**Jamestown Elementary School PTA**

# Meeting Minutes

# Tues., Apr. 11, 2023

**7:00 pm**

1. **Welcome & Administrative Matters** (NTE 10 minutes) – Erin Baynham
   1. Introductions
   2. *Action Item* -- Approval of April 2023 agenda - APPROVED
   3. *Action Item* -- Approval of March 2023 meeting minutes - APPROVED

(~20 participants via Zoom)

1. **Principal’s Report** (10-15 minutes) – Michelle McCarthy
   * Welcome back from Spring break!
   * The students did a great job with the school play (thank you to Erin Tripodi, Anne Coleman and other volunteers)
   * Thank you to Veronica Chavez for coordinating/coaching the JES Odyssey of the Mind team
   * Please ask friends/neighbors to register all rising-K students
   * April 20th – bus evacuation drill will take place
   * Book fair – April 24th – April 28th
   * 3rd quarter report cards will be available on April 28th
2. **View Technology Recorded Presentation –** Lucille Convery, JES Instructional Technology Coordinator (ITC) – the link for the presentation is [here](https://vimeo.com/816617083/88e3788658)
3. **Volunteers’ & Officers’ Reports** (NTE 45 minutes)
   1. Internal Relations – Maura Woosley

* Jamestown play recap (by Erin Tripodi)
  + Playbook will be prepared for next year’s play organizer (recommendation is for a 5th grade parent to organize next year’s play)
  + Recommendation is to purchase a new sound system for the play and also for the music classes to use during the school year. Will have a separate meeting to discuss further.
* May 8th – May 12th: Teacher Appreciation Week
  + Ingrid Gust will coordinate with classrooms parents on teacher gifts and other activities.
  + The Hospitality Committee led by Juliette Scranton and Cameron Peden will coordinate food for JES staff/teachers
    - Run Club is resuming on Friday, April 14th - Reach out to Jason Gawrys – [Jason.gawrys@apsva.us](mailto:Jason.gawrys@apsva.us) if you’re interested in joining (if your student is new)
    - School supplies request for the 23-24 school year will be sent soon (Liz McKnight coordinating with teacher and vendor)
    - Flex Academies – Spring Enrichments started this week. A survey will be sent for feedback regarding the new enrichment program at the end of the session.
    - Thanks again to Veronica Chavez for coordinating the 3rd grade Odyssey of the Mind team
    - 5th grade graduation – Tropical/Hawaiian theme
  + May 2nd – panoramic photo
  + May 5th – Google promotion form due
  + June 13th - Graduation ceremony
  + June 16th – Clap out
  1. Community Relations – Trish Madden
     + Bingo Night was a success! Thank you to Liz Milans for organizing.
     + Comfort Cases Supply drive – Please reference the newsletter on Friday, April 14th for requested items. Items can be donated through April 21st.
     + Fun run will be scheduled for the fall (there will not be an organized 5K run this spring)
  2. Communications – Cara Richardson
     + Directory for 23-24 school year: A PDF can be provided and access to the app will continue to be available. Getting printed directories from the vendor is too expensive.
     + Next year, online payments can be made via the Jamestown PTA website.
     + Yearbook – the yearbook is almost done! Please put in your order by May 1st.
  3. Fundraising – Margaret Taubin
     + Lebanese Taverna Restaurant Fundraiser – Tuesday, Apr. 18th
       - Pre-order online order by Monday evening (Apr. 17th) for pick up on Apr. 18th at 5:30pm at JES
     + Book Fair – week of Apr. 24th
       - On the evening of April 26th, Kona Ice Cream truck will be at JES – 20% of the proceeds will be donated to a After-School Enrichmatters fund which helps fund after-school enrichment programs for Title 1 schools in Arlington.

* + - Spring Fair – Apr. 29th
      * We are looking for volunteers – it takes a village! Please sign up using the sign-up genius [2023 Spring Fair Sign-up Genius](https://www.signupgenius.com/go/30E0D44AFAC28A4F85-jesspring)
        + We are looking for 7 activity leaders for games - games have already been chosen. Activity leader is responsible for signage, running the game, and counting tickets.
        + We are collecting used books and stuffed animals
        + Stuffed animals should be “like-new”.
        + Books should not be damaged.
        + Tickets will go on sale the week of April 24th during school lunches
  1. Treasurer – Angela Cocker
     + How can we provide for JES teachers and staff? Please help us think outside of the box! Fiscal School Year ends on June 30, 2023
     + March Financial Statement
       - Beginning Balance: $89,020.92
       - Ending Balance: $128,554.96
     + Revenue was primarily from the auction and also from the play
     + Expenses supported Pre-K, 5th grade, the reading specialist, hospitality-hosted staff lunches/breakfasts, appreciation gifts and Bingo Night
  2. President – Erin Baynham
     + Nominating Committee – Trish Madden (chair), Maura Woosley, and Liz Milans
     + Open board positions
       - Treasurer
       - VP of Community Relations
       - VP of Fundraising
     + Slate of officers will be presented at May 2nd meeting, voting will take place on June 6th
     + Next PTA Meeting – May 2nd (in person) – childcare will be provided and pizza for kids
     + Congratulations to Janna Dressel – named an APS Honored Citizen

1. **Other Business** – if needed
2. **Adjourn** (8:07 pm)