PTA newsletter to help communicate to parents
      * Parent Question: What do they do in extended day? Answer: In the morning they play games in the multi purpose. In the afternoon the have snacks, play outside, come in and play games and there is time to do homework
  + **c)  Community Relations – Jen Lee** 
    - Ice Cream Social – Sept. 14
      * Outdoors- 6-7 pm We need volunteers!
    - Movie Night – Oct. 13 (Friday the 13th!)
      * Liz Milans is organizing- there will be a vote to pick the movie
      * Will also do an AFAC food drive in October more info coming
    - Parent Socials
      * There are parent leaders for each grade. Dates are already chosen see hand out and PTA newsletter
    - Will also do and AFAC food drive in October. More information coming soon
    - Open Position – CCPTA Rep- County-wide group meets once a month.
      * + County Council of PTAs (CCPTA) all the PTAs in APS. Dr. Duran is often there to talk about policy changes in APS and come up with recommendations to present to the school board. This position is a good way to understand what’s happening county wide and it’s a good way for Jamestown to have a voice at the county level. Zoom meeting
  + d)  Communications – Cara Richardson
    - Communications handles the newsletter every Friday plus special emails. Cara would love feedback on the number of emails sent
      * New this year a Google calendar- subscribe! (also will add to apple calendar)
      * Website includes minutes, budget and zoom recordings
      * Yearbook- Elena and Audra - stay tuned for more information about this. Please submit photos throughout the year if you have fun ones! There may be the opportunity to submit through an easy link soon.
      * Social media- Liz Milans- Instagram and Facebook feel free to share with Liz or Cara anything you would like to share on social media.
      * Poetry journal needs a co-chair! Basic tasks include formatting with Mircosoft word and working with ms. Kaufenger
      * School Directory: online only through an app- gets updated once that Online Back to School Packets on Parentvue are completed— You have to opt in to the directory. The app is great!
  + **e)  Fundraising – Amy Schachner** 
    - Merchandise Sale – Sept. 7 – Oct. 1
    - Open Position – Winter Auction Chair(s) - Has been filled!! Still looking for a co-auction chair we will also be calling for more volunteers for general planning- great winter activity!
    - Restaurant fundraiser: First one will be at Pie-Tanza date to be announced soon.
    - School Photos: We will be using LifeTouch again this year. Pictures are on Oct 4th. Retakes Nov 9.
    - Thanks to everyone who signed up for Harris Teeter, Box tops and Mabels Labels (great for baby gifts!). Please have encourage people to link their VIC cards to our school!
    - Spring Fair: opportunities for volunteering as we get closer to the spring.
    - If you are interested in any smaller fundraising opportunities or ideas, please reach out to Amy
  + **f)  President – Erin Baynham** 
    - Organizational Structure Form - Approved
    - Next PTA Meeting – Oct. 3 (in person with guest speaker Dr. Heather Tedesco) Local psychologist and parenting expert. Email coming soon to pre-order her book at a discounted rate. Will speak from 7-7:45 PTA meeting will be condensed to 8-8:45. Deadline for ordering by September 12th.
    - Sign-up for the newsletter, follow on instagram and Facebook, and the school has an X (Twitter) account.
* 4)  **Other Business** – if needed
  + Is there still a new families committee? - Yes! Sophia. Targeted for families that are new in grades 1-5. Program occurs during the summer.
* 5)  **Adjourned at 8:16 pm**