

## JDES BOARD MEETING AGENDA

8/16/11

Tuckahoe Library

**Members Present:** Beth Chancy, Rachel Harte, Lisa Benton-Hawkins, Sutessa Ukrop, Beth Gibson, Mary Smith, Amy Swartz, Mary Smith, Susan Lionberger, Laura Manning, Sonja Jones, Fiona Bessey-Bushnell, Jimmy Manning, Amanda Palmer, Amy Johnson, Tom Foster, Hanan Rutherford, Marcia Berger, Debi Knott, Chris Stallings

**CALL TO ORDER:** Beth called the meeting to order.

**INTRODUCTIONS:** Board members introduced themselves, their role on the Board and listed children attending JDES.

**REPORT OF THE TREASURER:** Jimmy shared that we have a good buffer of funds right now. Books were closed in June, books now reopened this week. We are in a good situation. The carnival and silent auction are big money makers but unfortunately, they both fall in the latter part of the year. Explained proposed budget. This year, the PTA is giving the teachers more money for their classrooms. Teachers receive \$250 for grade switcher teachers, \$150- for returning teacher. Large expenses include wish list for iBeams (specialized projectors) and shed. The shed has been on the wish list since last year.

Historically, the PTA had people coming at different times throughout the year requesting funds, which was labor intensive from a bookkeeping standpoint a lot to keep track of. This year, \$4k will be allocated in the beginning of the year and Mr. Almasian will police the process and prioritize requests. Teachers can request supplies in amounts of up to \$250-. Surplus money from last year will be used for this. Although iBeams were requested for the cafeteria, costs were more than anticipated to install. Portable iBeams were purchased instead, and teachers can check them out. Jimmy asked board for concerns or questions. None posed.

*Procedures for monies this year:*

Beth stated if you think you need additional funds than what were listed on the proposed budget, please let Jimmy Manning know before school starts. Mary noted correction to budget for copying expenses – should be 2200K not \$200- Beth also shared, when you need money from Jimmy, please complete the forms online or hard copy forms are located in the back of the cafeteria in metal cabinet – treasurer forms (this is where all officer's drawers are located). If you require a cash advance to make change for an event or to purchase materials, send Jimmy an e-mail stating the amount and the purpose and the date needed. Keep in mind that all checks need 2 signatures, therefore a 24 hour turnaround may not be possible. Keep ALL receipts for reimbursement and submit to Jimmy Manning with the forms.

### REPORTS OF STANDING COMMITTEES

**Principal's Message** Chris Stallings shared this year's theme: "Walking the Red Carpet to Success". Open house will be Thursday, September 1 from 12.30-2.30. Chris also shared that promoting events on morning announcements (Ms. Jones) are another resource for the PTA to facilitate participation and minimizes handouts. Announcements are televised.

**President,** Beth Chancy

All JDES staff is returning this school year. Ms. Vest moved to 2<sup>nd</sup> grade. Mr. McFarling moved to 1<sup>st</sup> grade. Mr. Peters moved to 4<sup>th</sup> grade. Ms. Macy got married and is now Ms. Bennet.

Introduce yourself to Michelle in the front office. She will make copies for the PTA. Keep in mind that Mr. Almasian needs time to approve everything that goes in folders so you will need to plan to get his approval and give Michelle enough time to schedule the copying. Any fliers or correspondence needs to state it is a PTA even, not just the school.

Go to the Virginia PTA website – so that you can learn about your role on the board:

<http://www.vapta.org/home.html>

## Action Needed:

**We still need volunteers to help staff back to school night – contact Beth Chancy if you are available. Amy Swartz and Mary Smith can help.**  
**Open House – Spirit Wear will be available**

### 1st Vice President-Cultural Arts, Joanna Dore

After School Enrichment, Lindsay Holtz

In-School Enrichment, Lindsay Holtz *stated she has in school enrichment planned - info to follow in beginning of September*

Grade Level Programs/Art Night, Rachel Harte

Science Week, Nancy Long *shared that last year they did one PTA program. This year, each grade level will do something*

Reflections, Lisa Benton-Hawkins – *will probably need help at a later date*

Volunteer Coordinator, Sherry Parker

### 2nd Vice President - Ways and Means, Sutessa Ukrop

Bingo, Beth Gibson, Kathy Seim

Socials, Julie Coriaty

- Kindergarten - Friday, October 7th 5:30-7:00
- 1st/2nd Grade - Friday, November 4th 5:30-7:00
- 3rd/4th Grade - Friday, December 2nd 5:30-7:00

Spring Carnival, Angela Cordero, Karen Hargrove

- Friday, April 27, 2012. *The Rain Date will be Friday, May 4<sup>th</sup>.*

Fall Fundraiser, Joanna Dore – *goal is to raise 8K, money is raised through direct donations rather than selling*

Original Art Fundraiser, Margaret Walker, Becky Hansell – *kids draw pictures and then they are made into keepsakes*

Dolphin Nights Out, Sutessa Ukrop *Chick fil A (Parham location) night will be the first Thursday of every month from 5.30-7.30. Looking for volunteers to help man the wheel station – may still do McDonalds night but not as frequently. 5.30-7.30. Customers need to tell cashier they are from JDES - if they forget – then can provide the receipt and do it retroactively.*

*Planning the first talent show – tentatively scheduled in January. Show will be one night with no auditions. We will not doing International night this year, unless someone steps forward to help.*

Book Fairs, Mary Smith, Celia King, Stephanie Eaken There will be one in the Fall that coincides with parent teacher conferences (date TBA) and 1 in the Spring on Art Night

Spirit Wear, Andy and Amy Swartz *The new design will be revealed on Thursday at the Open House. Orders will be coming home in folders. Many items have already been ordered so much of stock will be profit.*

Boxtops/Labels/Kroger, Mary Smith – *re: summer contest – info will be sent home in September*

Boxtops Assistant, Susan Lionberger

- Papa John's Pizza –
  - Mary also shared that Papa John's has a fundraiser, whereby promo codes are provided for JDES, JDES receives \$3- per order and every \$10 worth of orders, receives a pizza coupon.
  - can still use coupons and specials
  - can also sell pizzas at Carnival for profit
  - Board determined this would be the 3<sup>rd</sup> week of the month on T, W, and Th.
- Kroger has also teamed up with Campbell's to earn extra 'Labels for Education' points for our school. You register your Kroger card at the below website:  
[http://www.elabelsforeducation.com/Sites/Campbells\\_eLabels/Page/HomePage](http://www.elabelsforeducation.com/Sites/Campbells_eLabels/Page/HomePage)  
not sure if they are continuing or not  
Martins will continue

### 3<sup>rd</sup> Vice President-Room Parents, Laura Manning - letters are done – they should be in classrooms for open house

Teacher Appreciation Coordinator, Leslie Lieneemann

5<sup>th</sup> Grade Activities, Sonja Jones

#### **4<sup>th</sup> Vice President – Membership, Stacy Foster-**

Hospitality, Amanda Goodrich *looking for help for teachers for the back to school breakfast August 29. Still in need of donations and manpower to serve in the cafeteria – will be setting up around 8.15*  
Yearbook, Caroline Elliott – *the yearbook will receive additional money this year because costs are up on yearbooks (we subsidize yearbooks).*  
Legislative Affairs, Stephanie Hiss  
Newsletter, Amy Johnson - *trying to get one out in the papers that go home – trying to condense some of the info that goes into the newsletter – if you have key dates, please send to Amy*  
Parent Education/Community Involvement, Tom Foster *wants to cultivate parent participation – questions, re: transition to middle school*  
Silent Auction, Hanan Rutherford, Marcia Berger  
Debi Knott

#### **NEW BUSINESS**

##### **Office procedure/protocol**

*If you want anything posted on Facebook, Beth, Sutessa and Joanna have rights to post on the page on behalf of the PTA so send your information to them for posting. If you need to send an e-mail sent out to the listserv Please send it to Beth's personal email and the Beth will distribute as appropriate.  
Also, if you are planning an event at the school, please CC in correspondence with Mr. Almasian so that Beth is aware.*

*As you are scheduling events, consider religious holidays – Michelle keeps the calendar*

Files in the back of the Cafeteria for officers

Calendar – *Beth is working on dates for this year. We also might want to explore using [www.signupgenius.com](http://www.signupgenius.com)*

Open house—Staffing Tables  
Back to School night tables

What needs to be sent home with students in September (last year)

If you want something sent home send to Michelle by Thursday – Mr. Almasian needs to approve first – if you can wait 2 weeks, would be helpful

Membership: Order form and envelope  
Yearbook: Order form, Envelope, Opt-Out form  
Directory: Form  
Room Parent: Letter (is in the classroom already)  
Reflections: Contest information and form  
Kroger/Boxtops/Target: Information for participating  
After School Enrichment: Information or orders if doing early  
Fall Fundraiser: Information

#### **Next Meeting:**

**No board meeting in September - next meeting will be in October**