

# Jamestown Elementary School PTA

**Meeting Minutes**  
**Tues., Sept. 6, 2022**  
**7:00 pm**

- 1) **Welcome & Administrative Matters** (NTE 10 minutes) – Erin Baynham
  - a) Introductions
    - Meetings will be recorded this year and posted on the PTA website
    - Erin Baynham - President
    - Maura Woosley - VP of Internal Relations
    - Trish Madden - VP of Community Relations
    - Cara Richardson - VP of Communications
    - Margaret Taubin - VP of Fundraising
    - Angela Cocker - Treasurer
    - Jen Lee - Recording Secretary
    - Michelle McCarthy - Principal
    - Monica Roache - Assistant Principal
  - b) *Action Item* -- Approval of September 2022 Agenda [APPROVED (36 attendees)]
  - c) *Action Item* -- Approval of June 2022 Meeting Minutes [APPROVED]
  
- 2) **Principal's Report** (10-15 minutes) – Michelle McCarthy
  - Recap of first week (omelet breakfast and lunch for staff, JES t-shirts)
  - John Lee (Eagle Scout project) donated/installed a little free library in the JES circle.
  - Lunch will be outside, weather permitting. New tables have been added. (Will not eat outside if below ~50 degrees, raining, etc.)
  - Guidance counselors are holding new student lunch bunches. Please reach out to a counselor if more information is needed.
  - 5th grade Girl Scout Troop did some gardening in the courtyard
  - Thank you for your patience with the buses - some school buses had to be re-routed last week, but waits have been reduced
  - Please include teachers and extended day in emails if your child attends extended day and will not be staying for the after school program
  - Base line testing/assessment will be done in the beginning of the year (see BTS presentations for more information)
  - Volunteer forms (can reach out to Mr. DJ) need to be completed prior to volunteering. They are valid for 3 years.
  - Please remember to update ParentVue information
  - Back to School night will be held on 9/8 and 9/15
  - Janna Dressel and Alison Cassels will serve as SEPTA parent liaisons for JES
    - SEPTA table will be available at BTS night for questions
    - JES PTA will donate \$500 to SEPTA
    - Will need new liaisons for 23/24 school year. Please reach out if you'd like to shadow Janna and Alison this school year.
  - Thank you for the PTA's support as we begin the school year
  
- 3) **Volunteers' & Officers' Reports** (NTE 45 minutes)
  - a) Treasurer – Angela Cocker
    - PTA Financial Review
    - 22-23 PTA Budget
      - Typically the financial statements and balances are reviewed at each meeting.
      - For the first meeting, the budget is reviewed line by line and voted via Zoom poll - YES, 100% APPROVED
      - Ending balance reported during meeting is \$66,770.79
      - PTA supported 3rd grade classroom expenses, Science Olympiad, and welcome

- back lunch for staff.
- Financial Review - Committee met over the summer to look over last year's records,
- Financial Statements reviewed
- b) Internal Relations – Maura Woosley
  - Thank you to Liz McKnight for ordering supplies for the school year
  - Thank you to Krissy Schwam for taking care of the playground and outdoor play area
  - Enrichment program opened up the first week of school and will close 9/18
  - Sign up sheets for classroom room parents will be available at Back to School Night
  - First day fliers were distributed via Peach Jar
  - Letter will be written from the PTA and distributed to the JES teachers
  - Still looking for a Reflections volunteer lead. Reach out to Erin or Maura with questions.
- c) Community Relations – Trish Madden
  - Ice Cream Social – Sept. 22
    - Sign up Genius for volunteers
  - Movie Night – Friday, Oct. 14
    - JES blankets will be sold
    - Popcorn will be provided
    - Movie will be voted on by JES students
  - Parent Socials
    - Informal grade level gatherings at local restaurants/bars
  - Community Service Lindsay Ross/Molly Wolff
    - Kids Giving: see more information in upcoming newsletter
  - Discussed bus driver appreciation
  - New families – reach out to [new-families@jamestownpta.org](mailto:new-families@jamestownpta.org)
  - Open Volunteer positions
    - CCPTA liaison
    - Advisory council - once a month board meeting
    - Staff basketball game coordinator
- d) Communications – Cara Richardson
  - Social media: Liz Milans maintains Insta/FB. Reach out if there is information that you'd like to share with the community
  - PTA website has been updated and relaunched. Please reach out if something isn't working correctly.
  - Audra Phalen sends the weekly newsletter. Please send information by COB Wednesday to be included in the upcoming Friday newsletter.
  - Fliers are being updated. Reach out if there is a document that needs to be refreshed.
  - Open Volunteer positions
    - Yearbook editor(s)
- e) Fundraising – Margaret Taubin
  - Winter Auction is Back! – Mark your calendars for Feb. 25, 2023
  - Picture Day - October 4th
  - Box Tops: download app and scan grocery receipts
  - Harris Teeter groceries
  - Amazon Smile
  - Mabels Labels
  - Merchandise Sales - starts 9/7 - 10/2 to place your order
  - Restaurant Fundraising - Susannah Fox
    - PieTanza (9/28)

f) President – Erin Baynham

- Next (October 11th) PTA meeting will be in person: Childcare and pizza will be provided

4) **Other Business** – if needed

5) **Adjourn** (8:30 pm or earlier) - ended at 8:15pm