**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 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)