**Jamestown Elementary School PTA**

**Meeting Minutes**

**Tues., Feb. 6, 2024**

**7:00 pm**

**Approximately 16 participants**

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

1. **Principal’s Report** (10-15 minutes) – Michelle McCarthy
   1. Thank you to the social committee for the Valentine’s candy bags for the February staff meeting and for the flowers for Principal's appreciation week.
   2. Eagle Scout project is nearly completed and pictures will be shared with everyone soon.
   3. There have been a lot of illnesses at Jamestown this winter (GI and Head Lice specifically). Parents in affected grades have already been notified, but as a reminder, please keep your kids home from school if they are sick.
   4. Mid-year data is almost complete. Dibels and math assessment reports will go home on Feb. 9th for grades 1-5 and Kindergarten reports will go home on the 16th. Report cards will be available in ParentVue on February 16th.
   5. Third- fifth graders are currently taking the VA growth assessment. Scores from these tests should be available the week of Feb 12th on ParentVue. A guide for interpreting these results will be sent home from Ms. McCarthy. Please be reassured that this is just one data point, children who need intervention are already getting intervention. Don’t be worried about these specific scores.
   6. Parent Teacher conferences are switching virtual and in-person days. Thursday, March 14th will be for virtual meetings and in-person meetings will be the 15th. More info via sign-up genius coming soon.
   7. Reminder from the math teachers: Math facts are an easy thing for kids to practice at home. Apps are great for this, but even using paper flashcards is very helpful. This is especially helpful for 4th and 5th graders and multiplication facts.
   8. Upcoming Spirit Days: Sports Day this Friday, Feb 9th. Kindness week next week (Feb 12- 16). Student counsel is launching their leukemia and lymphoma fundraiser next week. More information will be in this week’s principal message.
2. **Volunteers’ & Officers’ Reports** (NTE 45 minutes)
   1. Internal Relations – Maura Woosley
      * School Play- “33 Little Pigs” at 7 pm on March 13- Jessica Tierney is running the play and Encore is running the production. Only 5th graders are participating this year and the play will be one night only. Rehearsals have already started. They are looking for 5th grade parent volunteers to help with rehearsals. All are welcome to attend the performance on March 13.
      * Tomorrow (2/7) is crossing guard appreciation day. The Hospitality Committee will prepare an appreciation package for our wonderful crossing guard, Ms. Nancy.
      * Run Club is starting up again on April 1st on Mondays and Fridays. Beth Taylor will be moving on next year as the program organizer so we are looking for one or two parents to take over the club.
   2. Community Relations – Jen Lee
      * SCA is doing a leukemia and lymphoma fundraiser Feb 12- March 1.
      * March 21st is Celebrate World Down Syndrome Day. There will be a fundraiser for Ruby’s Rainbow and an SCA Sprit Day: mismatching socks
      * Big Thanks to Liz Milans for a fabulous Ice Skating event.
      * March 19th will be Bingo Night. Sign-ups via Sign-up Genius coming soon. PTA members get priority registration so join today (if you haven’t already)! If you are unsure whether you are a member e-mail membership@jamestownpta.org.
   3. Communications – Cara Richardson
      * Poetry Journal- Big Thanks to Jeff Lee who is doing a great job organizing the project with Ms. Kauffunger. This year’s theme is “The Key to the Future is You”. They are soliciting art right now. The deadline for poetry book art submissions is February 28.
      * Yearbook: The portraits have been uploaded and the art for the cover has been submitted to the publisher.
        + All of the events pages have good pictures thanks to the new upload service.
        + Group photo day is the 20th of February.
        + The yearbook committee will be sending a request to room parents to send out the photo upload link to get more class photos.
        + The committee will also be sending the pages to the teachers so we can confirm all the students and their names before they are published.
   4. Fundraising – Amy Schachner
      * Winter Auction – Feb. 24 at Washington Golf- To date we have 263 admissions sold with several weeks to go.
        + Thanks so Margaret Taubin for soliciting donations and parent parties.
        + Thanks to Audra Phalen and Liz Milans for communications.
        + We have raised almost $20,000 on just parent patron support (31 parents so far).
        + There are seven live auction items and lots more coming in (trying to cut off live items at this point).
        + Silent auction is close to full.
        + Raffle Tickets will kick off on the 14th. Three toy items donated by Commonwealth Restorations will be displayed in the front window and the adult prize this year is a solo stove. Sign-up genius will go out for help selling tickets at lunch time.
        + We are still looking for set up and clean up volunteers for the day of- sign up genius will go out again soon.
        + New This Year: The committee will be assembling a digital catalog to help highlight some of the items before the event. Big thank you to Christine Maginnis for putting that together.
      * Spring Fair – Apr. 27- Sophia Swemba and Jennifer Hodges are the co-chairs. Biggest request is for volunteers to coordinate the different games and booths. Reach out to Amy for more information or if you’re interested in volunteering
      * Thanks to Dina Zhou for organizing Chipotle fundraiser - $325 raised.

* 1. Treasurer – Liz McKnight
     + January Financial Statement- beginning balance: $95,563.48 ending balance: $112,237.96
       - Income: Lots of winter fundraiser income this month, VCO fundraiser, Photo Sales, and Restaurant events
       - Expenses: VA PTA, Teacher support, author visit (downpayment), professional development for teachers, Parent social and bowling expenses
  2. President – Erin Baynham
     + Next PTA Meeting – Mar. 5\* (virtual) *\*No school for Primary Election Day*
     + 2/13 Books Before Bedtime

1. **Adjourn 7:45 pm**