

May 2017 Jamestown PTA Meeting Minutes-DRAFT

NOTE: the May PTA meeting was held twice, once in the morning and again in the evening to maximize the number of people able to attend.

May 2, 2017 9:35am (Morning Session) (22 present)

- Everyone introduced themselves
- The Agenda and 2 session format was explained
- Minutes for April were approved

Principal's Report: Kenwyn Schaffner

- Kenwyn Schaffner and Nancy Kauffanger gave a presentation regarding the summer reading program. Jamestown will not do an independent program and instead use the Arlington Public Libraries program which will provide the information to Jamestown.
- The APL program has programs for every age from preschool to adult. The APL staff will visit the school to explain the program on June 5. The first day to sign up is June 3, the last day is August 19. Books will be donated to Haiti based on the number of books participants read.
- Kenwyn Schaffner also presented on the service projects that have been completed around the school. The Boy Scout Eagle project for the Preschool outdoor learning area. The project was completed over Spring Break and significantly under budget. The Junior Girl Scout troop moved 2 of the bird blinds to a more appropriate location. The troop may attend the June meeting.
- Kenwyn Schaffner reported that Darlene Rowland will retire at the end of the year and that they are in the process of final interviews for her replacement. She also reported that the kindergarten numbers are coming in low and encouraged people to register their kids.
- Kenwyn Schaffner gave an update on the rodent control program. The Spring Fair heard and saw evidence of them but otherwise, the Spring Break cleaning seems to have helped.

Fundraising: Grace Shea

- Grace reported the Spring Fair went well and Alison Cassels has signed on again for next year. The morning was very busy, the afternoon quieter. They had 25 volunteers from Yorktown. The TEAM staff didn't show up. The new rental company was great. They will add coffee back next year. The farm table went well and they will be talking to Mary Van Dike about adding natural elements-maybe a raptor visit or native plant sale.
- Grace reported that a lot of younger parents are stepping up to volunteer positions. Grace stated that next year will be her last year as head of fundraising.

Internal Relations: Jen Leonard

- Jen reported the Play has a new chair and some upcoming volunteers in the pipeline. The play broke even due to some large purchases this year.

- Kerry Meeker presented on Jamestown Appreciation Week. She outlined changes to the format and outlined the day by day activities.
- Jenn Birdsall & Tom Jensen gave a brief update on the Outdoor Learning Space. It will be installed before the end of the school year below budget with the landscaping completed in the fall.
- Jen Leonard reported on the progress of the nominating committee. Shannon Haynes will take Internal Relations. They are still looking for a Treasurer. New Families and the Safety Committee still need volunteers. Sara needs help with Communications. Concern was raised regarding the succession next year with the number of rising 5th grade parents. Jen Leonard and Tom Jensen stated the traditional process of a Vice Chair assuming the Presidency and stated that there are 2 potential successors and observed that a lot of the rising 5th grade parents still have younger children in the school.

Communications: Jen Leonard presenting for Sara Batla

- Both the Yearbook and the Poetry Journal are printed.

Community Relations: Maurine Fanguy

- Maurine Fanguy reported on the process of the 1300 HS seats. The 3 potential sites are Kenmore, the Ed Center at Washington & Lee, and the Career Center. The school votes on June 5th.

Treasurer: Rod Pick

- Rod Pick reported \$156,600 in the bank. The PTA has received 121% of income and 85% has been spent.
- Rod Pick reported that most of the grocery programs are gone and that the PTA needs to have a discussion on which fundraising programs to keep and which ones to drop.
- Rod Pick presented a 5 year finance report detailing the PTA's finances.

President's Report: Tom Jensen

- Tom Jensen reported the supplemental budget passed 139-5 and the approved initiatives are moving forward.
- Tom Jensen requested budget proposals from the PTA for discussion at the June meeting. He explained the traditional format for surplus funds is 2/3 determined by Kenwyn Schaffner and the teachers and 1/3 determined by the PTA. The PTA will request suggestions via the newsletter. Suggestions at the meeting included: resurfacing the preschool playground, classroom rugs, and coordinating with Arlington Parks and Rec to improve the blacktop and surrounding area.
- Tom Jensen reported that the CCPTA has requested a contribution to a countywide scholarship fund for APS seniors pursuing teaching.

The morning session of the meeting recessed at 11:18am

May 2, 2017 7:36am (Evening Session) (14 present)

- Everyone introduced themselves
- The Agenda and 2 session format was explained
- Minutes for April were approved

Guest: Nancy Kauffanger, Reading Specialist

- Nancy Kauffanger stated that APS is thinking about implementing the Teacher's College reading program district wide. She requested the PTA assist with hiring a consultant to teach the teachers as a few other schools have done. Kenwyn Schaffner will follow up with the numbers.

Principal's Report: Kenwyn Schaffner

- Kenwyn Schaffner provided a brief presentation on the summer reading program.
- Kenwyn Schaffner stated she would talk to the teachers regarding budget ideas.
- Kenwyn Schaffner briefly reported on the Eagle Scout project and the Junior Girl Scout troop moving the Bird Blinds.

Fundraising: Alison Cassels

- Alison Cassels reiterated her Spring Fair commentary. She is already in the process of discussing the raptor program and native plant sale with Mary Van Dyke. Coffee will return next year. The Yorktown High School students were great. One student even packaged up the leftover fruit and took it to ASPAN.

Internal Relations: Jen Leonard

- Kerry Meeker gave a brief presentation on Jamestown Appreciation Week. All staff will be recognized. They need volunteers for Flower Day and Secret Gift Day. She reiterated the \$100 rule and gifts to co teachers and the assigned staff member should be the same value. Sara Batla will request volunteers in the newsletter.
- Jen Leonard reported on the nominating committee. They are still looking for the Treasurer, Payments Person, and the New Families Coordinator. They also need a second person for After School Activities and more volunteers for Alex's Lemonade Stand.
- The Rising Kindergarten Playdates are underway. They are held every other Tuesday and Sunday. The Kindergarten Parent Orientation is May 17 at 7pm.

Outdoor Learning Space: Jason Marino

- Jason Marino reported that Phase III is in process and should be installed by the end of the school year. A few concerns were raised about the stumps moving. The situation will be monitored and if needed, the stumps will be reset deeper into the mulch.
- Tom Jensen observed the Mandate of the Outdoor Learning Space is for the entire campus and requested the committee start examining what they can do with the Blacktop. The Blacktop is Arlington Parks and Rec land. There was also the request to consider putting in a trail that encircles the school.

Community Relations: Maurine Fanguy

- Maurine Fanguy reiterated that APS will be 2500 HS seats short by the time the 1st graders are in High School. The 1300 High School seats option are Kenmore, the Ed Center at Washington & Lee, and the Career Center. The school board is scheduled to vote on June 5th.

Communications: Sara Batla

- Sara Batla reported the Poetry Journal is at the printer. They will also try to post an electronic version. Each family will receive 1 copy to keep costs in check.
- Sara Batla reported the Yearbook is at the printer. The books will be given out to students during the last week of school so they aren't a distraction. Extra copies have been ordered.

Treasurer: Rod Pick

- Rod Pick reported \$156,600 in the bank. The PTA has received 121% of income and 85% has been spent.
- Rod Pick reported that most of the grocery programs are gone and that the PTA needs to have a discussion on which fundraising programs to keep and which ones to drop.
- Rod Pick presented a 5 year finance report detailing the PTA's finances.
- Rod Pick suggested removing Box Tops, Amazon, and maybe wrapping paper.

President's Report: Tom Jensen

- Tom Jensen presented on the CCPTA scholarship fund request. The membership present requested additional information about the program. Tom Jensen will follow up.
- Tom Jensen proposed adding a 'Capital Expenditure' line to the budget to reduce the number of supplemental budget processes. This budget line would allow the PTA to cover expenditures as they come up.
- There was an extensive discussion regarding organization additional free school social activities to broaden inclusion. There was also the discussion to include more set price items at the auction to broaden inclusion of the attendees. There was also discussion to continue the Montessori Welcome Packages.

Motion to Adjourn, Seconded, Adjourned: 9:20pm.

Prepared by: Jenn Birdsall, Recording Secretary